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California Polytechnic School

Board of Trustees.

San Luis Obispo, November 11, 1908.

Order of Business.

- I. Roll Call
- II. Reading Minutes of June 12, 1908
- III. Report of Director
- IV. Matters for Consideration-
 - < (1) Biennial Report
 - (2) a- Quotations on Water Tanks
b- Water Main to New Dormitory
 - (3) Sewer for Dormitory
 - < (4) Refrigerating Plant for Creamery
 - < (5) Short Course in Dairying
 - < (6) Recommendation Salary of Dairyman
- V. New Buildings and Improvements

San Luis Obispo, California,

November 11, 1908.

To the Board of Trustees of
California Polytechnic School.

I beg leave to submit the following report, together with copies of the schedules of bills approved from March 9, 1908 to November 9, 1908, and complete Financial Statements for the fiscal years 1906-07 and 1907-08.

Student Enrollment.

The number of student enrolled during the present scholastic year to date is 133. This number represents 22 counties of California and Colorado, Idaho, South Dakota, and Japan. Present indications are that the graduating class at the end of this school year will number at least thirty, as against sixteen last year. The total enrollment to date is practically the same as last year on the corresponding date. It is safe to say that the enrollment today would have been considerably larger had we been able to occupy the new dormitory at the opening of the new school year. Parents of prospective students have refused to send their children to the institution because we were unable to offer accommodations under school supervision.

Farm.

Since the Board last met a two-year old Clydesdale filly has been purchased of McLay Bros. of Janesville, Wisconsin. She was brought out by John Troup of Santa Barbara, who was paid \$90.00 for the service. The cost of the mare was \$425, or \$515 delivered here.

Water Supply.

As the Finance Committee is well aware, the attempt to put down a well on the new land near the railroad bridge was not a success, though all doubt as to the supply of water at that location has been removed. There is every evidence that a large supply of water is there available. What further steps should be taken for its development should form a part of our discussion today.

Statement of Current Expenses.

As was arranged at a previous meeting, detailed financial statements are to be made up semi-annually. The following brief financial statement shows funds available October 1st, the end of the first quarter of the current fiscal year.

Support

Balance on hand July 1....	1419.68	
Appropriation.....	<u>12500.00</u>	13919.68
Disbursements.....		<u>3736.98</u>
Balance.....		\$10182.70
<i>Balance Nov. 1.</i>		<i>9302.93</i>

Salaries

Balance on hand July 1....	429.51	
Appropriation	<u>26000.00</u>	26429.51
Disbursements.....		<u>6421.00</u>
Balance.....		\$20,008.51
<i>Balance Nov. 1</i>		<i>17,791.21</i>

Grounds

Balance on hand July 1	97.92	
Appropriation.....	<u>3000.00</u>	3097.92
Disbursements.....		<u>1315.56</u>
Balance.....		\$1,782.36
<i>Balance Nov. 1</i>		<i>1,507.42</i>

Library

Balance on hand July 1	40.75	
Appropriation.....	<u>500.00</u>	540.75
Disbursements.....		<u>128.87</u>
Balance.....		\$411.88
<i>Balance Nov. 1</i>		<i>364.55</i>

Trustees

Balance on hand July 1....	80.15	
Appropriation.....	<u>400.00</u>	480.15
Disbursements.....		<u>11.50</u>
Balance.....		\$468.65
<i>Balance Nov. 1</i>		<i>467.15</i>

Printing

Balance on hand July 1.....	5.50	
Appropriation.....	<u>375.00</u>	380.50
Disbursements.....		<u>130.50</u>
Balance.....		\$250.00
<i>Balance Nov. 1</i>		<i>202.00</i>

3.

New Dormitory.

The following statement will show the actual use or proposed use of the new dormitory funds.

Appropriation.....	\$25,000.00
Architect's fees to Oct. 1....	917.92
Copies of specifications.....	28.10
Advertising.....	46.50
Contract.....	20,765.00
Excavation.....	434.75
Inspector 2 months.....	300.00
Extra concrete (estimate).....	100.00
	<u>22,592.27</u>
Balance available for sewer and furnishings....	\$2,407.73

Creamery.

The following statement will show the actual use or proposed use of the \$12,000.00 appropriated for creamery.

Appropriation.....	\$12,000.00
Architect's fees to Oct. 1....	336.41
Specifications..	25.30
Advertising.....	26.50
Contract.....	9,980.00
Sewer (estimate).....	100.00
Inspector 2 months.....	300.00
	<u>10,768.21</u>
Balance.....	\$1,231.79

Cottages.

In addition to the \$3,846.00, contract price for the cottages, there will be sufficient funds for excavation, water piping, grading, wood sheds, ^{run} gutters, and inside tinting not included in the Maino contract. We have also charged two months of the Inspector's salary to cottages at \$150.00 per month.

Domestic Science Building.

Of the original appropriation of \$30,000.00 for domestic science building and furnishing, there is still available \$129.00, which is needed this year for laundry and other equipment.

The following items appear to the Director as matters needing consideration by the Board today, and brief data concerning several of the more urgent is here given.

1. The Director has today in all but final form the third biennial report which should at this time be forwarded to the Governor. Before putting the report in absolute final form, I should be pleased to give a resume of its contents and to receive any suggestions which may occur to any of the Board.

2. In accordance with the suggestion of the President, the Secretary has obtained quotations on redwood water tanks and same are available to the Board today. Levels have been taken and measurements made which will assist in the location of additional water tanks. The water main should now be laid to the site of the new dormitory. Two or three plans have been suggested which should receive our consideration today.

3. Sewers have been laid from the creamery and cottages to one of the washes on the new thirty acre tract. If a large septic tank is later placed somewhere near the middle of this thirty acre tract, the sewers which have just been laid can easily be extended. The problem of sewage disposal from the new dormitory presents some difficulty. I would recommend that the Board investigate the site today for the purpose of determining the best way to solve the problem, or at least agree upon steps to be taken first.

4. In accordance with instructions given by the Board, the Secretary secured proposals for the installation of a refrigerating plant in the new creamery building. The bids submitted upon the last call were as follows:

DeLaval Dairy Supply Co.	\$2,234.00
Baker & Hamilton	2,053.00
Cyclops Iron Works	2,043.00
Will P. Stevens	1,903.00

Letters from the Governor to individual members of the Board have expressed his attitude toward the purchase of equipment under the present circumstances. As suggested by individual members of the Board, the originals of the above mentioned proposals were sent October 15th to State Engineer Ellery for his inspection. On November 5th I wrote Mr. Ellery, asking for his opinion on these proposals in order that we might have the benefit of his counsel in the matter for the Board meeting of November 11th. I regret to report that no reply has been received for today's meeting.

5. Present indications are that the new creamery building will be ready for occupancy in January. The fullest use should be made of our new creamery equipment, and I would respectfully recommend that there be added to our curriculum a short course, say four to six months, in dairy manufacture, testing, market milk productions, and some lectures on feeding, breeding and selection of dairy cattle, supplemented by some stock judging work. The addition of a creamery necessitates a creamery operator, and with the opening before us we ought to have an experienced man. We cannot afford to be content with indifferent methods or results. I would respectfully recommend serious consideration of a short course in dairying this coming winter.

Inasmuch as a creamery operator is necessary, I would respectfully recommend that the matter of securing a creamery operator be referred to the Finance Committee with power to act.

6. In order to keep our very efficient dairyman, James Duffy, it has been necessary to assure him of some opportunity for advancement in the institution. The salary granted him at the last Board meeting was \$62.50 per month. To retain his services, we have in September and October allowed him an additional \$7.50 from contingent fund, making a total of \$70.00 a month. We cannot afford to lose Mr. Duffy, and I would respectfully ask approval of the action of the Director in retaining his services by paying the additional \$7.50 per month from the dairy contingent fund.

Estimate Furnished Controller
on cost of administering institution during the next
Biennial Period.

Support and maintenance including purchase of stock and equipment for farm and laboratories.....	\$32,000.00
Salaries of officers, teachers, and employees of same.....	64,000.00
Care and improvement of grounds.....	7,000.00
Library	1,000.00
Expenses of Trustees.....	800.00
Printing, binding, etc.....	1,000.00

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Future Growth.

It is again time to consider the needs of the institution for its future development. For your consideration I suggest a number of improvements and additions which seem to the Faculty to be needed within the next two or three years if the institution is to meet the needs which I believe it should and will.

- ✓ (a) Development of water supply and irrigation system. 5,000
- ✓ (b) Complete sewer system, including disposal tank.
- ✓ (c) Dining hall.
- ✓ (d) Dormitory accommodations for additional 100 to 300 students
- ✓ (e) A commodious barn
- ✓ (f) Poultry houses and equipment for poultry department
- ✓ (g) Mechanical and electrical laboratory with additional equipment.
- (h) A larger assembly hall
- (i) A science hall for the chemistry, physics, and botany departments.

Bids on Redwood Water Tanks.

Salinas Valley Lumber Co.

F. O. B. San Luis Obispo.

Flat Hoops.

<u>Gallons</u>	<u>Approx. Wt.</u>	<u>Price</u>
30,000	11,169	\$337.58
40,000	13,647	418.25
50,000	15,706	492.31

Round Hoops.

30,000	11,002	322.32
40,000	13,467	399.47
50,000	15,798	471.43

Redwood Manufacturing Co.

F. O. B. factory at Cornwall.

Round Hoops.

30,000	9,800	327.00
40,000	11,300	368.00
50,000	13,400	447.00

Pacific Tank Company

Evidently F. O. B. San Francisco.

Round Hoops

30,000	11,002	276.30
40,000	13,467	343.10
50,000	15,798	405.30

Lowest

Woodin & Little Pump House

Evidently F. O. B. San Francisco

Round Hoops.

30,000	11,100	322.00
40,000	14,000	376.60
50,000	15,800	437.50

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