

California Polytechnic School

Board of Trustees.

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Meeting at

San Luis Obispo, November 12, 1910.

Order of Business

(As outlined in report prepared for meeting of October 29, 1910)

1. Roll Call
2. Reading of Minutes
3. Communications
4. Report of Director

Sections containing special suggestions or recommendations  
are entitled:

Poultry Work

Animal and Dairy Husbandry

- a. McDowell - Middleton
- b. Buttermaker
- c. Short Course

Substitute for Miss Secrest

Dormitories and Dining Hall

Revolving Fund

Future Development

Form of Bills

Suggested Amounts for Coming Biennial Period

5. Miscellaneous Business.



Nov. 12, 1910.

Meeting adjourned  
from Oct. 29, 1910.

This "order of business"  
is based on report  
prepared for the 29th.



San Luis Obispo, California,

October 29, 1910.

To the Board of Trustees,

California Polytechnic School.

Gentlemen:

The eighth year of the school's work opened September 12, last. The enrollment today is as follows: Agriculture, 52; Mechanics, 74; Household Arts, 44; Total, 170. The entering class numbers 97. The 170 enrolled come from counties and states as follows:

|                 |    |             |   |
|-----------------|----|-------------|---|
| San Luis Obispo | 71 | Stanislaus  | 2 |
| Los Angeles     | 13 | Fresno      | 2 |
| Santa Barbara   | 10 | Merced      | 2 |
| San Diego       | 9  | Imperial    | 2 |
| Orange          | 9  | Inyo        | 1 |
| Monterey        | 8  | Napa        | 1 |
| Tulare          | 7  | Santa Cruz  | 1 |
| Santa Clara     | 5  | San Joaquin | 1 |
| Alameda         | 4  | Butte       | 1 |
| San Bernardino  | 3  | .....       |   |
| Sacramento      | 3  | Ohio        | 1 |
| Ventura         | 3  | Colorado    | 1 |
| Riverside       | 3  | Kansas      | 1 |
| Kern            | 2  | Oregon      | 1 |
| San Mateo       | 2  | Japan       | 1 |

While 42 per cent are from San Luis Obispo County, it must be remembered that students may come from points fifty miles or more distant and still be residents of the County. The school's growth in point of numbers has been as follows:



|       |   |     |               |   |     |                                |
|-------|---|-----|---------------|---|-----|--------------------------------|
| '03-4 | - | 20  | '07-8         | - | 141 |                                |
| '04-5 | - | 60  | '08-9         | - | 151 | (Includes 11 in Short Courses) |
| '05-6 | - | 100 | '09-10        | - | 173 | (Includes 23 in Short Courses) |
| '06-7 | - | 126 | Oct. 29, 1910 |   | 170 |                                |

The graduation record is as follows:

|      | Boys      | Girls    | Agr.     | Mech.     | H. A.    | Total     |
|------|-----------|----------|----------|-----------|----------|-----------|
| 1906 | 4         | 4        | 2        | 2         | 4        | 8         |
| 1907 | 9         | 7        | 5        | 4         | 7        | 16        |
| 1908 | 12        | 4        | 8        | 4         | 4        | 16        |
| 1909 | 22        | 8        | 11       | 11        | 8        | 30        |
| 1910 | <u>14</u> | <u>7</u> | <u>4</u> | <u>10</u> | <u>7</u> | <u>21</u> |
|      | 61        | 30       | 30       | 31        | 30       | 91        |

While pupils are admitted upon completion of the eighth grade, 34 in the entering class of 97 have had from one to four years of high school training. If suitable housing for students can be provided by the school on the school farm, or by others in very close proximity to the school, marked growth in the next two years is a certainty. In three to four years the enrollment should reach four hundred or more.

#### WATER SYSTEM.

The plan for the proposed water system prepared by Mr. H. B. Waters and approved by the Board at the last meeting was later approved in entirety by State Engineer Ellery with permission to proceed at once with the work. The plan has been carried out with Mr. Waters as engineer in charge. Personal inspection of the pumping plant, the pipe line, and the 100,000 gal. concrete tank are invited today. Six thousand dollars was appropriated. Balance reported September 20th by the Department of Engineering was \$1633.55, all of



Which will be required to meet outstanding bills, to roof the tank, build a house for the gas engine, install a two inch centrifugal pump and engine at the tank, and provide necessary minor accessories.

#### NEW POWER PLANT.

The new power plant was first put under steam September 10th last. Since that date it has been in daily service. During the summer engines, generators, and other equipment were moved from the old plant to the new. The heating main was relaid as required by the new location of the source of heat and the fuel oil storage tanks placed on quarry hill. Necessary changes were also made in the power transmission lines. For these last named items expenditure from our support fund was required approximately as follows:

|  |          |
|--|----------|
| Heating main, material and labor .....     | \$600.00 |
| Fuel oil storage, material and labor ..... | 275.00   |
| Transmission lines .....                   | 50.00    |

Deeper study of our situation convinces us that the removal and installation of our old boiler in the new power plant is unwise. The old boiler is too small for immediate future needs and its type is antiquated. A second water tube boiler, 100 h.p. should be placed by the side of the boiler now in use. The appropriation for the power house, boiler and equipment was \$10,000.00. The contract for erection of the building was let by the Department of Engineering to Maino and Son of San Luis Obispo for

#### DAIRY BARN.

The improvements in the dairy barn authorized at the last meeting are partially complete. The concrete floor has been laid and the additional cow stalls put in place. Inspection is invited today.



## POULTRY WORK.

At the last meeting of the Board L. M. Hurd of the Department of Poultry Husbandry, Cornell University, was elected to succeed W. E. Coleman as poultryman. While Mr. Hurd once stated that he would accept an offer from us he finally declined to come to California.

Since June first the poultry has been cared for by Walter Malloy, a resident student who has for two years taken particular interest in poultry work. No instruction has been given since the departure of Mr. Coleman the first of June. There is constant inquiry for information concerning poultry problems and certainly a wide field of opportunity for the industry in California. The Director believes that the school should maintain a poultry department competent to give thorough instruction, but it will be far better to drop this line of work altogether than to maintain a work not a credit to the institution. To build up and maintain a creditable department a competent, practical poultryman, capable of giving instruction, is a prime factor. The other essential is some money. We already have some good buildings and some equipment. The Director has been on the constant watch for a suitable candidate and has been in frequent consultation with President Shackelford, but at this writing no suitable available poultryman is in sight unless he be C. A. Wilkins, a brother of the successful poultryman now employed at University Farm, Davis. Mr. Wilkins recently left California to take a course in poultry husbandry under Professor Rice of Cornell. At present writing (Oct. 27) a letter is expected from Mr. Wilkins by the 29th. It will not be financially possible to offer a poultryman more than \$7500 per month from January first to the end of the fiscal year, June 30, 1911, and even this apportionment would be made in the face of other needs. President Shackelford has suggested that it would be desirable to bring Mr. Hogan of Petaluma to the school to give a few days special instruction in the selection of birds.



To carry our poultry work another school year there must be an increase in our financial resources. The industry is important, and therein lies opportunity for service by the school, and the Director asks for full expression of opinion by the members of the Board concerning the further organization and conduct of the work in poultry husbandry.

#### ANIMAL AND DAIRY HUSBANDRY.

##### a. McDowell-Middleton.

At the last meeting of the Board J. L. McDowell, a graduate of the school, was re-appointed to the creamery staff. Mr. McDowell finally decided not to accept the appointment. In the meantime we have carried the work along with the assistance of Edward Curl employed by the month. With the increasing work in the creamery Mr. Rubel must have trained assistance. In the search for a man to put in McDowell's place we have found Mr. R. S. Middleton, now completing the course in agriculture at Ames, Iowa. While Mr. Rubel could not meet Middleton personally last July in the East, he had good opportunity to investigate the man and his capabilities. Mr. Middleton is about twenty-three years of age, has had four years of training in the Iowa College of Agriculture, specializing in Animal and Dairy Husbandry. He has also had considerable experience in practical creamery work. I would respectfully recommend to succeed McDowell resigned the appointment of R. S. Middleton as assistant in Animal and Dairy Husbandry at a salary of \$100.00 per month for one year beginning January 1, 1911. Based on apportionment made for salary of McDowell, \$60.00 per month should be paid from the Salaries fund and the balance of \$40.00 from Creamery Contingent.

##### b. Buttermaker.

The appointment of F. T. Aitken, buttermaker, at \$100.00 per month, salary payable from Creamery Contingent, extends to



Dec. 31, 1910. I would respectfully recommend that Mr. Aitken be re-appointed beginning January 1, 1911, to serve at his present salary during the pleasure of the Board.

c. Short Course.

I would respectfully recommend that a special course in Animal and Dairy Husbandry be given January 4 to 28 inclusive, 1911, the line of instruction to be similar to that of the short course of January, 1910. This recommendation includes the apportionment of \$125.00 from the Support fund to defray expenses of the course.

d. Creamery Operation.

A proposal to furnish cream has been received from a local creamery company. I have asked Mr. C. W. Rubel to present at this meeting a statement covering the situation.

SUBSTITUTE FOR MISS SECREST.

In accordance with the action of the Board May 14th, last, a substitute for Miss Secrest during the current school year has been found, - Miss Clara Palmer of Teachers College, New York. Miss Palmer began her work September first and is meeting with marked success. I respectfully request approval of the engagement of Miss Palmer as substitute instructor in domestic science for the year July 1, 1910-June 30, 1911, at a salary of \$1200.00 for the year.

LIBRARY WORK.

The classification and cataloging of the library authorized at the last meeting of the Board was done during July by Miss Stella Huntington of the State Library, Sacramento. The cost of the work was \$80.00, the amount apportioned for this purpose.



#### DORMITORIES AND DINING HALL.

All available rooms in both dormitories, and scattering rooms in other buildings are occupied by students, faculty members, or employees. Seventy-five boarders and seven employees are cared for at the dining hall. The price charged for room and board for the past three years has been \$22.50. Vice-Director H. B. Waters and family are the faculty residents of the boys' dormitory, Mr. Waters serving as proctor of the building for which service his board is allowed him. Upon the retirement in June of Mrs. Frances Johnston, matron of the boys' dormitory, the Director sought to find some one person who could assume both the duties of matron of the boys' dormitory and manager of the dining hall. Mrs. E. B. Waters was secured to fill this position at a salary of \$100.00 per month for ten months, beginning September 1, 1910. Mrs. Waters is very successful in this position. Since action in this matter was necessary subsequent to the last Board meeting the Secretary requests approval of the engagement of Mrs. Waters for the current year.

We are attempting to pay Mrs. Waters' entire salary out of dining hall and dormitory receipts. The Director believes that if funds would allow the school would be justified in paying one-half to two-thirds the salary of a matron out of the salaries fund.

#### FUTURE HOUSING OF STUDENTS.

Suitable housing for students <sup>or on the school side of town</sup> on the school farm/is necessary as our numbers increase, or, I may say, if our numbers are to increase. While a school dormitory system more than doubles the usual responsibilities of a school management, this system seems to be a necessity for Polytechnic School. There is, however, urgent need for houses near the school for families who come here to place children in school. Several families in September last had great difficulty in finding houses in any part of town. Instructor E. B. Smith was obliged to rent nearly two miles from the school. Cottages



Cottages for rent along Hataway Avenue or on Palm Drive would surely find an increasing demand.

#### REVOLVING FUND.

A revolving fund for use in purchase of cream and dining hall supplies would prove a source of economy as well as a great business convenience. Cream must be paid for promptly. Fuel can be purchased to best advantage in the summer, a season when no revenue is coming in to the credit of the dining hall. If the Board so instructs the Secretary will be pleased to ascertain whether funds can be appropriated for such a purpose.



## FUTURE DEVELOPMENT.

In planning for the future the requirements of a student enrollment of four hundred to five hundred should be kept in mind. The following suggestions for necessary improvement and expansion are respectfully submitted. Undoubtedly further study of the situation will prompt some revision before the time for actually presenting needs to the legislature arrives.

1. Painting shops and other buildings and repairs to buildings and equipment ..... \$6,000.00
2. Dormitory and school furniture ..... 3,000.00
3. Heating system delivering heat from new power plant, including steam pipe line to kitchen and pantries of the dining hall ..... \$4,000.00 to 6,000.00
4. Completion and proper equipment of present dining hall and kitchen providing dining accommodations for 150 to 200 people ..... 10,000.00
5. Boys' dormitories ..... 30,000.00
6. Girls' dormitories ..... 25,000.00
7. School building. Science hall to house all laboratory work, physics, chemistry, botany, etc., and to furnish class rooms. Should be the main school building. First class brick or stone building - \$75,000.00. Frame building. 40,000.00
8. Barns, or agricultural building, stock judging pavilion, seed house for use of agronomy division ..... 25,000.00
9. Live stock, including Percheron stallion ..... 3,000.00
10. Poultry department. Equipment, maintenance, and conduct of experimental work. Poultryman should have some time to devote to problems constantly presented by inquirers ... \$2,500.00 to 5,000.00
11. Extension of water system. Greater water supply for domestic purposes is urgent. Water is to be had from the school canyon. An additional concrete reservoir should be constructed near the present reservoir on east hill. 7,000.00



12. Foundry and pattern shop. One building.  
One man could probably conduct the two  
lines of work ..... \$10,000.00
13. Equipment for shops and laboratories,  
including one 100 h.p. water tube boiler  
and substitution of alternating current  
system for direct current system .....
14. Building containing auditorium. Capacity  
500 to 800 with provision for a gymnasium ..... 20,000.00
15. Cottages for Director, farm manager,  
teachers or employees, as Board may see  
fit.....
16. Rock crushing outfit to be installed  
at the red rock quarry to facilitate  
road building operations ..... 2,500.00
17. If the item for "Grounds" in the general  
appropriation bill cannot be raised,  
special appropriation for roads and  
grounds is urgent ..... 5,000.00
18. Cottage for senior girls. To serve  
double purpose of residence building  
and instruction and practice in actual  
housekeeping ..... 5,000.00
19. Creamery addition, - storage and cheese  
room ..... 4,000.00

The figures suggested total ..... \$225,000.00

#### FORM OF BILLS.

In most cases our bills passed by the Legislature of 1909 became operative July 1st. Because of this provision the State Engineer said his office could not legally do any drafting before July 1st. This fact delayed our work. Future bills should be so drafted as to become operative upon approval, also to release for use at the same time a few hundred dollars in order that the architect's work may begin at once. In many instances 90 per cent of an appropriation is not needed before July first, but the provisions of our bills should be such as to permit work upon a project immediately upon approval of a bill.



Appropriation by the Legislature of 1909 for Operating  
Expenses for Two Years.

|   |             |
|---|-------------|
| Support and maintenance, including purchase of<br>stock and equipment for farm and laboratories ..... | \$25,000.00 |
| Salaries officers, teachers and employees of same ....  | 55,000.00   |
| Care and improvement of grounds .....   | 6,000.00    |
| Library .....   | 1,000.00    |
| Expenses of Trustees .....  | 800.00      |
| Printing, binding, etc. ....  | 750.00      |

Suggested Amounts for the Coming Biennial Period.

|   |           |
|---|-----------|
| Support and maintenance .....                   | 32,000.00 |
| Salaries officers, teachers and employees ..... | 66,000.00 |
| Care and improvement of grounds .....           | 10,000.00 |
| Library .....                                   | 1,400.00  |
| Expenses of Trustees .....                      | Suggest   |
| Printing and binding .....                      | 1,200.00  |

The minimum amount on which the school can be operated depends to a great extent on the purposes for which special appropriations can be secured. If our requests for special appropriations are trimmed anything like they were in 1909 the school should have every cent of the increase suggested by the above figures.



# FINANCIAL STATEMENT.

General Funds - July 1, 1910 - October 15, 1910. (62" F.Y.)

## Grounds.

|  |               |             |
|--|---------------|-------------|
| Appropriation .....                        | \$ 3,000.00   |             |
| Balance from 61" F.Y.....                  | <u>3.32</u>   | \$ 3,003.32 |
| Expenditure as per accompanying            |               |             |
| schedules .....                            | <u>992.06</u> |             |
| Balance after paying September bills ..... |               | \$ 2,011.26 |

## Library.

|  |               |           |
|--|---------------|-----------|
| Appropriation .....                        | \$ 500.00     |           |
| Balance from 61" F.Y.....                  | <u>54.60</u>  | \$ 554.60 |
| Expenditure as per accompanying            |               |           |
| schedules .....                            | <u>126.81</u> |           |
| Balance after paying September bills ..... |               | \$ 427.79 |

## Printing.

|  |               |           |
|--|---------------|-----------|
| Appropriation .....                        | \$ 375.00     | \$ 375.00 |
| Expenditure as per accompanying            |               |           |
| schedules .....                            | <u>328.25</u> |           |
| Balance after paying September bills ..... |               | 46.75     |

## Salaries.

|  |                 |              |
|--|-----------------|--------------|
| Appropriation .....                        | \$27,500.00     |              |
| Balance from 61" F.Y.....                  | <u>14.34</u>    | \$27,514.34  |
| Expenditure as per accompanying            |                 |              |
| schedules .....                            | <u>6,402.98</u> |              |
| Balance after paying September bills ..... |                 | \$21,111. 36 |

## Support.

|  |                 |             |
|--|-----------------|-------------|
| Appropriation .....                        | \$12,500.00     |             |
| Balance from 61" F.Y.....                  | <u>.35</u>      | \$12,500.35 |
| Expenditure as per accompanying            |                 |             |
| schedules .....                            | <u>4,344.94</u> |             |
| Balance after paying September bills ..... |                 | \$ 8,155.41 |

## Trustees' Expenses.

|                                 |               |           |
|---------------------------------|---------------|-----------|
| Appropriation .....             | \$ 400.00     |           |
| Balance from 61" F.Y.....       | <u>215.99</u> | \$ 615.99 |
| Expenditure as per accompanying |               |           |
| schedules .....                 | <u>6.00</u>   | \$ 609.99 |



Dormitory, Chapter 164'07.

Appropriation ..... \$25,000.00

Expenditure -

Contract, Engstrum Co.?.... \$20,182.50

Extras ..... 90.89

Cement ..... 565.00

Typewriting spec ..... 28.10

Advertising ..... 46.50

Inspector's salary ..... 460.00

Excavation ..... 387.75

Water main, pipe, etc..... 775.00

Lumber ..... 59.06

Wire & El. fixtures ..... 277.00

Hose, fire ex. & Chand .... 166.00

Freight ..... 22.00

Labor ..... 559.50

Furniture ..... 163.00

Other expenses ..... 279.14 \$24,979.36

Balance ..... \$20.

Refrigerating Plant & Creamery Equipment, Chapter 517'09.

Appropriation ..... \$ 4,000.00

Expenditure ....

Contract, United Iron Works \$ 1,997.50

Churns ..... 294.50

Ripener ..... 245.00

Pasteurizer ..... 155.00

Shaft, hangers, pulleys ... 60.00

Belting ..... 50.40

Labor installing equipment 236.75

Freight ..... 94.72

Milk cans ..... 271.50

Pipe for oil line ..... 118.72

Equipment and supplies .... 475.91 \$ 4,000.00



# SPECIAL APPROPRIATIONS MADE FOR CALIFORNIA POLYTECHNIC SCHOOL.

1901, March 8

|                     |             |
|---------------------|-------------|
| Establishment ..... | \$50,000.00 |
|---------------------|-------------|

1903, March 18

|  |            |
|--|------------|
| Construction, furnishing and maintenance ..... | 18,000.00  |
| Power, heat and lighting plant .....           | \$5,000.00 |
| Barns, shops and outbuildings .....            | 8,000.00   |
|  | 13,000.00  |

1905, March 22

|  |           |
|--|-----------|
| Electrical building and furnishing .....               | 6,000.00  |
| Barns, shops and outbuildings and furnishings .....    | 9,000.00  |
|  | 15,000.00 |
| Domestic Science building, construction and furnishing | 30,000.00 |

1907,

|   |           |
|---|-----------|
| Construction and furnishing of dormitories .....      | 25,000.00 |
| Thirty acres of land .....                            | 15,000.00 |
| Shops and furnishing .....                            | 20,000.00 |
| Two cottages .....                                    | 5,000.00  |
| Creamery building and furnishing .....                | 12,000.00 |
| Gardener's tool house (plant propagation house) ..... | 2,000.00  |
|   | 39,000.00 |

1909, April 12

|  |           |
|--|-----------|
| Equipment shops and laboratories .....                                     | 6,000.00  |
| Power and lighting plant with mechanical and electrical laboratory .....   | 10,000.00 |
| Construction and equipment of barns .....                                  | 5,000.00  |
| Construction and furnishing dining hall .....                              | 10,000.00 |
| Construction of cottage .....  | 2,300.00  |
| Development of water supply and irrigation system ...                      | 6,000.00  |
| Construction of sewer system .....   | 6,000.00  |
| Construction and equipment of poultry houses .....                         | 2,500.00  |
| Purchase and equipment of refrigerating plant and creamery equipment ..... | 4,000.00  |
| Repairing and furnishing dormitories .....                                 | 2,500.00  |



(No quorum)

Oct. 29, 1910

(No quorum)

Remittances and bill-paying commitments .....

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