

ORDER OF BUSINESS

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San Luis Obispo, California.

April 24th, 1920.

Board of Trustees,
California Polytechnic School.
Gentlemen:

The following report covers those matters which it was thought desirable to take up at this meeting of the Board. As the time is limited they have been made as brief as possible. Supplemental information will be given verbally if desired.

I JUNIOR COLLEGE.

The matter of the installation of a Junior College was taken up with the University of California and the Attorney General's office. The University of California was very enthusiastic about this schools taking up Junior College work in Agriculture, Engineering and Household Arts, and agreed immediately to send to this school an inspector to determine what courses should be added and what, if any, extra equipment would be necessary. This inspector has not arrived as yet, as it was found that it would not be possible to install this work until there should be additional funds provided for the added expense of the new teachers. This was determined after a comparison of the courses already given with those required. The University did not desire to pass upon the courses until this school was ready and able to make the necessary additions to the courses. This work will require the addition to the faculty of at least four new teachers at a salary of not less than \$2500.00 per year each. If the Board desires to continue this matter to successful completion it will have to be made a part of the budget and additional funds secured through appropriation. Instructions are desired as the original motion covered only the installation of the courses in the event that it would not require funds beyond those now available.

II FARMERS' PICNIC

The County Live Stock Association have decided that the annual fair and show will be held in the fall in place of the spring as that of last year. Last year the Farmers' Picnic was held in conjunction with the live stock show. The plan was a marked success. The change of date is made as it is believed that the fall is a better time for the farmers to get away from their work than in the late spring. It is believed that the farmers' picnic can be changed to advantage to conform to the date of the live stock show, both to the advantage of the farmers and the school. In the spring the holding of the picnic breaks into the spring school work and is also a heavy burden on the teachers and students due to the many activities which come in the spring just before the close of school. The director would recommend that the change be made.

III PRINTING REQUISITION AND THE STATE BOARD OF CONTROL.

Prior to the close of the fiscal year of June 30, 1919, there was passed to the State Board of Control a requisition for 1000 catalogue bulletins to be charged against that fiscal year in order to prevent that balance of the fund from reverting to the treasurer and becoming a loss to this school. The Board of Control changed, over the signature of the President of the Board of Trustees, this requisition so as to have it apply on the funds of the coming fiscal year which defeated the purpose of the requisition. This Board of Trustees then ordered that this bill or any other bill for printing incurred in a similar manner be not paid until specific instructions were issued for so doing in each case. This bill has not been paid to date, and the State Printer, in reply to his inquiry, as to why payment was not made was informed of these instructions. The State Printer requests the director to take this matter up with this Board at this time and explain that this is a hardship on his office for which he is not responsible, in that the changes were made by the

State Board of Control over which he has no control and further that the changes were not in evidence as not being a part of the original requisition. In view of these facts he thinks that he should be paid. The Boards instruction are desired in this matter.

IV IRRIGATION PIPE

The matter of the purchase of the ten inch irrigation pipe which has been under discussion for some years appears to be nearing a satisfactory conclusion, in that the State Board of Control have stated that they will allow the purchase of the pipe. Another requisition has been already forwarded to the State Department of Engineering with the request that this matter be rushed all possible in order that the pipe may be secured for this year's irrigations. This situation reached this conclusion after many investigations by the State Department of Engineering, the Board of Control's expert farm advisor, Mr. Lathrop. The State Department of Engineering succeeded in overruling the opinion of the farm expert Lathrop that this was not needed. There has been many times the cost of this pipe expended in these investigations for traveling expense and salaries. The pipe will cost about two hundred dollars.

V NEW ACCOUNTING SYSTEM

The State Board of Control have installed a new accounting system, the installation of which has taken their expert some two months to accomplish. The auditor reports that it cost the State some \$1500.00 to install this system. The system does not fit the needs of this school, in that it was designed for the use of the asylums and hospitals, and further it is so involved that all of the present bookkeeping force are disqualified to operate it. This means more money for the office force and consequently more expense. A detailed oral report will be given if desired.

VI WORK WITH FEDERAL BOARD FOR VOCATIONAL EDUCATION MEN.

The work with the Federal Board for Vocational Education in the training of the ex-soldiers has been taken up and the necessary courses installed. At first it was anticipated that there might be difficulty in the conflict of authority in the administration of the school and the Federal Board representative. This has been adjusted by an alteration of the original contract submitted by the Federal Board and an agreement with the representative and the Board. Things are running very smoothly, and the new courses of study are being developed and installed as the need arises for them. The class of men received so far are of a very desirable kind. Some twenty five men are enrolled to date and they are coming in at the rate of one to three per day. These men are having a good influence upon our regular students in that they are hard workers. The men are very well satisfied with their work.

Rooming accommodations have been secured in the town of San Luis Obispo for at least 100 men. The men complain much of the walk from the town being a hardship on them after working all day in the shops and on the farm. The taxis carry them for 25¢ each per one way when there is more than two which means 50¢ per day, for transportation. The men seem to think that they can not stand this added expense and generally walk.

The regular school closes on June 11th and opens again September 15th, during which interval the director would like to know if it is the desire of the Board that the dormitory be used for quartering these men. It would of course have to be vacated for the regular men prior to September 15th. These men will be here all summer and some of our regular students also if they are allowed to remain. Your instructions are desired.

An oral report will be given on the matter of the erection of a dormitory for these vocational students.

VII HOLDING OF A RODEO ON THE S.L.O. CO. L.S.A. GROUNDS.

The Elks Club requested that they be allowed to hold a Rodeo on the San Luis Obispo County Live Stock Association grounds during the first week in May. This was passed up to the State Board of Control for their attitude on the matter before the Trustees took any action. The Board of Control disapproved and it was requested by one of the Trustees that the matter be brought up at this meeting for discussion. The correspondence will be read if desired.

VIII BUDGET DATA

The matter of the budget should receive some consideration at this meeting in order that the director may have some light for guidance in the making up of the preliminary budget for presentation at the next meeting. Among those items requiring attention are;

1. Water System.

This school is entirely without a means of fire protection. All of the hose in the buildings is of no value in that it is entirely rotted out. There is no quick method of turning on the fire pressure. In case of fire it would require at least one half hour to get the fire pressure on and then there is not more than ten people on the grounds who know how to do it.

There should be another main line run to the dormitory and the main buildings closing up the loop which would guarantee at all times a supply of water to the main buildings. This is necessary for operation as well as for fire protection.

The pumping system in the creek and the installation of the reservoir are needed very much. The present pumping plant is a temporary installation only and must be replaced. Much trouble has been experienced in its operation and from its lack of protection from vandals, in that, the motor has been damaged and parts carried away for junk. The reservoir for which an appropriation was secured and later disapproved by the governor is needed badly. It will probably cost double the amount of last year. As the size of the

school increases the need of this reservoir becomes more vital.

A high pressure line is also needed from the wells at the railroad to the domestic supply.

The past appropriation for the completion of the water system was not sufficient in that the domestic supply tanks are not yet complete. They all need repairs and re-roofing together with the erection of two wood tanks which are not yet in service and needed very much.

2. The Sewer System.

The sewer system needs extensive repairs in that some of the lines are old and too small for the present service having been originally constructed for one building and now having some three to care for. In a great many cases the movement of the soil has been such that the line has kinks in it which adds to the difficulty of the small size of the line.

The dining hall has sewerage continually standing in the basement as a result of this condition. To relieve this condition as much as possible a temporary line has been run to the septic tank which is of temporary relief only. There are some new pumps needed for the septic tanks. Those in operation are in a state of continual break down having been in operation continuously until they are corroded and worn beyond repair. There is one extra motor needed for these tanks as the present pumps have burst until they have ruined one of the motors.

The sewer line from the dairy barn to the creek must be replaced as at present it is entirely out of commission and there is being used temporarily six inch surface irrigation pipe. This pipe if kept in use will not last longer than a year or so at best.

There is need of a storm sewer for the shops and the main and dormitory buildings.

3. Electrical System.

All of the electrical transmission lines are in need of repair and in some cases of rebuilding. In a great many cases the wires which are galvanized steel will have to be replaced as they are rusted so badly that they are continually breaking.

The present school time clock is in very bad condition and must be nursed continually to be kept in operation at all. When this clock stops all of the classes stop and general confusion results.

All of the motors and interior wiring of the shops and farm buildings are a fire menace and in some cases have had to be put out of commission in order to protect the building. This is true of all buildings except those of the main group and the machine shop which were wired with the last repairs appropriation.

The wiring of the carpenter and forge shops should be replaced as at the present time there is a serious fire risk involved. The fire risk in itself is serious enough to demand immediate attention, aside from the fact that the service is almost inoperative.

The dairy barn is in the same condition as the shops only the fire risk is greater due to the nature of the building, and the fact that students are as a rule careless in the handling of lanterns and exposed lights.

A Telephone system is very much needed.

4. Gas distribution system.

The present gas distribution system on the grounds is composed for the most part of condemned pipe. The leakage is great and during the past year some \$100.00 was paid for gas leaking through this old piping. This is a fact, not a theory, as there are meters on all the buildings and a master meter. The difference between the sum of the meter readings and the reading of the master meter is the leakage and is billed for extra at the wholesale rate. The school laboratories have calibrated these meters and know that they are correct.

The gas furnace of the boiler in the power plant is in need of rebuilding. Its present condition is expensive in operation in that there is more gas used than is necessary.

5. Repairs to Machinery.

The smoke stack at the power plant has not yet been erected as there has not been funds to purchase the necessary breeching for connection with the boiler setting. This is also a means of increasing the cost of operation in that more gas is used than is necessary due to the imperfect combustion.

All of the machinery in the shops and on the grounds must according to the requirements of the Industrial Accident Commission be properly protected, by means of guards etc. This was required some four years ago but so far there has not been anything done as there has not been the necessary funds available.

The heating and ventilating motor in the Household Arts Building must be replaced as it is not designed for the present load and current which it is using. This building is without heat a great part of the time due to the non-operation of the motor. The yearly bill for repairs is large.

The ventilating ducts of the Household Arts Building are in need of repairs in that they are broken in many places and further the regulators are entirely out of commission. Some form of dust extractor should also be installed in that during windy days the building is blown full of dust. This is also a cause of added expense in that there is increased charges for janitor service not to mention the difficulty in using the building for cooking, dress-making etc., under such conditions.

A ventilating system is needed for the chemistry laboratory to take out the fumes. At present all of the chemical fumes remain in the laboratory on a still day as they are heavy and do not ventilate through the windows.

6. Repairs to Buildings.

All the main buildings should be water proofed in order to protect the metal lath of the new plaster from corroding out in the same manner as that of the old plaster.

The plastering of the creamery building must be water proofed and in some parts renewed. If this is not attended to the condition of this building will soon be that of the three main buildings before

they were replastered.

The roofs of all the buildings excepting the main and dormitory buildings need extensive repairs and in some cases renewal.

All of the roof gutters and the leader pipes to all of the main buildings, shops and farm buildings will have to be replaced. At the present time the main buildings are without gutters or leader pipes and those of the shops are in ~~such~~ condition through corrosion that they would be better without any protection than with that at present in use.

In many cases the connections of the leader pipes to the sewers are such that they will have to be replaced.

The interiors of the Household Arts and Science Hall buildings have not been painted as there was not sufficient money in the last repairs fund to allow the State Department of Engineering to complete the work after the re-plastering was completed.

All of the shop and farm buildings are in need of painting and have been so for the last six years. At the time the new building plan was adopted this was one of the main items in the forty thousand dollar repairs appropriation which called to the attention of the State Board of Control Chairman, J.F. Neylan, that fact, that this school was in very serious need of repairs and caused him to recommend that they be replaced. As this plan is now held in abeyance it becomes more necessary than ever that the present buildings be repaired so that they may continue in an operative condition until such time as the legislature may provide replacements. In a great many cases the window sashes will have to be replaced due to the weather warping and unglueing the sashes. All of the window glass or panes are continually breaking due to the condition of the sashes. This is a considerable item in the support of the buildings and a burden which the support fund cannot well carry.

The interior of the dormitory is in need of repairs in that the plaster of all of the rooms and halls should be replaced from the mop board toward the ceiling, a distance of five feet with some durable wood such as ceiling. This is quite necessary in that the plaster is continually broken down due to the usual wear to which a boys'

dormitory is subjected. This same state also applies to the dining hall although to not ~~such~~ a marked degree as this building is not subjected to such continuous and rough wear as the dormitory. Plaster should never be used in a dormitory on other than the ceilings and that part of the wall at least five feet above the floor line.

7. Shop and Laboratory equipment.

There has not been added to the equipment of the shops and agricultural and scientific laboratories any equipment other than that most urgently needed for replacements of breakage and for which in most cases those students breaking, paid for the replacement. The natural wear and depreciation has been going on with the result that unless some thing is done soon, the shops and especially the laboratories due to the fragility of the apparatus will be in a condition that will make their instruction so inefficient that that it will cease to be of value. The laboratories are in the position of a business without a depreciation and replacement fund. The time has arrived when the original capital represented by the investment in equipment is exhausted and the plant must fail to be a competitor of the up to date plants and finally cease to function. This school's competitor as far as the people of this State are concerned is the High School. Up to date this school has been able to do better and more efficient work than any other school of this state. The time is rapidly nearing when this will no longer be true. It is possible to teach High School subjects with only a building and expensive equipment or even the Applied Arts subjects, but this is not true of the applied sciences in agriculture and engineering. This school has made good in this line of work as is testified to by the report of the Federal Board for Vocational Education when they state that of all the schools in District #12 composed of the States of California, Arizona and Nevada, this is the only school where they find this work done in a way that is commercially valuable. This standard cannot be maintained unless the equipment is kept up to date. It is now below par and will continue to deteriorate until it is improved by the addition of up to date equipment and stock.

8. Live Stock

As a matter of information no new stock has been brought to this school for the past five years except that loaned by private individuals of which your director is one, and then the State Board of Control continued to protest that such stock should pay board and that the service was no item of consideration. While the earnings of the stock have been large yet the State Board of Control has persistently insisted that all of this money should go to the support of the school work and that none of it could be used for the purchase of stock. This they have been compelled to do in support of their policy of cutting the support appropriation to the point where it is not adequate for the support of the school. Aside from the need of stock for the school work there is also a duty that this school owes to this part of the state, namely, that of bringing good stock to this section. The farmer naturally expects that this school should have good stock, and when it is not up to that of the private individual, his opinion of the school work depreciates correspondingly. In the director's opinion this section is entitled to this support in that it has to depend upon this school more than most of the other counties who are connected up with the State University through experiment stations or farm advisors and are thus able to be guided intelligently in these matters.

While the matter of the repairs of the buildings, water system, etc., is necessary, yet the matter of this condition of stock and equipment as set forth is perhaps the most important of all, in that it is the least in evidence to the observer and consequently the most liable to be neglected, until the educational work of the school is in such condition as to destroy the possibility of doing passable work.

Salaries Appropriation

9. New Buildings.

The present Boys' Dormitory is and has been during all of this year full and crowded. This building which has all rooms designed for one person has in many cases accomodated two boys per room. There is at the present time a waiting list of boys for accomodation in this building. These boys cannot be quartered in the city as their parents will not allow them to come to this school unless they are to live at the dormitory, where the school will be responsible for them at all times. At the present time most of the enrollment of the school is from outside of San Luis Obispo. All of these boys must live at the dormitory or with relatives in town. Those who cannot find such accomodations must if they can, travel to and from school daily. This has been the case with those students from Atascadero and Santa Margarita. If this school is to continue to grow we must have added dormitory facilities for the boys. The present building could be equipped with special beds and a study hall which would double its capacity which matter has already been presented to this board at the meeting of September. A very conservative estimate for the coming two years would be the addition of another wing to the present building with the capacity of the present building, which when modified as suggested would bring the total capacity to 200 students.

Hospital Building.

During the past three months this school has had an epidemic of small pox and mumps. The most serious part of this was that with the dormitory in its present crowded condition it was not possible to prevent the spread of the disease. Some thirty men out of fifty had the small pox and an equal number the mumps. This has again demonstrated the need of a hospital building where such cases could be isolated and the health of the other students protected. During such epidemics which this school has had, some three in a period of five years, it has been very difficult to control the situation and that the results have not been more serious is remarkable. The director is of the opinion that there should be provided such a hospital building and to this end recommends that this matter be

given serious consideration in the making up of this budget.
Barn and Farm Buildings:

There is at present in the fund for the erection of a horse barn some \$3600.00 but of the four thousand appropriated. The State Department of Engineering having taken the four hundred dollars as their pro rata for this fund. This school is in serious need of a horse barn, sheds for the cattle and stock in pasture, sheds for the farm machinery which is at present out in the weather all of the year, and the completion of the present hog yards and buildings. At the hog yard there is needed a farrowing building for the sows with pigs during the wet weather. A great many pigs are lost through exposure to the mud and wet weather. If the sows are confined in the present little pen houses the pigs are walked or laid on, the result being the same in either case. This is a serious financial loss each year.

10. Salaries Appropriation.

Something must be done for the salaries of the teachers of this school, in that they are such that it will not be possible to hold the present teaching staff. As far as the director is able to determine it will be impossible to fill the positions after they are vacant with any kind of a teacher. During the past two years the director has had difficulty in the filling of vacancies and for the most part it has been by taking advantage of the misfortunes befalling teachers that it has been possible to keep the positions filled. We now face the probability of losing all or a large part of the present staff to those schools who are offering higher salaries. If this school is to continue to operate during the coming year some thing must be done to assist and remedy this condition.

The following is a tabulation of the salaries paid for the past years based upon the average of all salaries paid during the year. The attached leaflet will also give some information on what is being paid the teachers of the high schools of this state and the contemplated increases

Year:	Total Payment	Number of Teachers:	Pro Rata:
1914-1915	23144.96	16	1446.54
1915-1916	27400.00	18	1522.22
1916-1917	28720.00	19	1511.57*
1917-1918	27400.00	18	1522.22
1918-1919	29950.00	18	1663.88
1919-1920	30000.00	18	1666.66.

* In the year 1916-1917, 70% of the teachers were new. This accounts for the decrease pro rata as there was an actual increase in total payment which was caused by the hiring of an extra teacher. Had there been even an average number of new teachers the pro rata for 1919-1920 would have been \$1750 to \$1800.

The following list gives those salaries paid teachers of this school during the past year:

M.H. Chase, Head of Academic Dept. and Vice Director	\$1950.
F.M. Watson, Animal Industry teacher	1800.
J.T. Saunders, Agronomy etc. "	1800.
E.H. Bendel, Teacher of Mechanics and Surveying, Head of Engineering-Mechanics Dept.	1950.
H.Hess, Teacher of drafting and machine shop	1650.
J.H. Hudspith " " carpentry	1650.
H.C. Figge " " forge	1650.
E.M. Whiting, Teacher of sewing and physical training and Head of Household Arts Dept.	1750.
B.B. Hoover, Teacher of Domestic Science	1550.
B.A. Williams " " Free hand drawing and Applied Arts	1750.
B.C. Wooddell Teacher of Household Science and Games	1500.
B.M. Howe " " Science	1650.
M.L. Yeary " " History and Science	1650.
H.N. Whitlock " " Music and General Science	1650.
W.A. Nord " " Mathematics	1600.
A.K. Jenkins " " English	1700.
L.I. Rumsey Librarian	1200.
L.O. Livernash Teacher of Military Science and Athletics, Proctor of the Dormitory	1550.

There is also attached a circular compiled by the California Teachers Association which has some interesting data on the same subject.

11. Support Appropriation.

The present Support Appropriation should be increased at least fifty per cent to meet the present increased prices and the growing

needs of the school. It should be kept in mind that the present low state of operating efficiency of the school due to the poor condition of its buildings etc. is one of the heavy drain on this fund. Also the supplies which the school uses are those which unfortunately have increased the most in cost.

12. Printing Appropriation.

The present printing Appropriation should be increased at least fifty per cent as the cost of printing has increased at least one hundred per cent. The old appropriation, the board will recall, was not sufficient to meet the need for a bulletin which was the cause of much argument with the State Board of Control. Regardless of how good this school may be, if it is not known to the people of the State it will not fulfill the purpose for which it is maintained.

There is also another item of expense in that the new auditing system will add to the office printing at least 100%. The forms are many and involved and on very expensive paper.

IX S.L.O. RIFLE CLUB

The San Luis Obispo Rifle Club requests permission to use the rifle range of this school for their practice work and further that they may be permitted with the advice and consent of this school to improve this range to the end that it may be made as near perfect as possible. Such improvement would be made at the expense of the rifle club and the improvements be a part of this schools property. The use of this range by this club to not in any way interfere with its use by the students of this school in the regular annual rifle practice. The director recommends that this matter receive favorable consideration.

X LIVERNASH AND SMITH FIGHT.

The matter of a controversy between Major L.O. Livernash of the dormitory and the head cook Smith of the dining hall resulting in a brawl will, due to its length, be presented orally by the director.

XI. MISCELLANEOUS.