



Proposed Motion: To approve the transfer of \$650 for the institutionalization of the Outback Summer Apprenticeship program from the **AS Operational Enhancement Fund** [FXXENH] to **the Environmental & Sustainability Program Administration** [FXXEVS] **and** to recommend to the Budget Committee to allocate funds accordingly for the institutionalization of this program for the 2013-2014 year.

Sponsor: Vice President for Business & Operations

Persons of Contact: VP BusOps, AS Outback Coordinator

Date: November 2012

Request: Seeking the indefinite incorporation of the Summer Apprenticeship and Bellingham Food Bank Programs into the Outback Outdoor Experiential Learning Program (OELP). This would be reflected in the Outback Mission Statement and in the AS Outback Coordinator/Assistant Coordinator job descriptions.

Seeking transfer of \$650 from FXXENH into FXXEVS for the compensation of two summer outback apprentices for the last two weeks of this fiscal year.

Recommending to Budget Committee to allocate funds accordingly during the budgeting process as a result of this institutionalization.

Context - in the documents attached

Fiscally:

1) The amount of funds to be transferred for this fiscal year is \$650. (small cushion)

@2 students, 15 hours a week, for 2 weeks, at \$9.19 (Min. Wage) with Social Security/Medicare charges (7.65%)

=\$593.58

2) The amount to be allocated for next year is approximately \$2968.

180 hours (minus the 30 hours for the two weeks above) per apprentice, times hourly wage plus SS/Medicare Charges.

<u>Related Budgets</u>	<u>(Index Code)</u>	<u>Spent</u>		<u>Total</u>
Operational Enhancement	(FXXENH)	~ \$1765	of	\$10,000.

Outback OELP Summer Apprenticeship and Bellingham Food Bank Programs

To: The Associated Students Board of Directors

From: Roby Ventres-Pake, AS Outback Program Coordinator

Steve Harvey, AS Outback Program Assistant Coordinator

Nina Olivier, AS Environmental and Sustainability Programs Associate Director

October 24th, 2012

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, and participating in work-study and salaried employment.

-Outback Mission Statement, from the Associated Students 2010 Outback Program TAP Report

For over 40 years the Outback Farm has been a hub of experiential sustainability education at Western Washington University, and since 2006 it has thrived as an AS program. In the interest of providing the best education for Western students, the Outback coordinates significant land maintenance and agricultural production efforts. However, before 2012 this had been difficult due to a lack of a viable outlet for produce and frequent summer labor shortages. Over the summer volunteers are scarce, there is no work-study crew, and responsibility to care for the entire 5-acre space fell solely on two part-time student coordinators.

To remedy this situation, in 2012 the AS Board approved the creation of the Summer Apprenticeship Program and the Outback became an official supplier to the Bellingham Food Bank. The Outback's relationship with the Bellingham Food Bank is designed to provide an outlet for produce, organize the farm's production effort, and positively connect WWU to the Bellingham community. The Summer Apprenticeship Program funds two education-oriented student hourly positions to help maintain the Outback Farm and improve summer programming. Both programs were pilot projects, to be reevaluated by the board at the close of the season.

Throughout the summer the Outback staff kept track of both programs. Together, they have significantly improved our ability to serve students, Western Washington University, and the greater community. This summer the Outback provided structured agricultural education to student employees, organized more frequent opportunities for summer volunteering, led regular service-learning events for autistic youth through the FACES Northwest program, maintained the Huxley College Arntzen Gardens, and donated over 1,100 pounds of fresh produce to the Bellingham Food Bank (see appendix). At the same time, both AS Outback

coordinators were able to work almost entirely within their paid hours. None of this could have happened without the Summer Apprenticeship and Bellingham Food Bank Programs.

In the interest of providing educational employment opportunities for students, maintaining acceptable workloads for AS Outback coordinators/training a new generation of educated farmers and consumers, and fighting hunger in Whatcom County we are asking the board to approve the indefinite continuation of the Outback Summer Apprenticeship and Bellingham Food Bank Programs.

Motion A: Approve the indefinite incorporation of the Summer Apprenticeship and Bellingham Food Bank Programs into the Outback OELP. This would be reflected in the Outback Mission Statement and the AS Outback Coordinator and Assistant Coordinator Job Descriptions. The MOU between WWU and the Bellingham Food Bank would be extended and summer apprentices would be hired annually during AS spring quarter hiring.

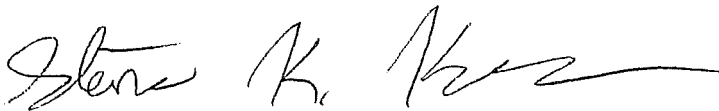
Motion B: Approve an Outback OELP annual budget increase to continue the Outback Summer Apprenticeship Program. For two apprentices at minimum wage (\$9.19/hour plus 7.65% Social Security/Medicare charges) and 180 hours per apprentice, this would cost \$3,562 in 2013. Due to the necessity of early season farm planning for the food bank program and hiring the two summer apprentices in spring quarter, the Outback would need this commitment of funding to operate both programs in 2013.

Thank you for your consideration.

Sincerely,



Roby Ventres-Pake, AS Outback Program Coordinator



Steve Flarvey, AS Outback Program Assistant Coordinator



Nina Olivier, AS Environmental and Sustainability Programs Associate Director

Appendix: Monitoring the success of the Summer Apprenticeship Program.

2012 Food Bank Donation Log		
Date	Items	Total Weight (lb)
6/13/2012	19 lb. Fava Beans	19
6/20/2012	8 lb. hardy greens (Kale/Collard Greens/Chard), 3 lb. Herb Bunches	11
6/27/2012	22 lb. Broccoli, 3 lb. Snow Peas, 3 lb. Snap Peas, 8 lb. hardy greens (Kale/Collards/Chard)	36
7/5/2012	34 lb. snap peas, 7 lb. snow peas, 13 lb. Broccoli	54
7/11/2012	31 lb. snap peas, 11 lb. hardy greens	42
7/18/2012	35 lb. snap peas, 8 lb. broccoli, 25 lb. fava beans, 8 lb. chard	76
7/25/2012	20 lb. snap peas, 14 lb. fava beans, 12 lb. kale/chard, 8 lb. broccoli	54
8/1/2012	no donation, between crop harvests	0
8/8/2012	35 lb. green beans, 20 lb. beets, 6 lb. radishes, 11 lb. greens	72
8/15/2012	13 lb. beets, 17 lb. kale, 26 lb. green beans	56
8/22/2012	9 lb. beets, 13 lb. kale, 30 lb. green beans, 24 lb. cucumbers	76
8/29/2012	26 lb. beets, 34 lb. green beans, 16 lb. cucumbers, 9 lb. kale, 2 lb. radishes	86
9/5/2012	28 lb. beets, 8 lb. hardy greens, 20 lb. green beans, 37 lb. cucumbers, 4 lb. radishes, 8 lb. summer squash	105
9/12/2012	8 lb. broccoli, 15 lb. green beans, 36 lb. cucumbers	59
9/19/2012	15 lb. broccoli, 27 lb. cucumbers, 5 lb. hardy greens, 6 lb. green beans, 49 lb. plums	102
9/21/2012	30 lb. plums, 20 lb. beets	50
9/27/2012	170 lb. plums, 5 lb. snap peas, 5 lb. broccoli	180
10/1/2012	32 lb. radishes	32
	TOTAL	T110

Summer Apprenticeship Program: Educational Days	
Date	Topic
6/19/2012	Farm introduction and summer program overview: expectations, resources, tools, chicken care, irrigation system, current crops, food bank donations, and the general operation of the Outback Farm.
6/26/2012	Beekeeping I: Honey bee natural history, vocabulary, the Langstroth hive, beekeeping equipment, and beginning as a beekeeper.
6/27/2012	Beekeeping II: Hands-on hive inspection and spring/summer management.
6/28/2012	2 night Farm Field Trip: This included an overnight visit to the Techner/Burkhead homestead in Littlerock, a tour of the Evergreen State College Farm in Olympia, a tour of the UW Farm botany greenhouse site, a work party at UW Farm's new Center for Urban Horticulture (CUH) site, and a cob oven pizza bake with the UW farmers.
7/3/2012	Outback History: Investigating the roots of the Outback Farm through photos and documents.
7/10/2012	Beekeeping III: Hive management, diseases/parasites, treatments, and hive products.
7/11/2012	Beekeeping IV: How to test and treat for <i>Varroa destructor</i> and two hands-on hive tests
7/18/2012	Vermicomposting
8/1/2012	Tilling/rototiller use and direct seeding fall vegetables
9/2/2012	Small-scale grain raising: Harvesting, threshing, and winnowing triticale.
9/12/2012	Honey Extraction and Bee Equipment Assembly
Total:	10 formal educational days plus one 2-night educational field trip. Does not include numerous on-the-job educational experiences.

Summer Apprenticeship Program: Other Benefits

- **FACES Northwest:** the Outback hosted a group of 8 autistic youth with 1:1 mentors every Monday and Thursday from July 9th to August 16th, 2012 as part of the FACES Northwest day camp. With leadership of the Outback crew, the youth took on maintenance of the Outback's native berry garden and other farm projects. For more information see www.facesnorthwest.com or contact Molly Frazier (Molly.Frazier@bellingshamschools.org).
- **Arntzen Gardens:** the Outback maintained Huxley College's Arntzen Gardens (behind Arntzen Hall), which have been left neglected in the summer for many years. Cooperation with Huxley College has offered Outback resources to more WWU students and has improved Huxley's agroecology curriculum. Food from the Arntzen Gardens was donated to the Bellingham Food Bank. For more information contact Dr. Gigi Berardi (Gigi.Berardi@wwu.edu).
- **Infrastructural Improvements:** With the help of the summer apprentices, the Outback summer staff was able to put effort into vital maintenance projects including the upper greenhouse renovation, grounds improvement, and outdoor classroom completion.
- **AS Outback Coordinator and Assistant Coordinator workload:** Historically the Outback coordinators have often faced excessive responsibilities, especially during the summer months when the farm is at its busiest and there are few volunteers and no other paid employees. This summer both coordinators were able to work more reasonable hours, all employees were able to take allotted vacation time, and the farm was better maintained.
- **Volunteer Opportunities:** For students and community members in Bellingham over the summer, the Outback was able to provide increased regular staffed hours open to drop-in volunteering. See summer schedule below.

Summer Schedule 2012: regular hours, open to volunteers			
Day	Time	Employees	Notes
Su	3pm - 5pm	RL	
M	9am - 12pm	RL	
T	9am - 1pm	RLSE	Weekly meeting, educational day
W	8am - 12pm	RLSE	Food bank harvest/delivery
R	10am - 1pm	SE	
F	1pm - 3pm (June & July), 9am -12pm (August & September)	SE	
Sa	N/A	volunteer	Chickens and greenhouses
<i>R=Roby Ventres-Pake, S=Steve Harvey, L=Lily Morgan, E=Emily Brodie</i>			



Associated Students of Western Washington University

Environmental and Sustainability Programs

Outback OELP Summer Apprenticeship Position (hourly)

About the Position

The Outback Summer Apprenticeship assists in the cultivation of the Outback Farm, maintenance of the space, and success of summer programs. The apprenticeship is designed to both benefit the Outback OELP and provide the employee with hands-on education in small-scale organic agriculture.

About the Department

The Outback, a joint program of the Associated Students and Fairhaven College, is a 5 acre farm and wetland restoration site. The purpose of the Outback OELP is to coordinate a wide range of opportunities for students to learn about, develop, and implement sustainable land use practices. These opportunities include personal and collaborative events and projects involving habitat restoration, organic gardening, green building, academic partnerships, independent study projects (ISPs), workshops, lectures and classes. The OELP also provides job-related skill building and community networking opportunities for students. These include serving on the Outback Governing Council, volunteering, participating in work-study, and salaried employment.

Term of Position

This position starts the Monday after the end of Spring Quarter Finals week and ends the Friday before the first day of Fall Quarter. This position is expected to work 12 of those 15 weeks. This position works an average of 15 hours per week.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Experience with and enthusiasm for organic agriculture.
- Ability to work independently and responsibly.
- Ability to communicate openly and work effectively with a wide variety of people.
- Ability to facilitate volunteers and volunteer events.
- Organizational and time management skills.
- Ability to work flexible hours, including some early mornings and weekend days.
- Ability to perform physically strenuous tasks, both efficiently and for extended periods of time.
- Ability to work regardless of inclement weather.

AS Employment Responsibilities

- Serve the membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.

Position Responsibilities

- Ensure that the Outback's plants and animals are properly cared for over the summer months by:
 - o Assisting in the completion of all farm tasks: tilling, weeding, harvesting, seeding/planting, etc.
 - o Taking on regular shifts to manage tasks such as irrigation, greenhouse tending, and animal care.
 - o Assisting the Outback Coordinator and Assistant Coordinator in farm planning and preparation for the beginning of the school year in the fall,
 - o Scheduling all time off with the Outback Coordinator, Assistant Coordinator, and other employees in a way that does not leave the farm understaffed at any one time,
 - o Devoting 15 hours per week to Outback projects for 12 of the weeks between the end of Spring Quarter and the beginning of Fall Quarter.
- Develop and implement sustainable land-use practices by:
 - o Assisting the Outback OELP Coordinator and Assistant Coordinator in maintenance of farm space, equipment, and facilities,
 - o Leading volunteers and coordinating volunteer events,
 - o Serving as a resource for community gardeners and Outback visitors,
 - o Assisting in the organization of any summer events and workshops.
- Ensure the proper functioning of the Bellingham Food Bank production program by:
 - o Participating in regularly scheduled harvests,
 - o Delivering produce to the Bellingham Food Bank.
 - o Working with the OELP Coordinators to assess the success of the program,
 - o Assisting in the coordination of the production effort as a whole.

Wage

This position will receive a Program Support Staff wage, which is approximately \$9.19 per hour.

Reportage

This position reports directly to the AS Outback OELP Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer. Revised October 19, 2012.

Bellingham



Feeding our community since 1972

Bellingham Food Bank · Alternatives to Hunger

October 16, 2012

Dear Members of the Associated Students of Western Washington University,

It was a sad thing to learn from Roby Ventres-Pake, Outback Farm Coordinator, that this year's season is winding down. We at Bellingham Food Bank have continued to serve record numbers of Clients in 2012 (1 in 6 residents of Bellingham is now using the food bank), and yet we are drilled to be able to offer each and every visiting household fresh and healthy produce grown right here in Bellingham. Each year, victory garden efforts amount to about 40,000 lbs. of fresh produce.

The Outback Farm astounded us in 2012, delivering 1110 lbs. of amazing produce in containers that could be re-used. Not only were deliveries orderly and consistent, but the produce was amazing in quality. We owe Roby and other Outback Farm staff a huge debt of gratitude for the extra mile each of them was willing to travel in order to ensure that the produce they grew for Bellingham Food Bank was not only exceptional in quality but also professionally handled.

I cannot heap enough praise upon this relationship. I sincerely hope that funding will continue for the Outback Farm and that we will be able to work with coordinators again in 2013.

Yours,
Max Morange
Agricultural Programs Coordinator
Bellingham Food Bank

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WESTERN WASHINGTON UNIVERSITY
AND
BELLINGHAM FOOD BANK**

This Memorandum of Understanding (MOU) is made and entered into this day of _____ by and between Western Washington University (hereinafter referred to as "WWU"), an institution for higher education of the State of Washington, and Bellingham Food Bank (hereinafter referred to as "Food Bank"), a non-profit emergency food provider for Whatcom County.

TERM OF AGREEMENT

The term of this MOU shall be June 22, 2012 through December 31, 2012

TERMINATION

This MOU may be terminated at any time upon written notification of one party to the other party.

PURPOSE

In the interest of improving agricultural education and experience for students at the Outback Farm at WWU and in giving back to the Bellingham community, the Outback Farm will donate its summer produce to the Food Bank. This MOU outlines mutual expectations between WWU (the Outback Council and its primary sponsors Fairhaven College and the Associated Students of WWU) and the Food Bank regarding the Outback Farm's donation program.

The Outback Farm will strive to produce as much raw produce as reasonably possible for the Food Bank within the context of its educational mission and seasonal growing conditions. The farm will base crop growing choices on the needs of the Food Bank and will strive to make weekly deliveries throughout the 15 weeks between the end of spring quarter and the beginning of fall quarter. The Outback will weigh and record produce donations throughout the summer in order to monitor production, record donations, and better predict its production ability.

All raw produce will be donated; there will be no monetary transactions involved with the program. Financial resources to support agricultural production will come from the Outback budget through the Associated Students and Fairhaven College. The Food Bank will donate seeds or starts to the Outback when such opportunities exist.

All raw produce will be grown at Western Washington University. Outback produce is not certified organic, but organic practices are the Outback's production standard. The Food Bank has the right to refuse any produce that does not meet their standards of quality.

Under no circumstances will the Outback Council, the Associated Students of WWU, Fairhaven College, Western Washington University, or any of their employees be held liable for any problems related to the food donated or to this food bank donation program.

RESPONSIBILITIES

WWU agrees to:

- Donate and deliver raw produce to the Food Bank that is grown by the Outback Farm during the summer growing season using organic practices as its production standard in pursuit of its educational and community service mission.

The Food Bank agrees to:

- Accept raw produce from the Outback Farm that meets its standards of quality and to supply the raw produce to families and individuals in Bellingham and Whatcom County in pursuit of its mission.

FORCE MAJEURE

The obligations of the parties shall be suspended and excused if the performance of either is prevented or delayed by acts of nature, earthquakes, fire, flood, or the elements, malicious mischief, insurrection, riots, strikes, lockouts, boycotts, picketing, labor disturbances, war, compliances with any directive, order or regulation of any governmental authority or representative thereof made under claim or color of authority or for any reason beyond the control of either party whether or not similar to the foregoing

PROHIBITION AGAINST ASSIGNMENT

Neither this MOU nor any interest therein may be assigned by either party without first obtaining the written consent of the other party.

GOVERNING LAW

This MOU shall be governed by the laws of the State of Washington. Any action brought hereunder shall be in Superior Court, County of Whatcom, State of Washington.

NONDISCRIMINATION

During the performance of this MOU, the parties shall comply with all federal and state nondiscrimination laws and regulations and policies. In the event of a party's noncompliance or refusal to comply with any nondiscrimination law or regulation, this MOU may be rescinded, canceled, or terminated in whole or in part. The party shall, however, be given a reasonable time in which to cure this noncompliance.

NEGLIGENCE

Both parties acknowledge that the federal bill Emerson Good Samaritan Donation Act and the State Good Samaritan Laws protect WWU from legal liability when donating to organizations like the Food Bank in good faith. Organizations like the Food Bank help protect their donors like WWU by strictly following Washington State Health Department Codes.

Notwithstanding the forgoing, each party to this MOU is responsible for its own negligent acts and omissions and the negligent acts and/or omissions of its officers, employees, volunteers and agents. Neither party of this MOU is responsible for the negligent acts and/or omissions of persons or entities not a party to this MOU. Each Party shall maintain liability insurance coverage for its own negligence.

WAIVER AND SEVERABILITY

No provision of this MOU, or the right to receive reasonable performance of any act called for by its terms, shall be deemed waived by a waiver of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this MOU or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of the MOU which can be given effect without the invalid term, condition, or application; to this end, the terms and conditions of this MOU are declared severable.

ENTIRE AGREEMENT

This Agreement contains the entire agreement between WWU and the School and shall not be modified in any manner except by an instrument in writing executed by both parties.

INDIVIDUALS RESPONSIBLE FOR THIS AGREEMENT

The following persons are responsible for the execution and administration of this MOU for their respective parties:

For WWU: Kevin Majkut, Director of Student Activities
WESTERN WASHINGTON UNIVERSITY
516 High Street, MS-
Bellingham, Washington 98225
Telephone (360) 650-3450

For Food Bank: Max Morange
Agricultural Programs Coordinator
Bellingham Food Bank
1824 Ellis Street
Bellingham, WA 98225
360-739-5274

and/or other such person as either Party may direct in writing to the other Party.

This MOU is effective upon the signing of the authorized officials named below.

For:
BELLINGHAM FOOD BANK

For:
WESTERN WASHINGTON UNIVERSITY

Max Morange
Name

Sally McKesyc
Sally McKesyc

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Coord 1/vex-üst* ans

Director of Business Services

Date: 7/12

Date: 7/13

Approval as to Legal Form:

[Signature]
Assistant Attorney General

Date: 7/13/11