

File

CALIFORNIA POLYTECHNIC SCHOOL  
BOARD OF TRUSTEES

Meeting at

San Luis Obispo, California,

August 26, 1911.

ORDER OF BUSINESS.

1. Roll Call
2. Minutes of last meetings
3. Reports, if any, of Standing Committees
4. Report of the Director.

Sections containing recommendations are:

page 4 a

page 4 b

page 4 c

page 4 Earn Foreman

5. Miscellaneous.



San Luis Obispo, California,

August 26, 1911.

Board of Trustees,

California Polytechnic School.

Gentlemen:

Since the meeting of the Finance Committee held at the School June 17, 1911 we have been busied with the work authorized by the various acts of the last Legislature. The following summary of progress is given in the order of subjects recorded in the ~~minutes~~ *reports* of the ~~last meeting~~ *of the Finance Committee of Apr. 29th and June 17th.*

1. DINING HALL, KITCHEN AND EQUIPMENT.

\$5,000.00 available July first. This work, as well as all other repair and improvement work, taken charge of by the State Department of Engineering, has been handled by Mr. E. W. Yount, sent here July first by State Engineer Ellery. It will be of interest to know that Mr. Yount was for three years instructor in carpentry in this institution. The construction work on the dining hall and purchase of necessary equipment will come within \$5,000.00. Of this amount *340* ~~\$294.00~~ *\$340.* was used to purchase the range and kitchen utensils which have been in the building for nearly two years on the rental plan arranged by the Board of Trustees nearly two years ago. We hope to have the use of the kitchen and dining room by September 10th. The State Department of Engineering will not draw requisitions exceeding \$4250.00, leaving a balance of \$750.00 for miscellaneous equipment.

2. EXTENSION OF WATER SYSTEM.

\$1,000.00 available July first. Data has been in the hands of the State Department of Engineering since June. We are advised that a steel tower and tank have been ordered by them. Mr. Yount has been directed to erect same. Proposed site of the tower is just south of the 100,000 gal. concrete reservoir.



### 3. EQUIPMENT FOR SHOPS AND LABORATORIES.

\$7,000.00 available July first. Through the Board of Control, as reported to the Finance Committee, orders have been placed for machine shop and forge shop as follows:

Sieg Iron Co., Davenport, Iowa, for punch and shear .....	\$ 50.00
Rix Compressed Air & Drill Co., San Francisco, for Coates motor driven outfit .....	186.00
Jacobs Manufacturing Co., Hartford, Conn. for drill chucks and taper shanks .....	30.00
Rix Compressed Air & Drill Co., San Francisco, for chucks .....	142.75
Harron, Richard & McCone, San Francisco, for milling and drilling machine and drill press .....	319.00
<i>Buffalo forge parts - - - - - 89.25</i>	

Bids on gas machine have ranged from \$200.00 to \$350.00. The matter is in the hands of the Board of Control, though we have recommended purchase of the Speer machine, Los Angeles, \$265.00 f.o.b. Los Angeles, as the best machine for our use. Data is at hand for today's meeting.

### 4. POWER PLANT.

\$6,500.00 available July first. The work is well along.

Mr. H. B. Waters severed his connection with the school July 29th. The work is being carried on by his successor, R. W. Ryder, though since Mr. Waters departure Mr. E. W. Yount is the official inspector for the Department of Engineering.

### 5. HEATING SYSTEM.

\$3,000.00 available July first. Data was submitted to the State Department of Engineering in May. About ten days ago plans and specifications were received from the Department by Mr. Yount. He has been instructed to install the system connecting the boys dormitory and the dining hall with the central power plant.

### 6. LIVE STOCK.

\$1,000.00 available July first. Recommend purchase of one Poland China boar of H. Bassett, Hanford, \$45.00, and one Berkshire boar of S. B. Wright, Santa Rosa, \$35.00. Mr. Rubel is looking for



some Holsteins, but is not yet ready to recommend. Prices of the best pure breeds are high, - \$250.00 to \$300.00 per animal being asked.

7. FARM MACHINERY AND IMPLEMENTS.

\$2,000.00 available July first. The 6" galvanized iron irrigation pipe has been in pretty constant use and we have been satisfied with the method and results in alfalfa.

8. REPAIRS AND IMPROVEMENTS.

\$5,000.00 available July first. All of the work done under this appropriation has been in the hands of the State Department of Engineering. Not including painting of shops and inside work, about \$2,800.00 has been expended (Painting bids not opened at this writing). Principal items of expenditure are as follows: Excavation for additional room, 29' x 30' basement of boys' dormitory, \$500.00. Household Arts building roof, \$150.00. Plaster repairing, \$50.00 to \$100.00. Basement bitumen floor, \$75.00. Forge shop repairs, machine shop, t & G in basement repairing flooring; repairing bath room floors and shower baths in boys' dormitory; fire hose reels; waxing and oiling floors, plumbing, and miscellaneous small repairs and materials. All purchases have been made by the State Department of Engineering, hence no exact account can be given by the Secretary. The work done has been that discussed at the meeting of June 17th. *the Finance Comm,*

9. DORMITORY AND SCHOOL FURNITURE. *Narragansett Locker Co--*

As reported June 17th \$229.52 has been expended. We have just submitted to the State Board of Control items amounting to \$350.00. These proposals are before the Board for consideration today. Complete sets of bids on the adding machine, piano, and vacuum cleaner have not yet been received. *Narragansett Locker Co--Lockers-----21405*  
*Darby & Sons Co--Godrawer cabinet---22500*

10. FARM BUILDINGS BILL, not signed by the Governor.

Trustee Simpson has received a letter from the Governor relative to this matter, which, with his permission, I should like to read.



## THE STAFF.

*Adopted*  
(a) To fill the instructorship in domestic art made vacant by the resignation of Miss Louie K. Willits I would respectfully recommend the engagement of Miss Harriet Howell for the period September 1, 1911 to June 30, 1912, at a salary of \$1300.00, the amount which had been set aside for Miss Willits. Miss Howell has previously given five years of service to the institution in the domestic art department and her return to us for the year will bring an instructor thoroughly familiar with the work of the department and the methods of the school. Miss Howell has just returned from a tour around the world in company with Miss May Secrest, head of our household arts department.

*Adopted*  
(b) In line with the recommendation of the Committee which met June 17th I would respectfully recommend the appointment of Vice-Director F. E. Edwards as proctor of the boys' dormitory for the school year 1911-'12. The usual compensation to the faculty member occupying this position has been room and board.

*Adopted*  
(c) To fill the newly created instructorship in chemistry and physical geography I would respectfully recommend the appointment of John W. Nelson of Washington State College, Pullman, at a salary of \$1250.00 for the year August 1, 1911 to June 30, 1912. Mr. Nelson is not only well qualified to fill an instructorship in the sciences, but comes thoroughly well recommended as to character and personality. Mr. and Mrs. Nelson have been with us since the early part of August and have already proven themselves very agreeable additions to the Polytechnic family. During his upper classmen years Mr. Nelson was an instructor in the College's department of physical culture.

## MISCELLANEOUS.

### FARM FOREMAN.

*Adopted*  
With a view to the improvement of the service I pass to you with full approval the recommendation made to me by C. W. Rubel, Head of the Agricultural Department. The retirement of S. C. Griffith, farm foreman. As the President and Vice-President will recall, this



matter has already been presented to them within the past month in conversation. To fill the position temporarily, and with a view to permanent service if the man proves satisfactory, I would recommend the appointment of Mr. Lon Brooks of San Luis Obispo, a man who is well and very favorably known to us as an efficient workman. Mr. Brooks now lives on an adjoining farm of Mrs. Lowe's. Since the farm foreman's cottage could not be occupied by him immediately recommended salary is \$80.00 against the \$70.00 paid Mr. Griffith who occupied one of the School's cottages. We shall need this cottage for a few months at least for Mr. Edward Curl, buttermaker. We have engaged Mr. Brooks as one of the attendants with the live stock sent to the State Fair.

#### STATE FAIR.

Approved  
August 22d three carloads of stock were started for the State Fair, 7 Percherons, including 2 spring colts; pair of Clydesdale mares with 2 colts: Cattle - 3 Shorthorns, 2 cows and 1 bull, 6 Jerseys, including 3 cows and 1 bull and 2 heifer calves: Swine - 8 Berkshires, 1 boar and 7 gilts. The stock is in splendid condition and should show up well at the Fair. J. H. Duffy, dairyman, Lon Brooks, Albin Noren and Clifford Tanner accompanied the exhibit. Mr. Rubel left yesterday for Sacramento in time to take charge of the unloading and placing of the exhibit on the grounds. The Board of Control authorized the expenditure of \$200.00 for the State Fair exhibit, but we hope to keep under this figure.

#### OUR BOARDING SCHOOL.

Miss Mary K. Hartzell, newly appointed manager of the dining hall, arrived August first and has been busy throughout the month. Our organization and equipment for the care and management of the boarding school is the best we have yet had and we look forward to a successful year.



#### THE BOARD OF CONTROL.

Our first experience in working under the new legislation is that the Board of Control requires us to submit for their consideration data covering every proposed purchase. It has already made voluminous correspondence, a marked addition to the clerical work of the office.

#### THE NEW SCHOOL YEAR.

The new school year, as usual, will open the ~~Monday~~ <sup>Tuesday</sup> following Labor Day, September 12th. It is impossible to forecast very definitely the size of the entering class, but we should have at least one hundred new students, with a total enrollment for the year of from one hundred seventy-five to two hundred.

#### FINANCIAL.

There accompanies this report a statement of expenditures of the regular funds for the period July first to August eleventh. The copies of the Schedules of Bills Approved contain all of the various items of expenditure. No report can be made of funds handled by the State Department of Engineering, since all of the bookkeeping is done in that office.

Construction work, repair work, and the installation of equipment are going on in nearly every building on the grounds. Your inspection of the work is invited today.

Respectfully submitted,

*LeRoy B. Smith*  
Secretary.



## FINANCIAL STATEMENT - REGULAR APPROPRIATIONS

July 1 - August 11, 1911.

## GROUNDS -

Appropriation .....	\$ 3,000.00
Expenditure as per schedules submitted ....	<u>245.50</u>
Balance .....	\$ 2,754.70

## LIBRARY -

Appropriation .....	750.00
Expenditure as per schedules submitted ....	<u>11.00</u>
Balance .....	739.00

## PRINTING -

Appropriation .....	450.00
No bills have been presented .....	

## SALARIES -

Appropriation .....	30,000.00
Expenditure as per schedules submitted ....	<u>2,115.82</u>
Balance .....	27,884.18

## SUPPORT -

Appropriation .....	12,500.00
Expenditure as per schedules submitted ....	<u>636.03</u>
Balance .....	11,863.97

## TRUSTEES' EXPENSES -

Appropriation .....	400.00
No bills have been presented .....	

## SPECIAL.

## EQUIPMENT FOR SHOPS AND LABORATORIES, Chapter 509, 1909 -

Balance July 1 .....	95.31
Expenditure as per schedules submitted ....	<u>9.30</u>
	86.01



Director's Report  
Special Meeting  
Aug. 26, 1911.