

California Polytechnic School

Board of Trustees

San Luis Obispo, November 6, 1909.

Order of Business.

1. Roll Call
2. Reading of Minutes
3. Report of Director
 - a. Statement of Student Enrollment
 - b. Construction Work and Installation of Equipment
 - c. Short Courses and Recommendation of Appointment of
Butter Maker.
 - d. Residents at the School
 - e. Places of Residence Near the School
 - f. Matron of Boys' Dormitory
 - g. Assistant in Mechanics
 - h. Amendment of By-laws
4. Financial Statement July 1, 1909 to September 30, inclusive.
5. Copies of Schedules of Bills Allowed

Filed with the minutes of this meeting.

San Luis Obispo, November 6, 1909.

To the Board of Trustees,
California Polytechnic School.

The Seventh Year- Enrollment.

By Classes and Courses:

Freshmen			
Agriculture.....	26		
Household Arts.....	22		
Mechanics.....	41		89
Juniors			
Agriculture.....	8		
Household Arts.....	4		
Mechanics	18		30
Seniors			
Agriculture.....	5		
Household Arts.....	6		
Mechanics.....	9	20	139

By Classes and Counties:

<u>County</u>	<u>Freshmen</u>	<u>Juniors</u>	<u>Seniors</u>	<u>Total</u>
Alameda.....	1	..	..	1
Butte.....	1	1	..	2
Fresno.....	1	1	..	1
Inyo.....	1	..	..	1
Los Angeles.....	5	4	3	12
Merced.....	2	1	1	3
Monterey.....	8	1	1	10
Riverside.....	..	1	1	1
Sacramento.....	1	3	1	5
San Benito.....	..	..	1	1
San Bernardino.....	1	1	..	2
San Diego.....	9	1	1	11
San Francisco.....	1	..	..	1
San Joaquin.....	1	2	..	3
San Luis Obispo.....	41	9	9	59
Santa Barbara.....	3	3	1	7
Santa Clara.....	4	..	..	4
Santa Cruz.....	1	1	..	2
Ventura.....	2	..	..	2
Arizona.....	1	1	..	2
Colorado.....	1	..	..	1
Illinois.....	1	..	..	1
Japan.....	2	..	..	2
Massachusetts.....	1	..	..	1
Montana.....	1	..	..	1
Ohio.....	1	..	..	1
Oregon.....	1	..	1	1
Texas.....	..	..	..	..
	89	30	20	139

Construction and Installation of Equipment.

Since the meeting of the Trustees in June last work under appropriations as follows has been carried on:

Dining Hall	Installation of Ice Plant & Creamery Machin.
Cottage	" of Equipment for Shops and
Barn	Laboratories
Power House	Repairing and Furnishing Dormitories
Poultry Houses	Development of Water Supply
	Construction of Sewer System

Actual inspection of construction work now under way and the equipment installed will be far more satisfactory than information conveyed by written report. I sincerely hope that the members of the Board during their visit to-day will take the opportunity to go about the grounds and see the work as it now stands.

Short Courses and Recommendation of Mr. Aitkin for One Month.

Three short courses have been planned, as explained by the printed announcement included with this report. These announcements, which have already been distributed, will be followed by an eight-page leaflet ready for distribution next week. Members of the faculty of the State College of Agriculture and the University Farm School at Davis have signified their willingness to assist in giving instruction. I trust that an arrangement can be made with the University Farm School whereby members of the faculties of the two institutions can occasionally exchange services without cost to either institution other than traveling expenses and hotel bills.

A practical butter maker is needed throughout the month of January to give his entire time to practical work. Mr. F. T. Aitkin, of the University of Wisconsin Dairy School, now with the Maple Grove Creamery Company of this city, is a good man for the place and can be secured for the month for \$125. I would respectfully recommend that he be appointed instructor in butter making and creamery practice

for the month of January, 1910. We have estimated that a maximum amount of \$500 will cover the cost of the short courses, not including printing.

Residents at the School.

Sixty students and faculty members are rooming and boarding at the school. The basement of the household arts building supplies our temporary dining room and kitchen. Accommodations are not satisfactory, but we are doing the best we can until the new dining hall shall be completed.

Places of Residence Near the School.

The lack of suitable places of residence near the school is felt to-day as it has always been to a certain degree. The Director has talked with individuals who might be interested in the erection of cottages and boarding houses in the locality of the school, but so far as I know no plans for the erection of private residences in the neighborhood of the school is under way. Families moving to San Luis Obispo for the advantages of the school and families of faculty members are obliged to live from one to two miles away from the school. Dwelling houses and student boarding houses in this vicinity are so much needed that it is wise to take this opportunity to discuss possible ways and means of inducing private capital to invest in houses near the school.

Matron of Boys' Dormitory.

With the opening of the new dormitory for boys a matron or "house mother" became a necessity. After thorough we succeeded in securing the services of Mrs. Frances Johnston of San Francisco,

who serves in this capacity. Mrs. Johnston is the mother of Mr. Jewett M. Johnston, our instructor in carpentry and architectural drawing. While Mrs. Johnston was a stranger to the boys when she came in September she has already won them completely, and her work among us is thoroughly satisfactory. Her duties include the supervision of the cleaning of the two dormitories, and she occupies the position of mother, nurse, and counsellor to the boys in the building. I secured her services for \$45 per month and board for ten months, and would respectfully request the approval of this action by the Board.

Assistant in Mechanics.

During the past three years the care of laboratory apparatus, tools, etc. has been given by the instructors with some paid assistance by students. Last year the sum paid out for general assistance in the mechanics department was from \$20 to \$30 per month. Mr. Waters, in particular, is constantly giving a large amount of time to various construction jobs and the installation of equipment. At the opening of the school year we were able to secure the assistance of one of our graduates in mechanics, Alonzo Carranza. We have kept him busy in the laboratories, shops, power house, mechanical drawing room, and in the surveying class. He began his services September first for \$60 per month, and I would respectfully request that he be retained for the balance of the current fiscal year at the same rate of \$60 per month.

Amendment of By-laws.

At the meeting of the Board held May 15, 1909, each member of the Board was provided with a copy of the By-laws adopted March 5, 1902. The President appointed Trustees Gregg and Field as a committee on revision of By-laws. The Secretary only desires to state that it has proved difficult to act in accordance with the section requiring four regular meetings on the second Wednesday in May, August, November, and February. We have averaged four meetings each year, but they have not been strictly in accordance with the By-laws of the Board.

FINANCIAL STATEMENT.

July 1, 1909 to September 30, inclusive.

Special Appropriations.

Shop and Laboratory Equipment.	Chapter 509.		
Appropriation.....		\$6,000.00	
Carpenter Shop.....	432.57		
Forge Shop.....	526.55		
Electrical Lab.....	275.38		
Machine Shop.....	13.81		
Soils Lab.....	100.00	1,348.31	
Balance.....			\$4,651.69
Power House.	Chapter 510		
Appropriation.....		\$10,000.00	
Advertising.....	6.00		
Drafting.....	110.97	116.97	
Balance.....			\$9,883.03
Barns.	Chapter 511.		
Appropriation.....		\$5,000.00	
Drafting.....		33.22	
Balance.....			\$4,966.78
Dining Hall.	Chapter 512.		
Appropriation.....		\$10,000.00	
Drafting.....	189.20		
Advertising.....	6.00		
Perm. Equipment.....	747.47		
Temp. D.R. & K.	182.04	1,124.71	\$8,875.29
Balance.....			
Cottages.....	Chapter 513.		
Appropriation.....		\$2,300.00	
Advertising.....	6.00		
Drafting.....	82.04		
Typing spec.....	12.00	100.04	
Balance.....			\$2,199.96
Water Development.	Chapter 514.		
Appropriation.....		\$6,000.00	
Drilling & pumping	218.00		
Labor, eng. & sup.	41.59	259.59	
Balance.....			\$5,740.41
Sewer.	Chapter 515.		
Appropriation.....		\$6,000.00	
Expenditure.....		2,533.67	
Balance.....			\$3,466.33
			(Balance reported Oct. 14)
Poultry Houses.	Chapter 516.		
Appropriation.....		\$2,500.00	
Expenditure.....		2,059.11	
Balance.....			\$440.89
Ice Plant and Creamery Equipment.	Chapter 517.		
Appropriation.....		\$4,000.00	
United Iron Wks.....	\$1332.00		
Labor.....	142.70		
Equipment.....	821.98		
Supplies.....	23.15	987.83	2,319.83
Balance.....			\$1,680.17

Repairing and Furnishing Dormitories.	Chapter 518.
Appropriation.....	\$2,500.00
Expenditure.....	<u>2,425.05</u>
Balance.....	\$74.95

1907 Improvement Fund.	
Balance from 60th Fiscal Year.....	\$1,388.15
Expenditure, Creamery.....	<u>1,385.38</u>
Balance.....	\$2.77

1907 Appropriation- Dormitory.	
Balance 60th Fiscal Year.....	\$2,883.83
Expenditure.....	<u>2,355.66</u>
Balance.....	\$528.17

GENERAL APPROPRIATIONS.

Grounds.	
Appropriation.....	\$3,000.00
Expenditure.....	<u>1,097.21</u>
Balance.....	\$1,902.79

Library.	
Appropriation.....	\$500.00
Expenditure.....	<u>180.13</u>
Balance.....	\$319.87

Printing.	
Appropriation.....	\$375.00
Expenditure.....	<u>262.25</u>
Balance.....	\$112.75

Salaries.	
Appropriation.....	\$27,500.00
Expenditure.....	<u>6,711.33</u>
Balance.....	\$20,788.67

Support.	
Appropriation.....	\$12,500.00
Expenditure.....	<u>4,051.86</u>
Balance.....	\$8,448.14

Trustees' Expenses.	
Appropriation.....	\$400.00
Expenditure.....	<u>22.65</u>
Balance.....	\$377.35

CONTINGENT FUND.

Dairy.

Balance from 60th Fiscal Year.....	\$49.55	
Receipts from September 30.....	<u>633.86</u>	\$683.41
Expenditure.....		<u>420.05</u>
Balance.....		\$263.36

Dining Hall.

Balance from 60th Fiscal Year.....	\$23.82	
Receipts.....	649.55	
Bills receivable.....	<u>12.75</u>	\$686.12
Expenditure, service..	327.21	
" supplies	<u>994.17</u>	<u>1321.38</u>
Deficit.....		\$635.26

Dormitory.

Receipts.....	\$145.00	
Expenditures.....	<u>280.30</u>	
Deficit.....		\$135.30

Farm.

Balance from 60th Fiscal Year.....	\$170.54	
Receipts.....	<u>2.00</u>	\$172.54
Expenditure.....		<u>144.73</u>
Balance.....		\$27.81

Garden.

Receipts.....		\$1.25
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Laboratory.

Balance from 60th Fiscal Year.....	\$464.85	
Fees first term.....	633.00	
Receipts.....	<u>314.37</u>	\$1412.22
Expenditure.....		<u>745.10</u>
Balance.....		\$667.12

Poultry.

Balance from 60th Fiscal Year.....	\$.29	
Receipts.....	<u>44.89</u>	\$45.18
Expenditure.....		<u>118.09</u>
Deficit.....		\$72.91

Power House.

Balance from 60th Fiscal Year.....	\$11.56	
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Balance in Contingent Fund October 1, 1909.....	\$114.88	
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CONTINGENT FUND.

Dairy.

Balance from 60th Fiscal Year.....\$49.25
Receipts from September 30.....\$23.88
Expenditures.....\$20.02
Balance.....\$53.11

Dining Hall.

Balance from 60th Fiscal Year.....\$23.82
Receipts.....\$49.25
Expenditures.....\$12.75
Balance.....\$60.32
Expenditures, services.....\$37.21
Supplies.....\$24.17
Deficit.....\$33.26

Barbary.

Receipts.....\$148.00
Expenditures.....\$280.30
Deficit.....\$132.30

Bar.

Balance from 60th Fiscal Year.....\$170.84
Receipts.....\$2.00
Expenditures.....\$172.84
Balance.....\$27.81

Garden.

Receipts.....\$1.25

Laboratory.

Balance from 60th Fiscal Year.....\$44.88
Fees first term.....\$23.00
Receipts.....\$74.27
Expenditures.....\$74.10
Balance.....\$23.15

Poultry.

Balance from 60th Fiscal Year.....\$29
Receipts.....\$44.88
Expenditures.....\$118.02
Deficit.....\$72.91

Power House.

Balance from 60th Fiscal Year.....\$11.25
Balance in Contingent Fund October 1, 1909.....\$114.88

Board Meeting
Report of District
Nov. 6, 1909