

****Special Meeting****
Associated Students Board of Finance
Humboldt State University
Meeting on Thursday, March 30, 2017
Nelson Hall East, Room 120
4:30 p.m.
Agenda #11

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda 11 dated Thursday, March 30, 2017 – **Action Item**
- IV. Chair's Report
- V. Public Comments (As per the Gloria Romero Open Meeting Act of 2000 authorized by Section 89306.)

Every Board of Finance agenda for regular meetings shall provide an opportunity for members of the public to directly address the Board of Finance on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda. However, the Board of Finance may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. The Board of Finance may also provide a reference to resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or request that a matter of business be placed on a future agenda.

Persons recognized by the Chair should first identify themselves by name. Time limits will be established by the Chair depending on the number of people wishing to speak and the length of the Agenda. Public comments regarding items on the agenda will be taken prior to each agenda item.
- VI. Old Business
 - A. Request for \$1,464 for F.R.E.E. – **Action Item**

The request is for members of F.R.E.E. to travel to CA-NAME (California Chapter of the National Association for Multicultural Education) conference.
 - B. Request for \$3054.24 for INRSEP. – **Action Item**

The request is the cost of an INRSEP garden project.
- VII. Announcements
- VIII. Adjournment

This event is wheelchair accessible. Persons who wish to request disability-related accommodations, including sign-language interpreters, should contact Patric Esh, AS Council Coordinator, at patric.esh@humboldt.edu or call (707) 826-4221. Please request accommodations at least two weeks prior to the event.



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM:

FREE

CONTACT PERSON:

Samyha Saba

Phone:

(323) 541-6653

Email:

ss3808@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1 Requested A.S. Unallocated Funds.

2 FREE funds for van

3

4

5

6

7

Total Income:

\$ 0.00

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1 Vehicle Rental

2 Food

3 Gas

4

5

6

7

Total Expenditures:

\$ 0.00

1464

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

Cesar Abarca

CLUB/PROGRAM ADVISOR NAME

SIGNATURE

[Signature]

Ana Molina

BUDGET ADMINISTRATOR NAME

SIGNATURE

Ana Molina



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Vehicle Rental \$364

Explanation: Renting an 8 person Van to transport the
presenters to LA.

Line Item: Food \$700

Explanation: Food for the 7 presenters.

Line Item: Gas \$400

Explanation: Gas for the trip down and our return
trip to HSU.

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

To Associated Students of HSU,

A letter was previously submitted in regards to HSU students' attendance to the CA-NAME (California Chapter of the National Association for Multicultural Education) conference this upcoming April 1st and 2nd at Chapman University. *Deconstructing Academia: Microaggressions and Eurocentrism in the Sciences (15:00m, 2017)* is a film collaboration amongst student filmmaker Alicia Flores, Dr. Marisol Ruiz from the Department of Education, and a range of student scientists discussing critical race theory and providing critical analysis to institutional violence.

Deconstructing Academia is a 15-minute documentary that explores critical analysis of Eurocentric perspective in the sciences and inherent in institutions, and how they impact the growing population of students of color in higher education. Many of the students that participated in the film are members of F.R.E.E. (Finding Resource and Empowerment through Education), an HSU student organization that works to raise consciousness on the experience of people of color on this campus and across CSU's alike. Dr. Ruiz, Alicia and student representatives from F.R.E.E. have been provided two 75-minute sessions on April 2nd to present the film, give a short lecture and panel discussion on microaggressions and Eurocentrism in the sciences and a follow-up with questions from a mostly professoriate crowd, though the conference is open to the public. We have been invited to the conference both April 1st and 2nd to participate in workshops and lectures on the subject of multicultural education.

Alicia has reached out to CA-NAME and F.R.E.E. has written proposals to the College of Professional Studies, the Department of Education and the Critical Race and Gender Studies Departments at HSU without any response or follow-up in regards to funding this trip. We are reaching out to Associated Students for funding assistance for this event; this conference is a unique opportunity to present to a relevant audience for our body of work. Furthermore, the experience of the conference will be a great learning and growing experience for all of us as young professionals and scholars. We can offer a similar presentation on campus, complete with the film screening and guided discussions. Thank you for your consideration.

Best regards,

A. Flores and F.R.E.E. (Finding Resource and Empowerment through Education)



REQUEST FOR UNALLOCATED FUNDS BUDGET DRAFT

NAME OF A.S. PROGRAM:

INRSEP CLUB

CONTACT PERSON:

Priscilla Baltezar

Phone:

562-556-0657

Email:

pb540@humboldt.edu

I. Income. List A.S. Subsidy requested and other potential sources of income.

1	Requested A.S. Unallocated Funds	\$2754.24
2	INRSEP	\$300.00
3		
4		
5		
6		
7		
Total Income:		\$3054.24

II. Expenditures. List items such as printing, performance fees, cost of goods, advertisements, etc.

1	Supplies	\$815.84
2	Facilities	\$1938.90
3	Volunteer Food & Misc.	\$300.00
4		
5		
6		
7		
Total Expenditures:		

For each income and expenditure listed above, provide a detailed justification on the attached Budget Justification sheets.

REVIEWED BY:

SAMANTHA MARTINEZ
CLUB/PROGRAM ADVISOR NAME

SIGNATURE

SAMANTHA MARTINEZ
BUDGET ADMINISTRATOR NAME

SIGNATURE

Nathaniel McGuigan

Nathaniel McGuigan

Laurie Richmond
INRSEP Director

Laurie Richmond



REQUEST FOR UNALLOCATED FUNDS BUDGET JUSTIFICATIONS

Important:

Please provide a detailed description for each expenditure item included on the Associated Students Budget Draft. Include how you arrived at specific figures and/or how you plan to spend this money.

Line Item: Supplies \$815.84

Explanation: Cost of supplies to implement 4
raised beds

Line Item: Facilities Management \$1,938.40

Explanation: Estimate of labor costs to remove
unwanted elements in garden including
fence repair, hedge removal, concrete
removal, & chimney removal

Line Item: Volunteer Food & Misc \$300

Explanation: We expect to have about 3-4 volunteers who will assist us in obtaining materials and constructing the beds once
we have the explicit approval of Facilities management through a building permit. We expect a total of four
5 hour work days and and would like to provide a meal per work day per volunteer and the garden coordinator

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

Line Item: _____

Explanation: _____

3/18/2017
Priscilla Baltezar
INRSEP Student Assistant
415 A Forest Ave
Arcata, CA 95521
P: 562-556-0657
E: pb540@humboldt.edu

Gregory Rodriguez
Committee Head, Board of Finance
Humboldt State University
1 Harpst St.
Arcata, CA 95521

RE: INRSEP Garden Project Memo

Dear Mr. Rodriguez,

I am writing to you and to your respective committee to request funding for the proposed INRSEP Garden Project. The following is an explanation of the line item budget, funding justification, additional resources explored, and how this program will have environmental and social benefits to the greater HSU community. Note the attached management and implementation plan has the full details of the entire project which is a collaborative effort with Facilities Management.

- a) Our hope is to teach and grow with our community through the cultivation of 4 raised bed plots with a full composting and drip irrigation system. The overall budget estimate of \$2,754.24 will be able to cover the implementation costs of the garden.

Supplies	Qty	Price	Total Price	Source
Safety goggles (3 pk)	2	3.99	7.98	Harbor Freight
Latex Coated Work Gloves Medium	2	1.99	3.98	Harbor Freight
48 In. I-Beam Level	1	8.99	8.99	Harbor Freight
4-In-1 Aluminum Rafter Angle Square	1	\$1.99	\$1.99	Harbor Freight
16 Oz. Fiberglass Claw Hammer	1	4.99	4.99	Harbor Freight
18 Gauge 2-In-1 Air Nailer/Stapler	1	22.99	22.99	Harbor Freight
1/2 In. Drive 25 In. Breaker Bar	1	12.99	12.99	Harbor Freight

1 Lb. Rubber Mallet	1	2.99	2.99	Harbor Freight
18 Volt 3/8 In. Cordless Drill/Driver With Keyless Chuck, 21 Clutch Settings	1	22.99	22.99	Harbor Freight
100 Ft. X 16 Gauge Outdoor Extension Cord	1	29.99	29.99	Harbor Freight
Stake Flags - Fluorescent Orange 100/bundle	1	8	8	Tyler Tools
Ace 17oz Water-Based Marking Paint in Fluorescent Safety Green	1	7.49	7.49	Ace Hardware
outdoor string (50 ft roll)	1		0	Ace Hardware
Ace 6 Cu. Ft. Poly Wheelbarrow	1	39.99	39.99	Ace Hardware
56 In. Round Point Shovel	1	9.99	9.99	Ace Hardware
56 In. Square Nose Shovel	1	9.99	9.99	Ace Hardware
Bloom 2 pack 6in Shear and Pruner Set	1	9.99	9.99	Ace Hardware
			205.33	
Raised Beds				
2 x 4 x 8 Cedar	32	4.35	139.2	Consultant: Eldon Kinney
Fastenmaster TrapEase 2-1/2in Ultimate Deck Screw Bucket	350	45.99	45.99	Ace Hardware
Garden Zone 48in x 100 Ft Hardware Cloth	48 in x 100 ft	219.99	219.99	Ace Hardware
Soil	7 yd3	\$47/yd	Donation	Royal Gold
Volunteer Food & Misc	\$300/3-4 volunteers	24 volunteer hours expected		

Direct Costs	Supplies	\$815.84
	Facilities Management	\$1,938. 40
	Volunteer Food & Misc.	\$300
	Total	\$3054.24

b) Overall the garden is aiming to become a garden that will help the student members of INRSEP. The overarching mission of the INRSEP program is to serve the historically marginalized and low income students of Humboldt State University. The program mission is to be able to empower students on a track that strives for academic excellence in STEM disciplines through the provision of grassroots mentoring, academic support,

and financial support. What is so special about INRSEP is that it takes the program above and beyond through the special qualities of the staff and opportunities for spiritual connection to the local community and culture. Through the implementation of the garden it is expected that we will be able to create a curriculum that will enhance the applied learning of students in the sciences. The students will be able to create their own food security by learning about the benefit of growing organic food that is culturally relevant to the region. The implementation of the garden will be an opportunity for the community to come together to create a space that keeps promoting the empowerment of the student community.

- c) This project will be able to receive in-kind support from the INRSEP budget. Note that there was a significant effort to minimize cost by seeking donations for implementation supplies
- d) The INRSEP mission aims to provide financial and academic support with an emphasis on the empowerment of indigenous ecological knowledge. Our request for unallocated funds will help us establish a program garden that would give students the opportunity to reinforce values based on food self-sufficiency, environmental sustainability, community health, and cultural regeneration. Our community garden will be mainly serving our students, staff, and community members of **INRSEP**.

A thick dark gray vertical bar is positioned on the left side of the page. To its right, a red arrow-shaped banner points to the right, containing the date '9/20/2016'. Below the banner, several thin, curved, light gray lines sweep upwards from the bottom left towards the center of the page.

9/20/2016

Indian Natural Resources, Science & Engineering Program Implementation & Management Plan

Site Design, Cost, Implementation
Timeline, and Management for the
INRSEP Garden Project

Priscilla Baltezar
HUMBOLDT STATE UNIVERSITY

03/02/2017
Tall Chief A. Comet
Facilities Management
Humboldt State University
1 Harpst St
Arcata CA, 95521
RE: INRSEP Garden Project

Dear Tall Chief,

The Indian Natural Resources, Sciences, and Engineering Program (INRSEP) of Humboldt State University has had a profound impact on the wellbeing of students from historically underrepresented backgrounds in the STEM Sciences. The INRSEP mission aims to provide financial and academic support with an emphasis on the empowerment of indigenous ecological knowledge. Our request for a building permit and overall guidance will help us establish a program garden that would give students the opportunity to reinforce values based on food self-sufficiency, environmental sustainability, community health, and cultural regeneration. Our community garden will be mainly serving our students, staff, and native community members of INRSEP. Our hope is to teach and grow with our community through the cultivation of 4 raised bed plots with a full composting and drip irrigation system. The overall budget estimate of \$2,754.24 will be able to cover the implementation costs of the garden. Students will be able to benefit from the garden by being able to grow their own food for themselves and for community members and organizations that the community garden will be extended to continue a community garden revolution at INRSEP.

Sincerely,

Priscilla Baltezar
Pb540@humboldt.edu
562-556-0657

Applicant Name (PI) and Contact Information	Priscilla Baltezar		
	Phone	707-826-5641	
	Email	pb540@humboldt.edu	
Project Title	INRSEP Garden Project		
Organization	Name	Indian Natural Resources Science & Engineering Program	
	Address	Walter Warren House # 38 1 Harpst St Arcata, CA 95521	
	Phone	707-826-4998	
Amount Requested	\$2,754.24	Project Start Date	August 2016
		Project Implementation Duration	1 Week



The purpose of the Indian Natural Resource Science and Engineering Program (INRSEP) is to provide academic and research support to underrepresented, low income, and historically disadvantaged students in STEM disciplines with a specific focus on American Indian and Indigenous students. INRSEP serves students by connecting them to research opportunities, providing academic and career counseling, assisting with entrance into graduate programs, and fostering an inclusive and supportive learning community within the INRSEP house. INRSEP is grounded in a holistic approach to STEM that accommodates diverse approaches to the natural world and draws from the traditional knowledge of Indigenous peoples. We aim to work as partners with local tribal communities to learn from their wisdom and contribute to their goals. Our mission is to diversify and decolonize STEM fields by empowering our students to become leaders who give back to their communities, society, and future generations while strengthening connections with their heritage and culture.

Implementation Plan

Introduction

The Indian Natural Resources, Sciences, and Engineering Program (INRSEP) of Humboldt State University supports academic services to underrepresented student communities pursuing the sciences with an emphasis on indigenous students. The program is unique in that it offers grassroots mentorship and empowerment of student excellence in Science, Technology, Engineering, and Math (STEM) fields (INRSEP, n.d.). This home away from home not only supports historically low income students, but provides a space for community meals and social enrichment. Students will have greater access to community food security by implementing this proposal to establish a program garden. Providing food security as well as reconnecting students to their roots through the applied science of growing food is the main objecting. There is an increasing demand to grow a larger student community in the STEM fields with more diverse backgrounds and this is the type of creative support that INRSEP will continue accomplishing. INRSEP is actively pursuing ways to be able to increase opportunities for a successful transition into graduate work and improving retention needs programs that fosters empowerment through resources in addition to academic and career counseling. We believe that a one-time start up request for \$2,754.24 would be ideal for establishing a program supported garden here at INRSEP.

Objective

- Growing food for the house to enjoy
- Grow an edible and medicinal garden that is mostly native to the Western Hemisphere
- Physical & Recreational activities for the students
- Integrating culture and language in a garden setting. *Note that all cultural integration must be carefully managed out of respect of local and pan-indigenous knowledge and may require the approval and consent of represented communities.
- Supporting a safe and all-inclusive environment following proper risk management protocol
- Promoting practical skills in Science, Technology, Engineering, & Math (STEM) such as:
 - Soil and Water Quality Testing
 - Eco-Engineering
 - Agro and Ethno Ecology

Garden Location



Figure 1. Aerial view of the garden location. The garden will be located at the Walter Warren House # 38. The construction of the garden will be only within the area specified.

Specifications-Garden Components

The garden will in general follow these guidelines:

- Beds will not dig deeper than permitted by Facilities Management with additional fortification such as gopher wire. The beds will also have a raised garden bed design to streamline ease of use and maintenance
- Existing conditions of the bed are referenced in Figure 2 and require the assistance of facilities management to remove unnecessary garden elements.
- As specified in Figure 3, these are the intended dimensions of the bed. Any changes must be consulted with Facilities Management and the garden liaison.
- The garden must be resistant to normal Arcata, CA weather conditions
- The overall garden design must adhere to the Humboldt State University aesthetic, safety, and risk requirements
- Most garden resources for implementation will be outsourced and donated from the community.
- Fundraising will be covered by INRSEP through funding support from the Humboldt

State University Board of Finance and in-kind support from INRSEP.

- Utilization of the existing storage shed (Figure 3) and fence will ensure safety and organization of the garden.

Specifications-Management

- The garden itself will be managed by one INRSEP Student Staff Position. The garden management and distribution of garden resources is under the sole responsibility of the Garden Coordinator (GC) and INRSEP upper management.
- Careful implementation for safety protocol must be adhered to and make proper documentation available to prevent and monitor unforeseen accidents, garden mismanagement, and possible issues that require human resources. The utmost importance will be placed on safety with internal and external garden operations.
- There must be definite signage and orientation paperwork of garden rules and code of conduct to maintain safety. All participants must receive orientation paperwork with release of liability per the GC (reference in supplementary material).
- A series of 4 beds will be managed by the GC and is intended for the use of program members and staff only.

Criteria & Impact Analysis

The following criteria and analysis of impact mitigation were all considered and were not listed in order of importance.

Issues of Interest	Mitigation
Safety	Safety will be managed and monitored by the GC. Any participant in the garden must receive an orientation packet outlining code of conduct and release of liability. Implementation of garden beds and ensuing cultivation will follow safety standards as approved by Risk and Facilities Management
Durability	Structures will be made to withstand the elements and be safe for gardeners. This may include the use of pressure treated wood for the beds and proper handling of garden equipment.
Cost	To minimize the cost of the garden, materials will be outsourced from community members and organizations as donation or at a minimal

	cost. All costs must be allocated for by INRSEP staff and the GC.
Aesthetics	The garden will be maintained to be clean, not attract pests, and all tools properly stored. The garden must be managed as an effective growing space that must be continually tended by the current GC. The garden will be designed to honor Indigenous beliefs of the sacred medicine per consultant Eldon Kinney. *It is important to INRSEP to implement cultural connections that are relevant and appropriately consulted with the community.
Ability to grow food	The garden is in an ideal location that receives full sunlight, sits on a flat surface, and is within proximity of waste disposal.
Environmental Impact of Project Supplies	This project will utilize community resources and donations to minimize impacts on the environment and overall cost. Certain organic gardening techniques such as a water meter, drip irrigation, mulching, companion planting will reduce costs and use of resources.
Future Management of Space	Garden will be used as a space to learn, teach, and conduct research on different techniques for gardening. The area may host workshops and events conducive to the INRSEP mission.

Site Considerations

Local Weather

Local weather conditions vary at a mean temperature from 39°F to 64°F with a warm season that lasts from June 24th to October 13th, while the cold season occurs between November 26th to April 14th. The highest probability of rain occurs between early late August and early March. Relative humidity stays within a range of 60% and 99 % throughout the year (Weatherspark, 2012). Climate conditions in Arcata CA will vary and the garden will be constructed with growing seasons, precipitation, temperature, and humidity in mind. The garden may amplify decomposition of wooden garden elements, control soil saturation, and drainage into adjacent sewer systems. This can be mitigated by using pressure treated wood, properly storing tools, and following safety protocol (i.e. making sure all water spigots are turned off).

Irrigation

Further informational meetings are required with Facilities Management to coordinate utility lines surveying. When removing garden elements such as the cement block, stone grill, and bush

care must be taken to not compromise existing utilities. We will also request that another water line be implemented on the north side of the backyard adjacent to the proposed garden Site. Future irrigation after implementation will be done mostly by hand watering and will be administered during the coolest part of the days when the soil begins to dry. A water meter will be fitted to the requested spigot on the North side of the Garden.

Future Use of Space: HSU Master Plan (Appendix A)

The Humboldt State University Master plan is proposing to construct a parking lot called the 14th St Parking Structure. According to this plan they propose to demolish the Children's Center Jensen House #94, the Jensen House CCAT Community Garden, and INRSEP at Walter Warren House # 38. Now, it is not feasible to implement such a parking structure, and if the school wishes to implement this plan, they must consult each respective program to be a part of the decision. On behalf of INRSEP, the program has the full intention to continue its existence and does not approve of a future parking structure that eliminates programs proposed to be demolished without their consent.

Garden Site Preparation

We are proposing to eliminate the garden hedge, chimney, and cement block area as outlined in Figure 1. There are several components that must be removed from the garden and is only permitted by Facilities Management. The existing dimensions of elements that will be removed are referenced in Figure 2, and Figure 3 is an in-detail blue print of the dimensions of the raised beds after the modification of the existing conditions. Once all the elements are removed, then the construction of the beds will ensue. The construction will be overseen by qualified volunteers with previous experience in construction and wood work. The implementation of soil and approved plants for growing will be facilitated through community donations and supplemented by a composting system that will be donated. All supplies, contacts, and donations will be specified and continually updated within the supplies list in Figure 4.

Proposed Garden Elements

The center hedge, concrete slab, and rock chimney will be taken out to create more space for the main garden beds with dimensions specified in Figure 2. Raised beds will preferably be installed for rows of native herbs, vegetables, fruits, and medicines as displayed in the raised bed design. Facilities management must be contracted to survey the site, remove the concrete slab, hedge, and modify any existing irrigation. The actual garden beds will be constructed by outsourcing wood from the local community. A series of four beds will be constructed as demonstrated in Figure 3. The soil will be built over time by utilizing house waste. We also hope to contract mulching materials by using the school's grass cuttings in cooperation with facilities. Once we have been able to turn and add all the soil we need then we can begin planting.

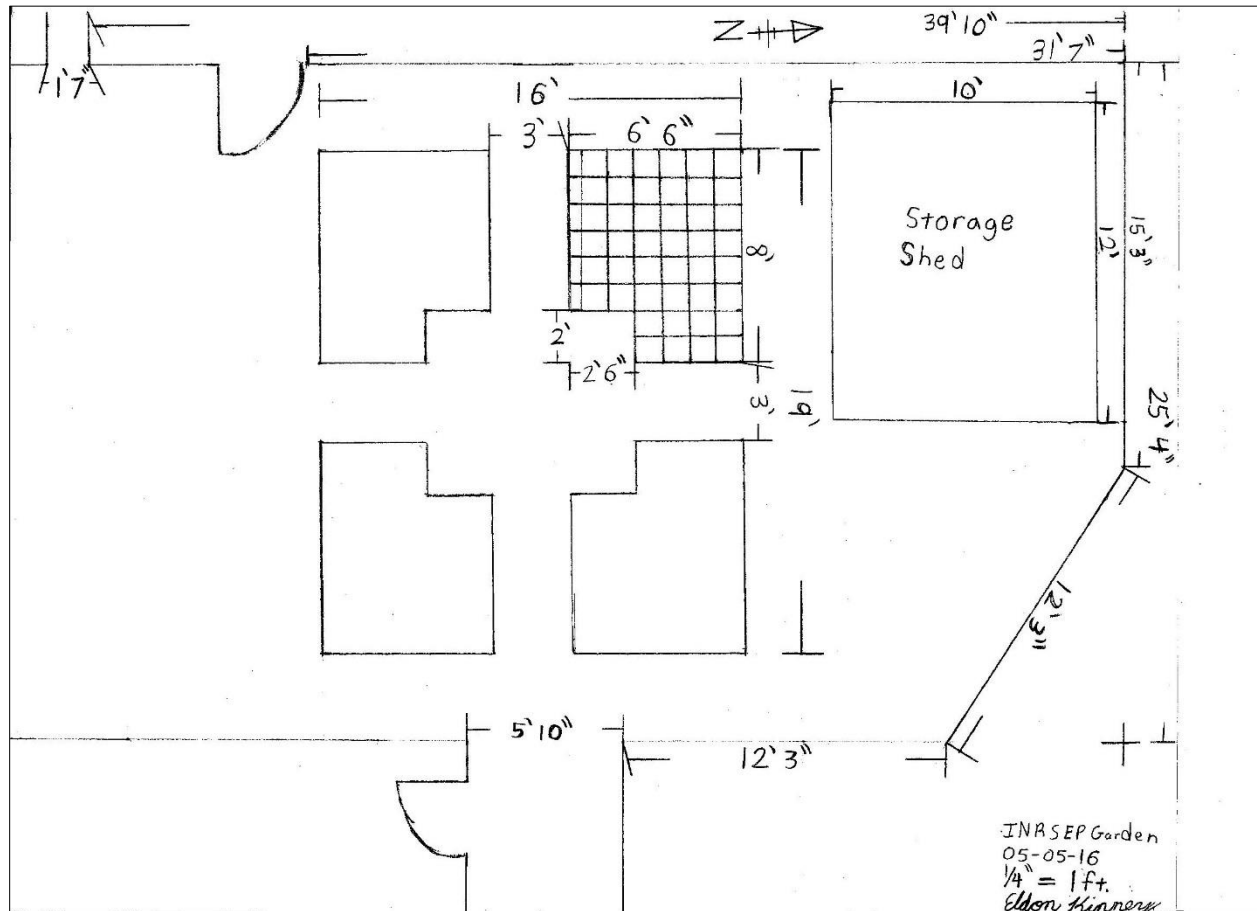


Figure 3. Four garden beds will be constructed on the north-eastern side of the INRSEP backyard utilizing locally outsourced wood. The soil will be built over time and amended with soil from Royal Gold donations.

Supplies	Qty	Price	Total Price	Source
Safety goggles (3 pk)	2	3.99	7.98	Harbor Freight
Latex Coated Work Gloves Medium	2	1.99	3.98	Harbor Freight
48 In. I-Beam Level	1	8.99	8.99	Harbor Freight
4-In-1 Aluminum Rafter Angle Square	1	\$1.99	\$1.99	Harbor Freight
16 Oz. Fiberglass Claw Hammer	1	4.99	4.99	Harbor Freight
18 Gauge 2-In-1 Air Nailer/Stapler	1	22.99	22.99	Harbor Freight
1/2 In. Drive 25 In. Breaker Bar	1	12.99	12.99	Harbor Freight

1 Lb. Rubber Mallet	1	2.99	2.99	Harbor Freight
18 Volt 3/8 In. Cordless Drill/Driver With Keyless Chuck, 21 Clutch Settings	1	22.99	22.99	Harbor Freight
100 Ft. X 16 Gauge Outdoor Extension Cord	1	29.99	29.99	Harbor Freight
Stake Flags - Fluorescent Orange 100/bundle	1	8	8	Tyler Tools
Ace 17oz Water-Based Marking Paint in Fluorescent Safety Green	1	7.49	7.49	Ace Hardware
outdoor string (50 ft roll)	1		0	Ace Hardware
Ace 6 Cu. Ft. Poly Wheelbarrow	1	39.99	39.99	Ace Hardware
56 In. Round Point Shovel	1	9.99	9.99	Ace Hardware
56 In. Square Nose Shovel	1	9.99	9.99	Ace Hardware
Bloom 2 pack 6in Shear and Pruner Set	1	9.99	9.99	Ace Hardware
			205.33	
Raised Beds				
2 x 4 x 8 Cedar	32	4.35	139.2	Consultant: Eldon Kinney
Fastenmaster TrapEase 2-1/2in Ultimate Deck Screw Bucket	350	45.99	45.99	Ace Hardware
Garden Zone 48in x 100 Ft Hardware Cloth	48 in x 100 ft	219.99	219.99	Ace Hardware
Soil	7 yd3	\$47/yd	Donation	Royal Gold
Direct Costs	Supplies		\$815.84	
	Facilities Management		\$1,938. 40	
	Total		\$2,754.24	

Figure 4. List of implementation supplies. List will be amended as seen fit to accommodate garden planting post implementation

Implementation Cost:

There will be a direct cost associated with consulting the Facilities Management Operations of Humboldt State University. According to Payscale, the average landscaper's salary is about \$17.73. It is expected that there will be a max of 80 hours worked per worker for a total of 2

workers. A total of 160 hours worked at \$17.73/hr. will come to a total of \$1,938. 40. This rate will be applied to the budget to submit an estimate of the work to Facilities Management. This may be apt to change according to the needs of facilities management. The amount requested for supplies and payment of facilities management is \$2,754.24.

Preferred Design- Raised Beds

Advantages and Disadvantages

- Raised beds are the ideal format for the garden implementation. There are certain pros and cons as outlined
 - Weed: weeds can be prevented with raised wooden barriers and inlaid barriers
 - Pest: preventing the onset of damage from gophers can be mitigated with hardware cloth
 - Healthier Soil: Building layers of soil is much easier by growing above the ground with pre-amended soil.
 - Ease of Access: Raised beds are much easier to access
 - Longer growing periods: Soil temperature is maintained at levels ideal for growth versus growing from the ground.
 - Aesthetics: Raised beds are easily to managed for proper CSU aesthetics.

A few disadvantages exist and should also be noted:

- Increased Cost: Soil and raised bed materials can be costly depending on material.
- Maintenance: Even for rot-resistant wood, they must still be maintained and replaced with weathering. Attention needed when selecting wood ideal for growing food free from leaching.

Implementation- Raised Beds

Materials for Raised Beds

To be environmentally friendly and promote safety, all materials must be considered. Railroad ties must not be used due to leaching from creosote. In addition, pressure-treated wood may contain toxins like chromated copper arsenate (CCA) and alkaline copper quaternary (ACQ) (USDA, 2005). The ideal building material will be cedar due to its resistance to weathering and availability through established contacts.

Bed Construction

The beds will be constructed according to the dimensions in Figure 3. Certain volunteers with experience in construction will help the GC construct the beds using 2x4x8 “cedar and appropriate tools. Proper safety gear, training, and release of liability will be emphasized. Preparation of the beds require digging out excess surface sod and soil and flagging the outline of each bed. Once the beds are constructed, then the beds will be filled with soil donations.

Tool Storage Space

Only a small number of hand tools need to be accessible to gardeners. A small shed/closet located in the north-eastern edge of INRSEP as indicated in Figure 3 should be large enough to house tools.

Collaboration & Timeline

The INRSEP garden project would ideally be over 1 week once a building permit is attained. The implementation of the garden must require preliminary paperwork and inspections before starting the garden to be able to establish it. Ideally, we want to establish this garden with sustainability in mind, utilizing local resources in an environmentally conscious manner. The initial implementation plans must be submitted for building permit approval from the Facilities Management Operations of HSU to begin the process of receiving grants from the Office of Sponsored Programs of HSU. Once the plan has been approved and the building permit obtained, then the Gardening Committee will be able to apply for grants to fund the payment of Facilities management. The committee will also promote the garden to recruit volunteers and implement the garden itself. The garden will be surveyed to assess if the ground is fertile enough and free of any material that would make the garden unsuitable for growing food. INSEP will work with Facilities Management to assess if there are any obstructions to digging into the ground such as water or electric lines.

Timeline

Weeks			
Garden Elements	1	2	3
Site Prep	Work Order to survey site for water, sewer, & electric lines	Mark off Site, Remove Sod	
Raised Beds		Purchase Materials & define holding site	Completion of Raised Beds
Work Table	Student Workers Construct Table		
Irrigation	Irrigation Modification		Set down drip irrigation system
Hedge Removal	Work Order to Remove Hedge		
Chimney Removal	Work Order to Remove Chimney		

Remove Excess Concrete	Work Order to Remove Concrete		
Soil/Compost		Purchase Materials & define holding site	Set Soil into beds & construct worm composting system
Shrubs, Herbs, & Vegetables	Purchase heating pads for starts	Purchase plant starts	Start planting for the winter or spring seasons.

Table 1. This is the initial list for the implementation of the garden. As the growing seasons progress for the fall and spring semesters, planting materials will be accessed from primary local sources.

Summary

The space will be cleared of the hedge area, center concrete slab, rock chimney, and additional invasive plants. The raised beds will be able to grow edible, medicinal, and culturally relevant plants free of any human made chemicals. The grant money requested may be facilitated through the Board of Finance (may change). This one-time startup grant will primarily allow for the payment for the work done by facilities management, the purchase of construction materials, and gardening supplies.

Intellectual Merits and Broader Implications

The value of this project aims to build community among INRSEP students tracked on a path for academic excellence and higher education. The community garden project has the capacity to feed low income underrepresented students, provide network building, and fostering the practical application of traditionally inspired food growing sciences. The program aims to promote students with diverse backgrounds into professional STEM fields.

The establishment of an INRSEP garden would be a great addition to the program. It gives students the opportunity to come together to foster self-determination in growing their own food while reconnecting to cultural backgrounds.

Management Plan

Purpose

The following document is the management plan defining the structure, function, and composition of the INRSEP community garden.

Management

The Management plan will indicate how the garden will be managed:

Disseminating garden regulations will be the responsibility of INRSEP garden coordinator per semester maintenance and balancing of the budget. The coordinator will also be tasked with creating workshops and curriculum in the garden that foster a sense of community, empowerment of marginalized student, preserves language, culture, and empowers STEM majors. Volunteers and staff may be appointed to assist and teach the cultural, spiritual, and scientific value of the garden. Experiments will be designed per approval of the coordinator to allow students to research ethno-botany & ethno-ecology, energy resources, engineering, and applied mathematics associated with knowledge based science of small scale agricultural systems.

Operations

The actual garden itself will be managed at a minimum 10 hours a week for the main garden coordinator. An additional up to 10 hours may be implemented solely based on volunteer hours. The garden will be assessed regularly during work hours to water, prune, plant, and harvest in the most sustainable way possible that will conserve crucial resources. Some of these resources may include water usage, composting programs, and utilizing locally sourced materials. The

Expected Results

Overall the garden is aiming to become a garden that will help the student members of INRSEP. The overarching mission of the INRSEP program is to serve the historically marginalized and low income students of Humboldt State University. The program mission is to be able to empower students on a track that strives for academic excellence in STEM disciplines through the provision of grassroots mentoring, academic support, and financial support. What is so special about INRSEP is that it takes the program above and beyond through the special qualities of the staff and opportunities for spiritual connection to the local community and culture. Through the implementation of the garden it is expected that we will be able to create a curriculum that will enhance the applied learning of students in the sciences. The students will be able to create their own food security by learning about the benefit of growing organic food that is culturally relevant to the region. The implementation of the garden will be an opportunity for the community to come together to create a space that keeps promoting the empowerment of the student community.

Overview

- Establish the vision and objectives
- Outline management protocol
- Define staff and volunteer responsibilities
- Define code of conduct and action plan
- Provide an inclusive and safe space to all community members of different backgrounds.
- Ensure safety on garden grounds for all users
- Implement CSU and University policy to appeal to aesthetics, safety, & sustainable use of resources

Vision

- **Vision:** To promote a space for growing organic traditional food for INRSEP. This will promote food security with an emphasis on cultural revitalization of the diverse HSU community. Through careful integration of CSU and University policy, this garden program will supplement INRSEP sovereignty for the student members, staff, and broader community. This will also be an opportunity to promote small scale practical skills in Science, Technology, Engineering, & Math (STEM) such as: soil and water quality testing, eco-engineering, agro and ethno ecology.
- **History:** The garden has been ongoing need for INRSEP and was reinitiated by an ambitious body of students and staff within the program. The work for the garden is attributed to the concerted efforts of caring individuals who want to continue support the future generations of scientists and stewards of the earth

Garden Management

- **Waste:** Will be overseen by the established Garden Coordinator Position (GC). The garden will utilize closed receptacles for appropriate organization of waste (recyclable, compost, and trash). WRAPP and the garden itself will make use of its compost which will be cleaned out on a weekly basis.
- **Organic Practices:** Use of synthetic fertilizers, herbicides, pesticides, and genetically modified organisms are not permitted on the garden grounds. We will not support any chemical industry that is invasive to the health of our organic food. Careful implementation will be led by the GC who is responsible for the research and application of the growth of organic foods. The use of the garden's biodegradable waste will be gathered from the garden to fertilize the soil of the garden beds. Certain practices that will be promoted include, crop rotation, companion planting, mulching, and organic pest management. Reference material will be found in Appendix B.
- **Sustainability:** To promote sustainability, water usage will be closely monitored. The implementation of a drip irrigation system with a water timer will be ideal. Hand watering can also be utilized during the coolest part of the days along with the addition of rice hay to maintain moisture will facilitate the most sustainable and effective use of water.
- **Aesthetics:** It is paramount that the GC ensures the health and success of the garden to curtail any overgrowth, unsightliness, rotten foods, or prevent any signs of neglect. The key objective for garden success is to ensure the production of healthy food as a consistent component of INRSEP while meeting all CSU and University policy.
- **Tools & Supplies:** Will be stored in the already established shed in the backyard in the upper northern eastern corner of the backyard Figure. 2 of the Implementation plan. Tools used will be hand held tools and closely supervised. Mechanical or high risk tools such as saws or pitch forks must be pre-approved and overseen by appropriate staff members and facilities management representatives.

- **Safety:** Clear safety guidelines will be established by the GC and will be supervised during the regular hours of operation. All members within the INRSEP program will be emailed at the beginning of the semester with all garden release of liability, safety guidelines, and code of conduct within the orientation packets (Reference Supplement). Ongoing interest with the garden will be facilitated by the GC to distribute the orientation packet. Paperwork with sensitive information will be kept under lock and key in the office manager's files.
- **Gardening Production:** The garden purpose is to grow organic fruits, herbs, vegetables

Garden Staff & Volunteer Positions

- **Garden Coordinator (GC):** The GC will be fully responsible for the ongoing management of the garden. They're responsible for ensuring that orientation packets are processed correctly, ensuring safety/code of conduct, and the successful completion garden duties which will be outlined in the orientation packet (Reference Supplement). The GC will also coordinate education and community outreach through partnerships with community members and develop gardening workshops. The main function of the garden is to grow edible organic foods to supplement INRSEP member community lunches on a weekly basis.
- **INRSEP Staff:** INRSEP staff will run the program operations and support the garden program. Any conflict resolution that cannot be resolved by the GC will be taken to the program upper management and ultimately with HSU human resources.
- **Volunteers:** Volunteers will help in the garden as interest and recruitment develops. All members and invited community members must receive and fill out an orientation packet (Reference Supplement). Close supervision to be facilitated by GC and staff as seen fit.

Decision making

- Regarding garden management and events will involve all staff and INRSEP club members in bi-weekly meetings. All decisions will be consensus based and communicated to others via INRSEP email server
- The GC will be a liaison between INRSEP associates and other key contacts such as Facilities & Risk management. The GC will be responsible for actively communicating garden updates and properly establishing garden events.

Events

- The Garden Coordinator will organize, schedule, and communicate educational workshops surrounding the garden. They will also need to communicate with INRSEP on any overlapping events that will occur in the backyard. All events must be properly planned in accordance with CSU & HSU policy to promote safety and inclusion

guidelines.

Fundraising

- The garden will be continually funded through the in-kind support of INRSEP, funding opportunities on campus, and external sources. This plan is apt to change as we are currently seeking opportunities with different organizations. Once we have established funding we will make changes to the plans documenting sources of funding. Fundraising will come from different events hosted by the INRSEP club which will include events that raise awareness about the garden.

Training

Recruitment & New hires

- Strategies to staff and volunteers includes: flyering, word of mouth, University Notices, and social media
- Training will occur in the beginning of each semester after they've signed their orientation packet

Orientation Packet Overview (Reference Supplement):

- Safety goggles, gloves, closed-toed shoes, and protective clothes are required when working in the garden. Further safety procedures are detailed.
- All resources for safety will be provided by the GC and available in the tool shed
- All accidents and emergencies must be properly dealt with and documented by GC and INRSEP staff.
- Gardening code of conduct and conflict resolution outlined
- Release of liability
- Guidelines for organic gardening
- Staff Management

Key Contacts

Facilities Management/Planning & Design

Website: <http://www.humboldt.edu/facilitymgmt/>

Phone Number: 707-826-3646

Office of Sustainability

Website: <http://humboldt.edu/sustainability/>

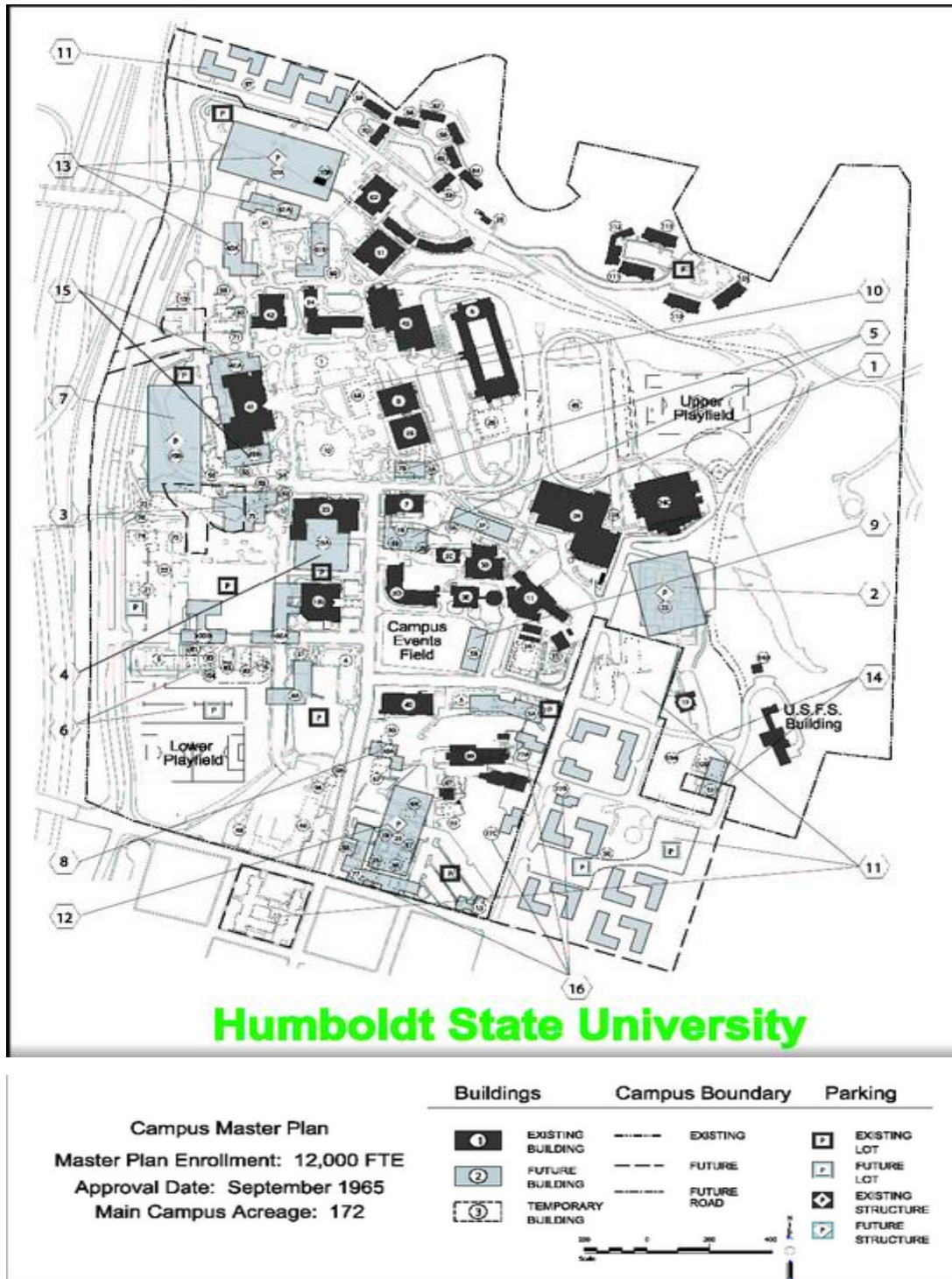
Phone Number: 707-826-5920

Risk Management & Environmental Safety

Website: <http://www2.humboldt.edu/risksafety/>

Phone Number: 707-826-3512

Appendix A: Campus Master Plan



Appendix B: Perennial Shrubs and Trees Suitable for the North Coast

Native Plant Landscaping in Coastal Humboldt County

By Eddie Tanner (Fall 2003)

Growing native plants will beautify your yard, and save you work. Because they are acclimated to our climate and soils, native plants are able to thrive without irrigation or fertilization. Many of them require little pruning, and all of them provide food and habitat for local birds and insects. The following is only a sample of the species native to coastal Humboldt County. The listed spacing distances are recommended minimum spacing. As trees and tall shrubs grow, it may be possible to plant herbs and short shrubs beneath them. Planting in winter is ideal for all woody plants; early fall for herbaceous perennials. Plants may need irrigation the first year, and mulching/weeding the first few years. Try not to mix water-needing plants with non-irrigated plantings. Shredded bark, conifer needles, and even wood shavings make excellent mulch when applied in thick layers. Contact Freshwater Farms or Six Rivers Restoration for lists of available native plant nursery stock.

Trees

Big Leaf Maple (*Acer macrophyllum*) - medium tall tree, deciduous, fast growth, spreading branches moist/shady places.

Coast Redwood (*Sequoia sempervirens*) - tall tree, evergreen, moderately fast growth, do not top.

Incense Cedar (*Calocedrus decurrens*) - tall tree, evergreen, slow growth.

Port Orford Cedar (*Chamaecyparis lawsoniana*) - tall tree, evergreen, slow growth.

Red Alder (*Alnus rubra*) - medium tree, deciduous, fast growing.

Sitka Spruce (*Picea sitchensis*) - tall tree, evergreen, moderate growth.

Western Hemlock (*Tsuga heterophylla*) - medium tree, evergreen, slow growth.

Western Red Cedar (*Thuja plicata*) - tall tree, evergreen, moderate growth.

Willow (*Salix* spp.) - short tree, deciduous, fast growth - good for wind-blocks & visual screens.

Vine Maple (*Acer circinatum*) - Small tree (shrub-like), deciduous, moderate growth, beautiful foliage.

Shrubs

Bearberry (*Arctostaphylos uva-ursi*) - evergreen, slow growing, groundcover, full sun/partial shade, 5' spacing.

Blueblossom (*Ceanothus thyrsiflorus*) - evergreen, fast growing, nitrogen fixer, to 5' tall, full sun/partial shade, 6' spacing.

Bush Mallow (*Malacothamnus fremontii*) - evergreen, fast growing, to 5' tall, showy flowers, full sun, needs yearly pruning, 4' spacing.

California Wax Myrtle (*Myrica californica*) - evergreen, fast growing, to 15' tall, prune to desired height, good hedge, 10' spacing.

Coyote Brush (*Baccharis pilularis*) - evergreen, moderate growth, to 4' tall, tolerates poor/compacted soil, full sun/partial shade, 8' spacing.

Oregon Grape (*Berberis nervosa*) - evergreen, slow growth, to 18" tall, 5' spacing. Also *Berberis aquifolium* - to 5' tall, 3' spacing.

Elderberry (*Sambucus* spp.) - deciduous, fast growth, to 10' tall, prefers shade, few low branches, 10' spacing.

Evergreen Huckleberry (*Vaccinium ovatum*) - evergreen, slow growth, to 8' tall, grow in full sun for berries, 5' spacing.

Hazel (*Corylus cornuta*) - deciduous, slow growth, to 6' tall, full/partial shade, 8' spacing.

Manzanita (*Arctostaphylos* spp.) - evergreen, slow growth, many species, 4-10' tall, full sun, 8' spacing.

Mock Orange (*Philadelphus lewisii*) - deciduous, moderate growth, to 6' tall, full sun/partial shade, 6' spacing.

Ocean Spray (*Holodiscus discolor*) - deciduous, moderate growth, to 8' tall, full sun, 8' spacing, profuse, long-lasting blooms.

Pacific Rhododendron (*Rhododendron macrophyllum*) - deciduous, slow growth, to 12', prefers shade, 8' spacing.

Appendix C: Perennial Shrubs and Trees Suitable for the North Coast

The following information was adapted from the CCAT Implementation plan (Alexander, 2016) and their interpretation of *Fruits of the Humboldt Coast: A Brief Planting Guide to Fruiting Plants, Vines, Canes, and Fungus*

Some of these plants will not be used, outlawed plants can be referenced in the supplement.

Trees			
Common Name	Scientific Name	Grade (A through F)	Notes
“Frost” Peach	<i>Prunus persica</i>	A+	Only peach that is known to produce fruit on Humboldt bay
“Beauty” Plum	<i>Prunus sp</i>	A	Fruit at three years; similar to Santa Rosa plum but better adapted
“Stanley” Plum	<i>Prunus sp</i>	B+	Prune-type plum
“Santa Rosa” Plum	<i>Prunus sp</i>	C+	Prone to leaf scald
“Italian” Plum	<i>Prunus sp</i>	A	Widely planted; fares well in Arcata
“Damson” Plum	<i>Prunus institia</i>	A	Heirloom subspecies of plum
Cornelian Cherry	<i>Cornus mas</i>	A-	“Red Davin” variety is best
“Lapin” Cherry	<i>Prunus avium var. Lapin</i>	A-	Sweet cherry; somewhat susceptible to the two spotted fruit fly and birds
“Morello” Chery	<i>Prunus cerasum var. Morello</i>	A-	Sour cherry; somewhat susceptible to two spotted fruit fly
“Gold Nugget” Loquat	<i>Eriobotrya japonica</i>	B/C	Frost sensitive
Mulberry	<i>Morus rubra</i>	B+	
“Montmorency” Cherry	<i>Prunus cerasum</i>	A-	Sour cherry; somewhat susceptible to two spotted fruit fly and birds
Trovita Orange	<i>Citrus sinensis</i>	A/B	Only orange tree that fruits in Humboldt Bay area
Meyer Lemon	<i>Citrus x meyeri</i>	B	Requires decent sun exposure
Persian/Tahitian/Bearss Lime	<i>Citrus latifoliai</i>	B	Cold-hardest lime, but still requires decent sun exposure
“Saijo” Persimmon	<i>Diospyrus kaki</i>	A	Heavy fruit; cold-resistant
“Desert King” Fig	<i>Ficus carica</i>	A	Need sun and protection from harsh wind; dependable variety
Madrone/Strawberry Tree	<i>Arbutus menziessi</i>	B-	Specimen near Founders Hall HSU
American Chestnut	<i>Castanea dentate</i>	A	
English Walnuts	<i>Juglans regia</i>		Only Carmelo and Pedro varieties
Hazelnut/Filbert	<i>Corylus species</i>	B	Not very productive
“Arvequina” Olive	<i>Olea europaea</i>	C	Rarely successful
“Centennial” Crabapple	<i>Malus domestica</i>	A+	Very successful; large sweet fruit
“Akane” Apple	<i>Malus domestica</i>	A+	Early season apple
“Red Gravenstein” Apple	<i>Malus domestica</i>	A+	
“Golden Delicious”	<i>Malus domestica</i>	A+	

Apple			
“Macintosh” Apple	<i>Malus domestica</i>	A	
“Mutsu” Apple	<i>Malus domestica</i>	A	Tarter than golden delicious; grown commercially in Fortuna
“Jonathan” Apple	<i>Malus domestica</i>	A	Susceptible to scabbing
“King” Apple	<i>Malus domestica</i>	A	
“Wickson” Crabapple	<i>Malus domestica</i>	A	Developed in Humboldt County
“Sir Prize” Apple	<i>Malus domestica</i>	A	
“Honeycrisp” Apple	<i>Malus domestica</i>	A	
“Hudson’s Golden Gem” Apple	<i>Malus domestica</i>	A	
“Dolgo” Crabapple	<i>Malus sp</i>	B	Fruits very small; flowers attract pollinators
Asian Pear	<i>Pyrus pyrofolia</i>	A	Varieties “Shinseiki”, “20 th Century”, “Hamese”, “Atago” are best
“Bosc” Pear	<i>Pyrus communis</i>	A	
“Comice” Pear	<i>Pyrus communis</i>	A	
Medlar	<i>Mespilus germanica</i>	A	Grow quickly; produce fruit in two years
“Bartlett” Pear	<i>Pyrus communis</i>	A-	Needs cross-pollination for maximum production
Shipova	<i>X Sorbopyrus auricularis</i>	A-	Cross between European Pear and a Mountain ash
Quince	<i>Cydonia ablanga</i>	B+	

Shrubs			
Common Name	Scientific Name	Grade (A through F)	Notes
Blueberry	<i>Vaccinium ssp</i>	A+	Almost all varieties grow extremely well
Lingonberry	<i>Vaccinium vitis-idaea</i>	B	Similar to cranberry
Huckleberries	<i>Vaccinium ovetum</i>	A-	¾ sun
Aronia	<i>Aronia melanocarpa</i>	B	Very hardy
Serviceberry/Juneberry	<i>Amelanchier alnifolia</i>	B+	
Jostaberry	<i>Ribes nigra x R. divarticatum x R. uva-crispa</i>	A-	
Clove Currant	<i>Ribes odoratum</i>	B	Susceptible to currant worm
Chilean Guava	<i>Myrtus ugni molinae</i>	A	
“Sweet Scarlet” Goumi Berry	<i>Eleagnus multiflora</i>	A-	Nitrogen-fixing
“Adams” Elderberry	<i>Sambuccus canadensis</i>	A-	Birds love them
“Blue Pacific” Honeyberry	<i>Lonicera caerulea</i>	B-	Caterpillar susceptibility

Gooseberry	<i>Ribes Uva-crispa</i>	A	
Saltspray Rose	<i>Rosa rugosa</i>	B	Very hardy; Edible flowers and hips
Fuchsia Berry	<i>Fuchsia spp</i>	B-	
Cranberry	<i>Vaccinium macrocarpon</i>	?	Wet soil, direct sun
Wintergreen	<i>Gaultheria procumbens</i>	B	
Mayhaw	<i>Crataegus aestivates</i>	D	Susceptible to frost
Highbush Cranberry	<i>Viburnum tritobum</i>	C	Very bitter berries
Goji Berry	<i>Lycium barbarum</i>	D	Requires warm temperature; leaves are edible

Vines			
Common Name	Scientific Name	Grade (A through F)	Notes
Chocolate Vine	<i>Akebia quinata</i>	B	Only partially edible
Tasmania Vine	<i>Billardiera longiflora</i>	C+	Marginally edible
Stauntonia	<i>Stauntonia hexaphylla</i>	C-	Unlikely to fruit in Arcata
Holboellia	<i>Holboellia coriacea</i>	D	Unlikely to fruit in Arcata
Hardy Kiwi	<i>Actinidia arguta</i>	A-	Many varieties suitable; hardy
Kiwifruit	<i>Actinidia deliciosa</i>	B+	Water, full sun
Arctic Beauty Kiwi	<i>Actinidia kolomilcta</i>	A	Very cold hardy; attractive foliage
“Maypop” Passionfruit	<i>Passiflora incarnate</i>	A	Needs cross-pollination for high productivity
“Shasta” Hops	<i>Humulus lupulus</i>	A	Grow very well around the Humboldt Bay
Grapes	<i>Vitis vinifera</i>	B	Following varieties do reasonably well: “Marechal Foch”, “Interlaken”, “Himrod”, “Barbera”, “Vanessa”, “Einset”, “Venus”

Canes			
Common Name	Scientific Name	Grade (A through F)	Notes
Tayberry	<i>Rubus fruticosus x ideaus</i>	A+	Can get very large
Boysenberry	<i>Rubus spp x</i>	A	
Rasberries	<i>Rubus ideaus</i>	A+	Most varieties very successful
Marionberry	<i>Rubus L. subgenus Rubus</i>	A+	Grow well on trellises
Salmonberry	<i>Rubus spectabilis</i>	B-	Native
Thimbleberry	<i>Rubus parviflorus</i>	B-	Grows well in shade
California Blackberry	<i>Rubus ursinus</i>	A-	Native

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