

California Polytechnic School,

Board of Trustees,

Finance Committee

Meeting at

San Luis Obispo, California,

June 13, 1912.

ITEMS OF BUSINESS.

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Finance Committee,

Board of Trustees,

California Polytechnic School.

Gentlemen:

At this busy commencement season I am presenting to you in form as brief and concise as possible only urgent matters of business which should be acted upon without unnecessary delay.

WATER SYSTEM.

At the meeting of April 27th this matter was referred to the Finance Committee with power to act. \$2000.00 becomes available July first. This appropriation is under the control of the Department of Engineering and absolutely nothing can be done without the consent of that Department. Correspondence is sometimes slow and more or less unsatisfactory. Would recommend that Mr. R. W. Ryder be instructed to interview the State Engineer, present full plans and data, and request permission for the school to do the work. Would further recommend that we request the State Engineer to appoint Mr. Ryder inspector and chief engineer of the job.

APPOINTMENTS TO THE STAFF.

The following is submitted supplementary to the re-appointments acted upon at the last meeting of the Board.

F. E. Edwards, Vice-Director, and instructor in agricultural chemistry, salary \$1800.00, referred to the Finance Committee with power to act in the matter of re-appointment.

Recommended the re-appointment of Mary K. Hartzell, manager of dining hall at present salary, \$75.00 per month and room and board. Miss Hartzell will be available for other services in the institution as needs require and her time will permit.

Staff members as follows are serving during the pleasure of the Board:

E. D. Curl, buttermaker, at a salary of \$100.00 per month.

J. V. Gillett, bookkeeper and cashier, at a salary of \$100.00 per month.

Carrie E. Castle, Director's secretary and librarian, at a salary of \$85.00 per month.

Alonzo Brooks, farm foreman, at a salary of \$80.00 per month.

A. D. Sinclair, head gardener, at a salary of \$75.00 per month.

Jas. M. Duffy, dairyman, at a salary of \$75.00 per month.

The services of Charles P. Baker, assistant engineer, salary \$65.00 per month, will not be required during the summer months beginning June 15th.

Recommended, the continuation of the appointment of O. H. P. Meck, engineer, at a salary of \$75.00 per month from July first. Appointment to stand during the pleasure of the Board.

Recommended, the appointment of C. L. Flint, instructor in horticulture, botany and general agriculture, vice I. J. Condit resigned. Recommended salary, \$1400.00 for the fiscal year beginning July first. Mr. Flint is about twenty-eight years of age. He is now an instructor in horticulture at the Oregon Agricultural College. He is the best man available for the salary we can pay, \$1400.00.

It is not possible to make definite recommendations of successors to Miss Harriet Howell, instructor in domestic art and A. R. Carranza, assistant instructor in the mechanics department. I hope to present recommendations within ten days.

DIRECTORSHIP.

At the meeting of April 27th it was moved that the letter of resignation submitted by the Director be received and referred to the Finance Committee for consideration.

GIRLS' DORMITORY BUILDING.

The use to be made of the old dormitory building was discussed at the last meeting of the Board. We are in need of more school rooms. There are no funds available to make radical changes in the building immediately. Would recommend, however, that for the coming year the building be used for class purposes so far as limited funds permit necessary changes, and for residence for faculty members and employees. The building is not suitably located for a girls' dormitory. It is most conveniently located for school purposes. If \$1500.00 to \$2000.00 can be secured from the next legislature the interior of the building can be remodeled so as to furnish suitable class rooms in a most convenient location.

Respectfully submitted,

Secretary.

V K B V U

The following statement shows proposed apportionment of
our Salaries' Fund for the fiscal year 1912-'13.

SALARIES APPROPRIATION \$30,000.00

Re-appointments

✓ C. W. Rubel \$1800.00
✓ May Secrest 1560.00
✓ O. L. Heald 1500.00
✓ A. D. King 1500.00
✓ R. W. Ryder 1500.00
✓ E. B. Smith 1450.00
✓ J. M. Johnston 1400.00
✓ J. W. Nelson 1250.00
✓ Margaret Chase 1300.00
✓ R. S. Middleton 1440.00
✓ Belle Williams 1200.00

New appointments

✓ C. L. Flint 1400.00
Domestic art teacher 1200.00
Mechanical drawing, etc... 1200.00

Appointments standing

Jane V. Gillett 1200.00
Carrie E. Castle 900.00
Alonzo Brooks 960.00
A. D. Sinclair 900.00
Jas. M. Duffy 900.00
E. D. Covel, 4 months 400.00
✓ Vice Director F. E. Edwards 1800.00
✓ Director 2400.00 \$28,760.00

Unapportioned balance for engineers

or other staff members as may be decided

upon \$1,240.00