

REPUBLIC OF THE PHILIPPINES

BENGUET STATE UNIVERSITY LA TRINIDAD, BENGUET 2601

University Business Affairs

ACCOMPLISHMENT REPORT /////



INTRODUCTION

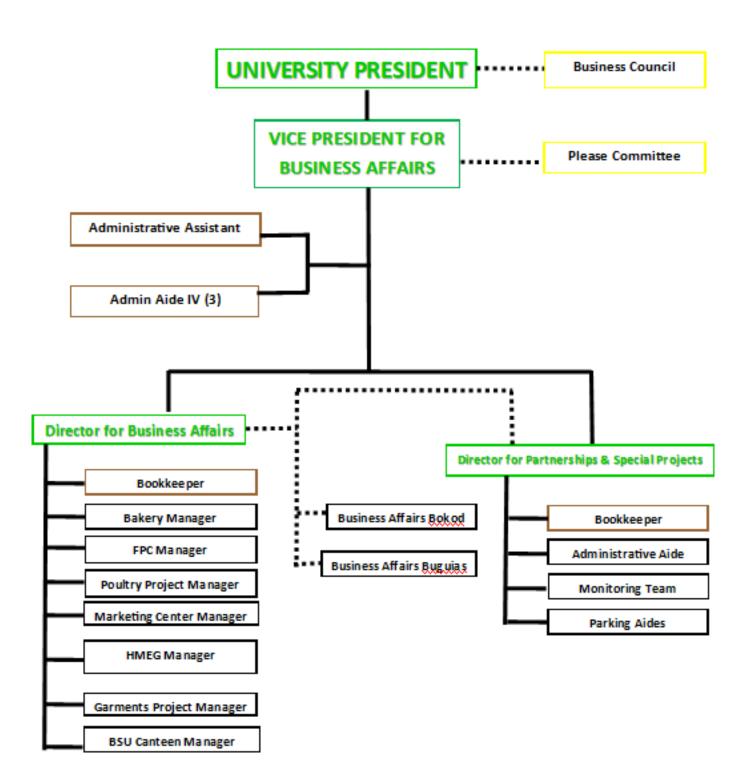
The Office of the Vice President for University Business Affairs has three sections; the Office of the Director for Business Affairs and the Office of the Director for Special Projects and Partnerships.

The Office of the Director for Business Affairs manages the seven Income Generating Projects (IGPs) of the university; namely, BSU Bakery Project, BSU Food Processing Center, BSU Poultry Project, BSU Garments Project, BSU Marketing Center, University Canteen and University Guestels.

The Office of the Director for Special Projects and Partnerships manages and monitors the parking and leasable properties of the university.

> NORMA PALACI BANANIA Vice President for Business Affairs

ORGANIZATIONAL CHART



At the middle of the year, there are changes in the Organizational structure of the University Business Affairs wherein new designations so as positions were made.

THE UNIVERSITY BUSINESS AFFAIRS VISION AND MISSION



enterprise as a model for entrepreneurship in State Universities and Colleges in the Philippines



To efficiently and effectively manage strong, economically viable and sustainable income-generating projects for the University.

UNIVERSITY BUSINESS AFFAIRS 2022

CORE VALUES

Committed,

BSU BUSINESS AFFAIRS

is...



Adaptable and astute,

R esilient and resourceful,

E fficient and effervescent to

Succeed in the managment and operations of the University's IGPs and IGIs

RENOVATION OF THE UBA OFFICE

After the key of responsibility was handed to Dr. Norma Banania as the new VP, there are changes of arrangements in the office to properly accomodate clients and stake holders.

Dr. Norma's office when she's the director remained as her office when she was appointed as VP.







The office of the Director for both the director for business and Director for Special Projects



The office of the director for SPP is now converted into a stockroom where all the files of the office are located.



The office of the VP is now the Business Affairs conference room where meetings are held.

RENOVATION OF THE UBA OFFICE

A lounge was installed for clients to be comfortable while waiting for their turn, and a portable sink was provided for the staff to use.



There were complaints about the main door's entrance, thus the VP initiates its repair.



OFFICIL OF ILHIL VICIL PRISIDINI FOR BUSINIISS AFFAIRS



Dr. Johnny G. Dati, Sr., the outgoing Vice President for University Business Affairs who oversees the three sections of the sector, hands over the keys to Dr. Norma P. Banania, the newly designated Vice President for Business Affairs, effective July 1, 2022 until the University President's term ends. Dr. Banania is the former Director for Business Affairs.



Dr. Norma P. Banania, VP for Business Affairs, received an award during the "Excellent Administrator of Asian Council of Leaders, Administrators, Deans and Educators in Business (ACLADEB), presented during the 8th Students and Educators Summit, Vigan Convention Center held last September 23, 2022 at Vigan, Ilocos Sur.

OFFICIL OF ILHIL VICI L PRILSIDILNI L FOR BUSINILSS AFFAIRS







The UBA conducted team building activity and year-end reviews at Samara Beach, Aringay, La Union. The sector had the opportunity to appreciate the end product of its efforts, particularly by highlighting that the income that it generated was allocated to support the different programs of the university.

The group reviewed the plans and programs for the current and incoming discussed strengths and vear, weaknesses, and pinpointed the areas for growth. The personnel had the opportunity to become acquainted develop with each other and competencies such teamwork as communication, compromise, and collective reasoning. It is also a stress reliever for the staffs.

The group together with the personnel from the Admin and Finance and President's office went to a benchmarking to Central Luzon State University in Science City of Munoz Nueva Ecija. The team activity identified their best practices and a tour of the campus of CLSU. Through the workshop, the team revisited the target sales and income set for 2023. This activity also strengthened the camaraderie among staff and management of UBA and other stakeholders towards the achievement of its vision, mission, and goals.

The group arrived at the venue and were welcomed by the Vice President for the Business Affairs Program of Central Luzon State University Dr. Ariel G. Mactal who discussed their programs. This was followed by a question-and-answer portion. They also gave a copy of their Business Manual as reference for the team to finish the University Business Manual.



OFFICIL OF ILHIL DIRILCIOR FOR BUSINIUSS AFFAIRS

BSU BAKERY PROJECT AND BSU MARKETING CENTER Partnership with the Department of Education - Schools Division of Benguet (DepEd)

The Department of Education, Schools Division of Benguet (DepEd) has once again chosen Benguet State University (BSU) as its primary supplier for its School Based Feeding Program (SBFP) from June 6, 2022, to July 1, 2022. As per the contract, BSU shall receive the contract price, amounting to PHP 3,245,760.00, from the Departmentof Education.

The BSU Bakery Project and the Marketing Center took part in the program. The BSU Bakery baked enriched bread and veggie cookies, while the BSU Marketing Center helped in packing and preparing the Nutripacks.

The projects no longer delivered the goods to target schools around Benguet as personnel from DepEd came to BSU Coffeeshop to pick up the goods and make the deliveries to schools.

This partnership is beneficial for both parties. The BSU earns profit from DepEd, while DepEd acquires nutritious bread for its beneficiaries. This strengthens the partnership of both institutions, and we look forward to more orders.



OFFICIL OF ILHIL DIRILCIOR FOR BUSINIISS AFFAIRS

BUSINESS REGISTRATION AND BFAD REGISTRATION

The office was able to acquire Permitto Operate from the Municipal Hall of La Trinidad for the Income Generating Projects (IGPs), leasable properties located at the Balili and Betag Area, and the pay parking areas for 2022.

However, two of the IGPs were not given a Permit to Operate; the University Guestels and BSU Poultry Project. The University Guestels was not given a permit due to the lack of a Building Permit of BSU while the BSU Poultry Project was due to environmental concerns.

The BSU Food Processing Center and BSU Bakery Project have taken steps steps to comply with the requirement for BFAD Registrations. They have acquired the nutri-facts analysis of products and attended the workshops needed.



COMPLIANCE TO IAS/COA RECOMMENDATIONS

In compliance with the Internal Audit Services and Commission on Audit recommendations on strict collection of accounts receivables of the Income Generating Projects (IGPs) specifically the BSU Marketing Center and University Canteen, the UBA staff prepared Statements of Account addressed to concerned offices and individuals. According to the charge invoices and the UBA records, most of the debtors are BSU offices. The Statement of Accounts are prepared to remind the offices and individuals to pay their dues.

OFFICfl OF flHfl DIRflCflOR FOR BUSINFLSS AFFAIRS

BSU FOOD PROCESSING CENTER

INSTALLATION OF PARTITION

In 2022, the BSU Food Processing Center requested for an assessment of materials for the installation of a storage area partition. It was then installed and finished in September. It is for the proper storage of raw materials and packaging of the project.











BSU FOUNDATION DAY

In 2022, the BSU Food Processing Center was used as one of the areas for food preparation during the 106th Foundation Anniversary.

The personnel were the ones assisting and serving breakfast during the fun run.

The personnel and on-the-job trainees from the different projects were also tapped to help in the food preparation and serve meals and snacks during the BSU Foundation Day.

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BSU MARKETING CENTER

Opening of Additional Outlets

The Marketing Center is currently the primary outlet for BSU products. Other products supplied by private individuals and companies are also sold here. Both BSU and non-BSU offices and individuals purchase tokens, food and souvenirs from the project.

To generate more sales, it was decided by the management to utilize the outlet located at the Strawberry Farm -Backfill Area which was left unused since the imposition of lockdowns, however, it was already leased out in February 2022. To address such concern, the management decided to partner with one of the tenants who is willing to purchase BSU Products worth at least Php. 10,000.00 per transaction paid on a cash basis.

The second outlet located at the BSU Entrepreneurship Building, Km. 5 was opened for operation on April 26, 2022.

The opening of these two outlets addressed the overstocking of eggs in the project from the BSU Poultry Project as it was made available for customers in two more locations.





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BSU GARMENTS PROJECT Addition of New Products to Project's Product Line

An AdHoc Committee was formed to address the continuous negative performance of the project for the first two quarters of 2021.

The project added items in its product line to attract more customers and in order to improve its financial performance. Such items are Inabel bags, pouches, coin purses, eco bags, and face masks. These items are currently sold on-site and at the BSU Marketing Center.

The project continues to accept commissioned orders such as repairs of various types of clothing, sewing of uniforms and barongs, etc.

Sewing of Togas for the 2022 Graduation

The project was chosen by the organizers to sew the toga of the graduates and the Board of Regents for the year 2022. The graduation took place on July 7, 2022 to July 8, 2022.









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UNIVERSITY CANTEEN

Business Opportunity outside caterings

The University Canteen started accepting orders and functions from outside the university during weekends. They accepted debuts, birthdays, weddings, reunions, activities of other government agencies and religious sectors.



POULTRY PROJECT



The Poultry project continued to supply eggs at the Marketing Center for the community and other projects consumption.



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UNIVERSITY GUESTELS

Accommodation of the Athletes of the Muaythai Association of the Philippines Baguio Chapter

The project housed the athletes of the Muaythai Association of the Philippines Baguio Chapter from May 2021 to May 31, 2022. The athletes were at the Home Management building from May 2021 until January 2022. They were asked to transfer to the Executive House in February 2022 due to a plan that the Home Management building will be used as an isolation facility for BSU students who contracted the Covid-19 virus. The association moved out of the Executive House on May 31, 2022.



Fencing of the Executive House Building

The construction of fence around the Executive House started on March 28, 2022 and was completed on April 5, 2022.

The fence was constructed to safeguard the property as well as its tenants.





OFFICE OF THE DIRECTOR FOR BUSINESS AFFAIRS

BENCHMARKING ACTIVITIES OF VARIOUS STATE UNIVERSITIES AND COLLEGES (SUCS) AT THE IGPS

BSU has welcomed various State Universities and Colleges (SUCs) from various places for their benchmarking activities. A number of these SUCs havevisited the university to benchmark on the operations of the various IGPs. Dr. Norma P. Banania, the Director for Business Affairs shared IGP strategies and helped tour the visitors to the different IGPs.



June 3, 2022 Central Mindanao University







June 10, 2022 Nueva Vizcaya State University



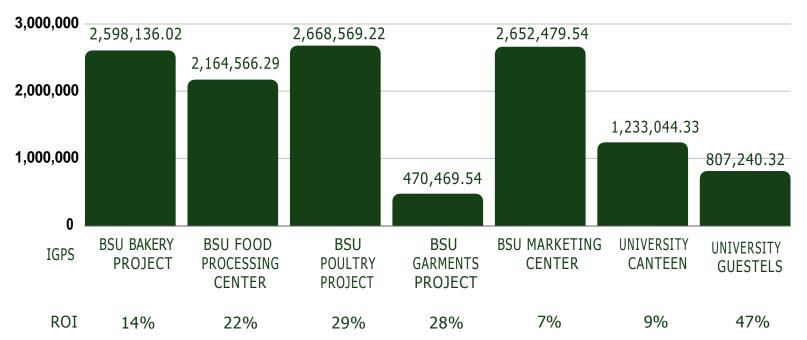
June 17, 2022 Bataan Peninsula State University College of Technology



OFFICIL OF ILHIL DIRILCIOR FOR BUSINIISS AFFAIRS

FINANCIAL PERFORMANCE OF THE VARIOUS IGPS

January to December 2022 NET INCOME



The seven Income Generating Projects of BSU supervised by the University Business Affairs has generated a total Net Income of Php. 12,594,505.26 with an ROI of 16%.

Bakery Project net income of P2,668,569.22 contributed the most in the agri-based net income while Marketing Center Project net income of P2,652,479.54 contributed to the non-agri-based, making the two projects the top earners among the IGPs.

Farm Lot Rentals

The farm lot rentals are collected mainly from the 453 partners from Sariling Sikap,

. An arrangement between the university and employees/farmer

cooperators to lease the land for farming at minimal cost. The 203rd BOR meeting, on Dec 12, 2022 at RDC HALL, BSU, the proposed farm rate of 41.00 php per s1m was approved.



SSP and FC Moa Sagnang

The signing of Sariling Sikap and Farmer Cooperators MOA for August 2, 2022 to July 31, 2023, was scheduled from September 16 to 26, 2022 by batch at the UBA Office.

Vacant Farms for Drawlots

Eight vacant areas of Sariling Sikap were opened for draw lots to all **BSU** qualified permanent held It employees. was at Strawberry Hall on September 23, 2022, facilitated by the Sariling Association Officers, Sikap Director for Special Projects and Partnerships, and UBA staffs.





Balili Pay Parking (Near the Balili Barangay Hall)



Parking Spaces

The pay parking spaces are located at the Balili Dry Goods Area, Strawberry Farm, and Tabangaoen area. Aside from the monthly overnight parking collections, the UBA parking personnel also collects hourly parking fees.

These pay parking areas cater to tourists, buyers, tenants, and other visitors, with rates based on vehicle type.

Parkáng Space Collectáons

La Trinidad, Benguet - the capital town of Benguet not only receives a spillover of tourists from Baguio but also a visit here completes their experience of the visitors to the country's summer capital, through its strawberry picking activity.

Moreover, tourist influx doubled the collection made by the parking areas compared to the previous years that resulted to a collection of

5,047,920.00 for the year 2022 as shown in table.

PAY PARKING COLLECTIONS			
As of December 31, 2022			
	COLLECTIONS		
MONTH	BACKFILLED	BALILI	
JANUARY	167,940.00	74,630.00	
FEBRUARY	252,200.00	65,830.00	
MARCH	364,870.00	72,320.00	
APRIL	453,030.00	59,400.00	
MAY	418,060.00	63,600.00	
JUNE	402,910.00	72,110.00	
JULY	401,070.00	73,070.00	
AUGUST	263,950.00	83,220.00	
SEPTEMBER	204,340.00	74,900.00	
OCTOBER	279,570.00	78,080.00	
NOVEMBER	372,160.00	74,620.00	
DECEMBER	591,640.00	84,400.00	
TOTAL	4,171,740.00	876,180.00	

Commercial Spaces & Build-Operate-Lease-Transfer (BOLT)



This includes the University's partnership with McDonald's, Philippine National Bank (PNB) and Express Lane Pharmacy.

The commercial being spaces managed by the sector include stalls at the Balili Talipapa, Balili Dry Goods, BSU Entrepreneurship Building, Km5 Drv Goods (near Municipal Hall) Tabangaoen Stalls, farm Strawberry Gladiola Stalls, **Commercial Spaces** among others.

BOLT Partnerships are a type of Public-Private Partnership (PPP) project in which a private organization designs, finances, and constructs a facility on leased public land. The private organization operates the facility during the lease term and then transfers ownership to the University at the end of the lease term.

BSU UBA Leaseas Increased

As of December 31, 2022 the total number of lessees increased from 1,119 for January to July to 1,135 for August to December 2022. Farmer cooperators renewed their MOAs last September 2022. Figure 4, shows the total number of lessees, while figure 5 shows the increased payments from our leasable partners.

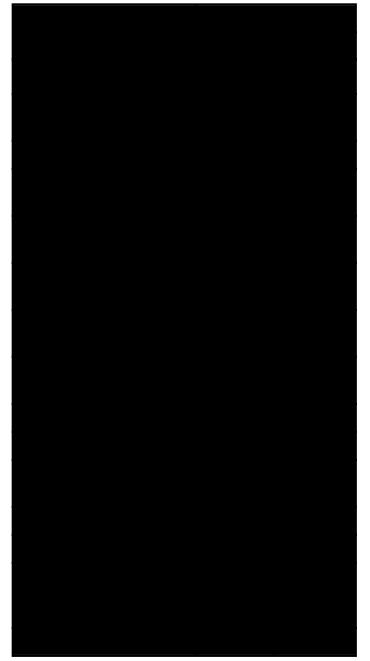


Figure 1. Summary of total number of lessees as of December 31, 2022



Temporary permit also issued to BSU OSS-SOAU Livelihood Booths and Night Café for a Cause, to enhance entrepreneurial skills of Recognized Students Organizations (RSOs). The activity ran of from November 14, 2022 to January 14, 2023.

Figure 2. Summary of Receipts from Leasable Areas as of December 31, 2022

MOA Ságnáng wáth dáfferent Event Organázers

Celebration of HRT Week on October 24-28, 2022 and Global Entrepreneurship Week on November 14-18, 2022.





CHET Entrepreneur representative, Dr. Jeftee Ben B. Pinos-an

TAPEY Events Management issued a tem-porary permit to use BSU lot with the partnership with UBA's activity on UBA Wellness. September 26-30, 2022.



TAPEY Events Representative, Ms. Alma G. Domingo



CORDI Events issued temporary permit to use the Marketing center parking area for their Christmas Bazaar Activity on November 21, 2022 to January 15, 2023.



CORDI Coordinator, Ms. Marita F. Madino



The Leasable Monatorang Team

The team is tasked to properly monitor the operations of the leasable and and submit findings violations and recommendations to the Director.

Ocular inspections conducted by the monitoring team





Inspection of the proposed parking at the Strawberry farm on



Inspection with Mr. Tad-awan at the Poultry Project for his proposal on April 29, 2022.

Meetings/consultations with partners conducted by the monitoring team



Meeting with the backfilled vendors regarding MOA on February 8, 2022.



Consultation of KOICA with the farmer cooperators on May 18, 2022.

PROPERTY AND LEASE COMMIT EE

The committee reviews and makes recommendations for executive actions to be taken by administration in relation to all matters related to the university's leasable properties, subject to all applicable laws, rules, and regulations, as well as all policies formulated by the governing body of the university.

Below are the accomplishment of the PLease Committee.

Agenda endorsed to the Board of Regents

- 1. Waiver of 3 months rent during the pandemic- Approved
- 2. Contract of Jim Beam Tolding-Approved
- 3. Contract of Bandolin Carino-Deferred

Other agenda deliberated by the Comittee

Agenda	ActionS Taken
1.Open Space between Floriculture and housing units of Zularte Laking et.al	Coordinate with the concern colleges if possible for pay parking; for site inspection
2.Hapi Bakery and Mami House	Renewal was approved
3.Mushroom Production Site	Request approved
4. Request/Proposal of Mr. Jonie P. Banania (Dalmayen's Canteen) for installment payment on rental balance from 2020 due to the pandemic	Spread the accumulated rental for 5 years payable monthly on top of his regular monthly payment
Decrease of Rental- Dalmayen Canteen-	To prepare a letter to Dalmayen to provide and present the basis of the proposed decrease rent with complete necessary justifications
5. Duration of MOA for Farmer Cooperators and Sariling Sikap	From the original calendar year to August to July.
6.Vacant Space located at the ground floor of the Gladiola Center beside Restoreant 101 awarded to 7 Eleven	BSU cannot provide the necessary permits to 7 Eleven, the winning bidder,hence awarded to 2nd highest winning bidder, Health 101
7.Proposal of van drivers at the Balili Area to waive rent during the pandemic	Make request letter; 3 months Waiver of Rent was approved by the Board
8.Vacant area beside Unified Pharmacy	The Board approved the proposal through a referendum.
9.Stalls located at the Tabangaoen area be moved backward for parking space in front	Include in the Strategic Plan of UBA
10. Mr. Tabernero's Request (Mr. Bandolin Carino) Review of BOR talking Points (Mr. Bandolin Carino)	Re- negotiations of proposed rent, escalation rate and further review of proposal
11.Tebteb Balili - Proposed for Parking/ Stall	Returned to R&E and it is planned to construct a fence.
12.Tabangaoen, Balili(at Paran's location)- Proposed for Parking Area	Approved subject to coordination with the housing committee
13.BSU Cabanao, Balili (Entrance of Cottages of Vasquez and Laking) Floriculture Area- Proposed for Parking Area	Hold a formal meeting with BSU employees who are using the parking lot to present the development plan

PROPERTY AND LEASE COMMITTEE

Agenda	ActionS Taken
14.Strawberry Farm (Tumbaga) & Near the Filtration Area- Proposed for Multi-Storey Parking	For further study/discussion and need to be put into the proposed Development Plan of UBA
15. Area in between the hanging bridge of Tabangaoen and the Road	Approved to be developed for parking area and be included in the development of UBA
16.Transfer of TUBIGS beside the Tabangaoen Bridge, Balili, LTB	As private entity and to be treated as commercial; construction is on-going
17.Consultation with Bernadette A. Slater-proposal of the Pay Toilet Facility (CR)	Converted into a stall in front of the Hotel Area.
18.Parking Proposal for 4 small to medium size vehicles within the vacant lot in Betag	Approved
19.Parking Proposal for around 30 small to medium size vehicles within the vacant lot along BAPTC Loop Road	Approved
20.Parking Proposal of Mr. Norberto Valdez for 14 vehicles within the vacant lot in Tabangaoen	Approved
21.Proposal for the Construction of Comfort Rooms at the Balili Dry Goods Area beside BSU Coop	Open for applicants and MOA will be yearly incase the proposal is approved and for further review of the operations of the pay CR.
22.Proposal for the Rip Rapping of wall in lieu of additional stalls and parking at the Tabangaoen, Talipapa	UBA will obtain consent for the rip rapping from DPWH, UBA to write a letter to DPWH
23. Proposal of Ataw to Build a Commercial Center	Request denied
24. Proposal of Nataraki Marketing for a 5-storey Building	Request denied
25.Proposal of Dr. Biteng to put up a Dialysis Center within BSU	Request denied
26.Proposal of Agro-Solution Korea Co., Ltd (ASK) and their Korean Consortium Partners	Not endorsed for approval
27.Mr. Pinal P. Egmin submitted a letter surrendering the Water Break Refilling Station	Awarded to Biomate
28.Advertisement of Invitation to Bid/Proposal to lease a 1,000 sq.m of Lot 16 located at Talipapa, Tabangaoen, La Trinidad, Benguet	Come up with development plan and estimates as term of reference for bidding
29.Renovation of Unified Pharmacy and Clinic's Frontage	Approved the repair and renovation of the existing building
30.Invitation to submit proposal/offer to lease an 800 sq.m portion of lot 16 no. P-405 located in Talipapa, Tabangaoen, Balili, La Trinidad, Benguet.	
31.Request from Health 101 to install a 3HP centrifugal exhaust fan; request for Renovation and expansion of Health 101	The proponent must coordinate with the BSU architect office regarding the renovation and expansion.
32.Request of ambulant vendors at the Backfill Strawberry Farm Area to have a monthly contract/MOA and waive rent payable to Ambulant Vendors-Backfill from March 2020 to May 2021	To continue the annual renewal scheme at a monthly rent of Php 800.0 and the board-approved rent waiver will apply.

PROPERTY AND LEASE COMMITTEE

Agenda	ActionS Taken
33.Concrete foot bridge constructed at Bolo Creek, Diversion Road near the BAPTC Area	Contract was signed.
34.Request to continue farming the vacant lot at Betag near the housing of BSU employees-Pedro Dinulong	Approved the temporary classification of the lot as part of the Sariling Sikap Program.
35.Proposed of Renovation of BSU Marketing Extension (Backfilled area)	For University use only and further review of the proposed plan prepared by the UBA-IGP.
36.Absence of Comfort Room within the Dry Goods Area which creates complications, most notably in obtaining business licenses for the tenants.	To accept proposals
37.Terms of Reference for the Lease of Commercial Lot at Km. 6, BSU Compound, La Trinidad, Benguet	Areas are presented and determined based on BIR zonal value which are to be presented to the Office of the President for comments and suggestions.
35.Proposed of Renovation of BSU Marketing Extension (Backfilled area)	For University use only and further review of the proposed plan prepared by the UBA-IGP.
38.Contract between BSU and Cybercrime Investigation and Coordinating Center to be situated at the Poultry Project	Advise the proponent to revisit the proposal
39.Vacant space for rent Beside Ms. Slater stall, strawberry Valley Hotel Western Link Road, Betag	Open the area for application to any interested private clients.
40.Proposal of Tapey Events Management Services to Lease Space "Go Kart Area" at BSU	Formal Letter to be send to the proponents to notify them that the space is not available.
41. BSU COOP Proposal for Parking for the Modernized PUJ.	For further coordination with R&E and UBA Sector for further review.
42.Consultation of Farmer Cooperators and DPWH Project at Swamp Area	Project will continue and all damages are charged to the contractor (DPWH).
43.Vacant Space for parking (Flood Control, Mr. Jimmy Wakat and Mr. Larry Perez entrance)	To coordinate with the concerned person and Department
44. Wardeline Cosme-Orchidarium	Ms. Cosme was notified to settle the unpaid rent and process her MOA.
45.BSU COOP- request for parking-Beside LTWD, Balili	LRO will present a proposal to R& E sector.



PLease Committee members in one of their meetings last February 21, 2022 at the RSDC Room 105

SEMINARS AND TRAININGS CONDUCTED

The University held the "Gender Sensitivity Training Cum Sustaining Tourism and Hospitality Management to Stakeholders of University Business Affairs" on April 28, 2022, at the CTE Function Hall. The University wanted to reaffirm its commitment to incorporating a gender sensitivity into all the elements of the institution's basic functions and recognize that tourism is a major contributor to sustainable development. Two speakers were invited namely; Dr. Imelda G. Parcasio, who covered the Basic Gender and Development Concepts and Mr. Valred E. Olsim who tackled the topic Sustaining Tourism Development".

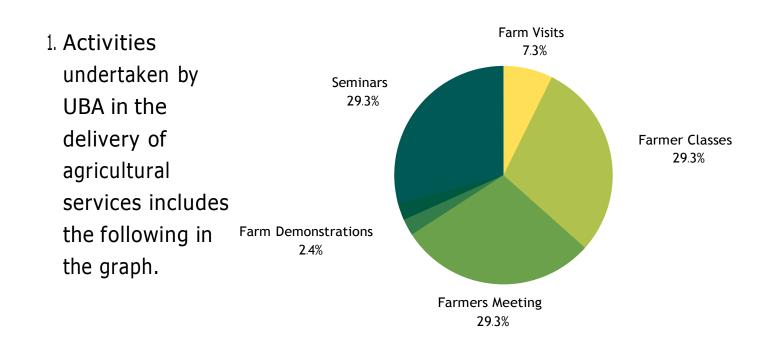
After the program, the attendees gained an understanding of the fundamental differences between gender perspectives and realized how important tourism is to the local economy and how it must be preserved for future generations.

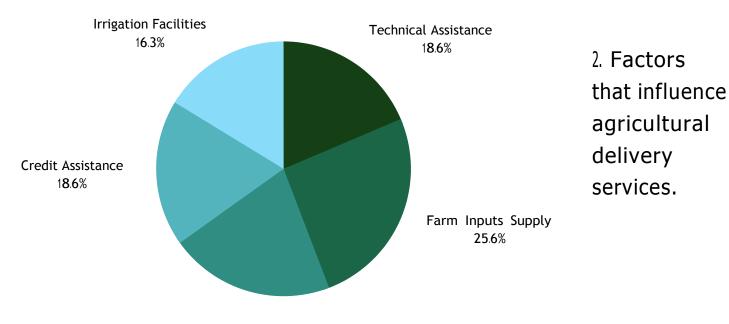


SURVEYS CONDUCTED

Surveys were conducted to determineand identify the activities that are undertaken by the UBA in the delivery of agricultural services, also to determine the factors that influence agricultural delivery services and to determine the annual income of the vegetable and strawberry production system. The On-the-Job Training students supervised by the Vice President conducted the survey by interviewing the respondents.

The following were the findings/result of the survey:



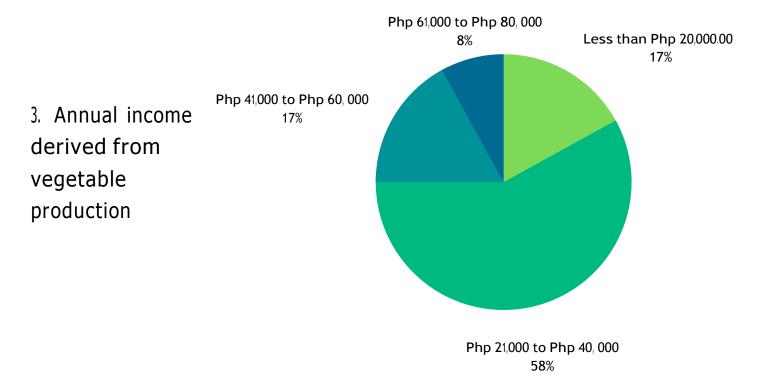


Marketing Facilities

20.9%

SURVEYS CONDUCTED

The following were the findings/result of the survey:



- 4. Problems and constraints experienced in farming
 - i. Poor irrigation system
 - ii. Limited crop protection
 - iii. Marketing System
 - iv. Transportation cost

The survey revealed that the Strawberry Farm significantly benefited the farmers, especially those who had been working the land for a long time. Some of these farmers were able to buy cars and/or lots; others felt secure sending their kids to school; and still others were able to buy their daily necessities.