

San Luis Obispo, California,

May 21, 1913.

To the Board of Trustees,

California Polytechnic School.

Gentlemen:

At a meeting of the Board of Trustees held May 10th the Director was instructed to submit to each member of the Board a list of proposed reappointments for the fiscal year July 1, 1913-June 30, 1914. It was further ordered by the Board that the present faculty and staff as far as possible be retained. For the sake of brevity and convenience I submit herewith a staff roll in tabulated form.

SALARY APPROPRIATION FOR FISCAL YEAR JULY, 1913-JUNE, 1914, \$35,000.00

	Present Salary	Proposed 1913-1914	Increase	
Edwards	\$1920.00	\$1920.00		Recommended
Rubel	1800.00	1800.00		Recommended
Secrest	1560.00	1560.00		Recommended
Heald	1500.00	1560.00	\$ 60.00	Recommended
King	1500.00	1560.00	60.00	Recommended
Ryder	1500.00	1800.00	300.00	Recommended
Middleton	1440.00	1440.00		Recommended
E. B. Smith	1450.00	1500.00	50.00	Recommended
Johnston	1400.00	1500.00	100.00	Recommended
Flint	1400.00	1500.00	100.00	Recommended
Chase	1300.00	1400.00	100.00	Recommended
Nelson	1250.00	1380.00	130.00	Recommended
Williams	1200.00	1300.00	100.00	Recommended
Whiting	1200.00	1400.00	200.00	Recommended
Bailey	1440.00	1440.00		Recommendation to follow
Castle		720.00		For complete recommendation see list following.
Brooks	960.00	960.00		See statement following
Sinclair	960.00	960.00		See statement following
Duffy	960.00	960.00		See statement following
Meck	900.00	1020.00		See statement following

Name	Present Salary	Proposed 1913-1914	Increase
Additional Instructor in Agriculture		\$1800.00	ing) See statement follow
Hartzell	Paid from Support fund	1080.00	Recommended
		<u>\$30,560.00</u>	

1913-1914 APPROPRIATION \$35,000.00

Balance to be apportioned for Director's salary,
and instructor in the Mechanics Department, or such
other purpose as may be necessary this year or next .. \$ 4,440.00

THE MEMBERS OF THE STAFF.

Edwards, Frank E. 6 years service; Vice-Director and instructor
in agricultural chemistry and agriculture.

Rubel, Chester W. 6-1/2 years service; Head of Agricultural Depart-
ment, farm manager, and instructor in animal and dairy husbandry.

Secrest, May. 7 years service; Head of Household Arts Department
and instructor in domestic science.

Heald, Oscar Leslie; 7 years service; instructor in forge and ma-
chine shop practice. Increase justified by long and efficient service.

King, Albert D. 3 years service; instructor in mathematics. In-
crease justified by experience and efficient service.

Ryder, Robert W. 2 years service; Head of Mechanics Department and
instructor in physics and electricity. Increase justified by effi-
ciency. \$1800.00 is the salary paid Mr. Ryder's predecessor. An
efficient graduate engineer cannot be retained at less money.

Middleton, Ralph S. 2-1/2 years service; instructor in dairying.

Smith, Edwin B. 3 years service; instructor in English, history
and government. Increase justified on account experience and efficient
service.

Johnston, Jewett M. 5 years service; instructor in carpentry. In-
crease justified by long and efficient service.

Flint, Clifton L. 1 years service; instructor in botany and horti-
culture. When Mr. Flint was secured from Oregon Agricultural College
one year ago at \$1400.00 it was with the understanding that he was to
receive an increase the second year provided his services were satis-
factory to the institution. The increase is justifiable.

Chase, Margaret H. 5-1/2 years service; instructor in English.

Increase justified by long and efficient service.

Nelson, John W. 2 years service; instructor in chemistry and natural sciences. Increase justified by efficient service.

Proctor boys' dormitory, room and board nine and one-half months.

Williams, Belle A. 2 years service; instructor in freehand drawing and applied design. Increase justified by experience and efficiency.

Whiting, Elsie M. 1 years service; instructor in domestic art. Miss Whiting, who is an experienced teacher of physical culture for girls, has voluntarily and cheerfully given a large amount of time in conducting physical training classes for girls of the school. She is willing to give attention to physical culture in addition to her work in domestic art this coming year. The \$200.00 recommended as compensation for this work is small compared with the benefit of the services she has given in the physical training class for girls.

Bailey, John Sherman. Service began September, 1912. In addition to services as cashier and bookkeeper Mr. Bailey has given instruction in farm accounts. He was trained in the College of Engineering of Ohio State University. It may be advisable to assign him some instruction work in the Department of Mechanics. He is entirely competent and has well demonstrated his ability to teach. Definite recommendation will be made later.

Castle, Carrie E. 3-1/2 years service; librarian and Director's secretary. Salary recommended, \$1080.00 for the fiscal year beginning July 1, 1913 as against \$1020.00 for the fiscal year closing June 30, 1913. Recommended that \$720.00 of this amount be paid from the salaries' appropriation and \$360.00 from the library fund. This small increase in compensation is justified by efficient service and her knowledge of the standard system of library cataloging and her ability to perform the duties of a trained librarian.

Brooks, Alonzo. 1-1/2 years service; farm foreman. Present appointment stands during the pleasure of the Boards

Sinclair, Albert D. 7 years service; head gardener. Present appointment stands during the pleasure of the Board.

Duffy, James M. 6-1/2 years service; dairyman. Present appointment stands during pleasure of the Board. It will probably be advisable

to increase the salary of Mr. Duffy \$5.00 per month, beginning January 1, 1914. Later report will be made.

Meck, Oliver H. P. 1 years service; engineer. The recommended salary for the coming year is \$85.00 per month. Meck has proved exceptionally well fitted for his position. The usual wages of a competent engineer are from \$85.00 to \$100.00 per month. His efficiency well justifies the increase of \$10.00 per month, to say nothing of paying a higher wage to keep a good man.

Instructor in Agriculture. In organizing a four year course it will be necessary to have one additional man on the agricultural staff. The institution needs most a competent man, experienced in the work of field crops. He must be a man acquainted with semi-arid agricultural conditions. It is not likely that a high class man can be secured for less than \$1800.00 per year at the lowest. Later report will be made.

Hartzell, Mary K. 2 years service. Recommended as instructor in household chemistry, mathematics, and physics. In addition to her duties as manager of the dining hall the past year Miss Hartzell has conducted a class in household chemistry for girls. Salary present year, \$900.00 and room and board from September to June. Recommended salary fiscal year beginning July 1, \$1080.00 without room and board.

Matron and Dining Hall Manager. Recommended that a matron and dining hall manager be secured to succeed Miss Hartzell, whom it is proposed to transfer to the instructing staff. The Director is endeavoring to secure as matron a middle aged woman to reside in the boys' dormitory and who shall act as hostess and managing housekeeper of both boys' dormitory and the dining hall.

Curl, Edward D. Present salary \$100.00 per month. Recommendation will depend upon the season in the creamery. Later report will be made. Mr. Curl is efficient and highly satisfactory.

The work of the Mechanics Department is now being assigned. As reported, Harold C. Keran's appointment expires June 30th. Re-appointment is not recommended. Reassignment of duties in the

Mechanics Department and recommendation concerning any necessary appointments will be made later.

Absence of proposed increase in salary in several instances is not because of inefficiency. It does not appear to the Director possible to make financial increase in these instances even though same would be justified by the efficiency and devotion of the faculty members and employees concerned.

FOUR YEAR COURSE.

All recommendations and suggestions noted above are made with a view to establishing and providing for the proposed four year course. In going over to the four year basis the faculty proposes to offer liberal opportunity to advanced students to pursue shorter courses consisting wholly of technical work, if the applicant is prepared to pursue such work.

SUPPORT AND MAINTENANCE FUNDS FOR THE YEAR JULY, 1913-JUNE, 1914.

SALARIES	\$35,000.00
SUPPORT AND GENERAL MAINTENANCE	14,000.00
GROUNDS	3,500.00
LIBRARY	750.00
PRINTING	600.00

Further estimates are in course of preparation and same will be duly presented for your consideration.

Respectfully submitted,

Le Roy B. Smith

Secretary.

San Luis Obispo, California,

May 22, 1913.

To the Board of Trustees,

California Polytechnic School.

Gentlemen:

APPROPRIATION FOR WATER SUPPLY.

Under date of May 6th the State Department of Engineering advised us that the Governor had signed the bill making an appropriation of \$5,000.00 for water supply. The bill provides that the law is to take effect immediately. A few days later we were advised by the State Department of Engineering that the Controller expressed doubt as to the constitutionality of the clause making the appropriation immediately available. Under date of May 19th the Controller's office advised as follows:

"***** it appears very doubtful if this office would be justified in drawing warrants covering the kind of expenditure embodied in the appropriation bill for the development of water supply, etc. at your institution until the ninety days elapse after the adjournment of the Legislature".

It was also suggested that a copy of the water appropriation bill be submitted at once to the Attorney General. A copy of the bill has been sent to the Attorney General, with the question, "Does this act take effect immediately or ninety days after the adjournment of the Legislature?".

Mr. R. W. Ryder was duly authorized by State Engineer McClure to proceed with the work for the purpose of increasing the water supply. Subsequently Mr. Ryder was ordered by the State Department to stop work pending the decision in the controversy concerning the constitutionality of the law under which we were working. Some orders for material were placed by the Department of Engineering immediately following the Governor's approval of the bill. We have a pipe line down the school canyon and are proceeding to complete the filter bed. We are also endeavoring to secure for temporary relief some water from the creek on the Lowe estate west of the Polytechnic School farm. We have proceeded with this work because the dry year compels us to do something to maintain a water supply for most ordinary domestic purposes.

To say the least, it is unfortunate that the State Constitution prevents the State from meeting its own emergencies. It will readily be seen that the complications of this situation are not the fault of the management of Polytechnic School. We shall do no more work on the water situation than is absolutely necessary to keep us going. It will be necessary to secure a few hundred dollars from some source to tide us over until the money under the new law is released by the Controller. Further report will be made as the situation develops.

Respectfully submitted,

Le Roy B. Smith
Secretary.

Reports mailed
to
Board Members

May 21 + 22
1913.

Staff
appointments.

Respectfully submitted,

Secretary.

in envelopes.

issued by the Controller. Whether report will be needed in the future
some source to tide us over until the money under the new law is re-
ceived. It will be necessary to secure a few hundred dollars from
work on the water filtration plant is absolutely necessary to keep an
outlet of the management of Polytechnic School. We shall do no more
readily be seen that the complications of this situation are not the
solution prevents the State from meeting its own exigencies. It will
to say the least, it is unfortunate that the State Comptroller

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