

CALIFORNIA POLYTECHNIC SCHOOL,

Board of Trustees

Meeting at

San Luis Obispo, California,

May 14, 1910.

Order of Business.

1. Roll Call
2. Minutes of Last Meeting
3. Communication from Governor Gillett
4. Report of Director

Sections containing recommendations are entitled:

- a. Library
- b. Creamery
- c. Dairy Barn
- d. Appointments

5. Report on Creamery Operations (Prepared by Mr. Rubel)
6. Report on Pumping Plant (Prepared by Mr. Waters)

San Luis Obispo, California,

May 14, 1910.

To the Board of Trustees,
California Polytechnic School.

Gentlemen:

The seventh year of instruction will close with the fifth graduation exercises Friday evening, June 10, 1910, when it is expected that twenty-two students will be graduated, - four in agriculture, eleven in mechanics and seven in household arts. Including the class of 1910 the graduation record of the school is as follows:

Graduates in Agriculture,	30
Graduates in Mechanics,	32
Graduates in Household Arts,	<u>30</u>
Total number of graduates,	92

The enrollment for the current year is as follows:

	Agric.	Mech.	H. A.	
1st year	23	43	24	
2d year	12	17	5	
3d year	<u>4</u>	<u>11</u>	<u>7</u>	
Totals	39	71	36	146
Specials in Agriculture				3
Enrolled in Short Course				<u>6</u>
Total				155

While only six men enrolled for the complete work of the short course in dairying given in January, 1910, we consider this work successfully inaugurated, and we are confident that similar courses of instruction given during the coming year will bring larger numbers. A number of local men were frequent visitors during the short course. In response to local requests Miss Secrest will give during the week

of May 23d a series of five special lessons in cooking. Women enrolling for this week of special work will be charged a fee of one dollar to cover cost of extra material used.

FARM AND GROUNDS.

We shall harvest this year seventy-three acres of barley hay, thirty-two acres of oat hay, and about twenty acres of corn for the silo. We have already harvested 11 tons of alfalfa. Our crops this spring give promise of being the best yet raised. During the coming summer the major part of our work on the grounds will have to be done about the new dormitory, the dining hall, and the power house. Before another winter we shall at least have sufficient amount of red rock road to keep us out of the mud, though unfortunately, the appropriation of \$3,000.00 for grounds will not allow any complete development of the grounds about the new buildings.

WATER DEVELOPMENT.

We now have six drilled wells on the flat near the railroad bridge. The pumping plant problem has been treated by Mr. H. B. Waters in an exhaustive report submitted to State Engineer Ellery, April 22d last. Unfortunately at this writing no reply has been received from the Department of Engineering. Copies of Mr. Waters' report and recommendations are presented to the Board today.

ANNUAL INSTITUTE AND PICNIC.

The seventh annual institute and basket picnic will be held Friday, June 20th. Judge Peter J. Shields of Sacramento will deliver the address of the day, his subject being "Education necessary for success in agriculture". The Pacific Coast Railway Company has printed advertising matter without expense to the school.

LIBRARY.

We now have a good working library of 1800 volumes, catalogued according to the Dewey-Decimal system. The present need is the services of an expert cataloguer for a month in the summer to classify new accessions and to give Miss Castle further training for library duties next school year. I would respectfully recommend that \$80.00 of the library fund be set aside for professional services this summer, and would also recommend that the proposed increase of \$10.00 per month in Miss Castle's salary after September 1, 1910 be paid for ten months from the library fund.

Total library appropriation	\$500.00
Proposed expenditure for library service	<u>180.00</u>
Balance for books and periodicals	\$320.00

CREAMERY.

Mr. Rubel today submits a brief report and statement concerning the operation of the creamery from January 1, 1910. Mr. F. T. Aitken served as instructor in butter making in January during the short course at a salary of \$125.00 per month. We have since retained him as butter maker at a salary of \$100.00 per month. Inasmuch as it is highly essential that the work of the creamery continue throughout the year I would respectfully recommend that Mr. Aitken be retained to January 1, 1911 at his present salary of \$100.00 per month. His salary for the past three months has been paid from creamery receipts and should be paid from this fund throughout the year.

NEW POWER HOUSE.

Contract for the construction of this building, not including boiler and smoke stack, was let to J. Maino & Son by the Department of Engineering for \$6237.00. We shall move the machinery from the old power house during the summer and be ready to operate the new plant in September. Because of insufficient funds it will be

impossible to move and reset the old boiler this year; neither will the original power house appropriation of \$10,000.00 be sufficient to pay the cost of moving the heating main. Funds for the installation of a permanent heating system must be obtained from the next Legislature. The only course open to us is to move the present heating main as cheaply as possible and pay the bill from our support fund.

DAIRY BARN.

The contract for the erection of the dairy barn was let by the Department of Engineering to J. Maino & Son for \$1771.00. The Department of Engineering charged the salary of their inspector of all of the work to the barn fund. I would respectfully recommend that the unexpended balance of about \$2000.00 be used for putting in cement floor in part of the old dairy wing, the installation of suitable mangers and stalls, together with other minor improvements which Mr. Rubel is ready to outline to us.

FARM COTTAGE NO. 3.

Farm cottage No. 3 was constructed by the Department of Engineering by days' labor. The appropriation was \$2300.00. The house was not quite completed when turned over to the school. We have since expended from our general maintenance fund \$66.00 for necessary furnishings.

DINING HALL.

The current school year opened without the much needed dining hall. After twice advertising for bids for the erection of the building the work was begun October 14, 1909 by the Department of Engineering on a day labor basis. The first meal was served in the new building February 5, 1910. From September 1, 1909 until the opening of the new building meals were served in the basement of the

household arts building. This basement was not adapted for kitchen and dining room purposes for seventy people, but it was the only place to go while waiting for the delayed building. Temporary plumbing and culinary fixtures were required. At the best the work could be done neither advantageously nor economically. The dining hall account will this year run \$1000.00 behind. We could have closed even if a permanent suitable building had been ready for occupancy September first.

The appropriation for the erection and equipment of a dining hall was \$10,000.00. Cost of building and equipment is as follows:

Expended by Department of Engineering for construction	\$8992.44
Permanent equipment purchased by school	808.42
Temporary equipment of basement of Household Arts building	199.14
Labor and materials in and about building paid from Support fund	475.35
Range and heavy kitchen utensils purchased on rental arrangement of \$10.00 per month ..	500.00
Bills payable	299.03
Total cost of building and equipment	\$11,274.38

PROPOSED TUITION FEES.

In accordance with instructions given the Secretary at the last meeting of the Board a letter was written Governor Gillett asking him his opinion as to the wisdom of charging a tuition fee of students non-resident of the United States. A copy of his reply has been handed each member of the Board. The motion proposing tuition fees was at the last meeting laid on the table for discussion today.

APPOINTMENTS - 1910-'11.

I would respectfully recommend the following re-appointments for the school year July 1, 1910 to June 30, 1911.

✓ H. B. Waters, Vice Director and instructor in mechanics and electricity at \$1800.00, his present salary.

✓ C. W. Rubel, instructor in animal and dairy husbandry and farm and creamery manager at \$1750.00, an increase of \$150.00.

✓ F. E. Edwards, instructor in chemistry and agriculture, at \$1750.00, his present salary.

✓ I. J. Condit, instructor in botany and horticulture at \$1400.00, his present salary.

✓ J. M. Johnston, instructor in carpentry and architectural drawing at \$1350.00, an increase of \$100.00.

✓ L. E. Pearson, instructor in drawing, forge and sloyd at a salary of \$1300.00, an increase of \$50.00.

✓ Margaret Chase, instructor in English and chaperone of the girls' dormitory during 1910-'11 at a salary of \$1250.00, an increase of \$200.00.

✓ Jane Vaughn Gillett, Bookkeeper and cashier at a salary of \$100.00 per month, re-appointment to begin July 1, 1910 and to continue during the pleasure of the Board. This salary is an increase of \$15.00 per month, recommended because of highly competent and loyal service and increase of duties.

✓ Carrie E. Castle, Director's secretary, at a salary of \$75.00 per month to September 1, 1910. September 1st, 1910 library duties to be added and compensation to be made \$25.00 per month; appointment to continue during the pleasure of the Board. (See section entitled "Library") Miss Castle was secured by the Director December 29, 1909 to take the place of Miss Edith Richardson who was obliged to resign because of the serious illness of a sister. Miss Castle was secured through the Appointment Secretary of the University of California. She serves as secretary, registrar and general clerk. Her service is highly efficient.

Alonzo R. Carranza, assistant in mechanics department, at a salary of \$750.00 for ten months, September 1, 1910 to June 30, 1911. This is an increase of \$150.00 over last year.

✓ J. L. McDowell, laboratory and creamery assistant, at a salary of \$900.00 for the year July 1, 1910 to June 30, 1911. It is proposed to pay \$720.00 of this amount from the salaries' fund and \$180.00 from creamery receipts. The proposed increase over last year to be drawn from the salaries' fund is \$120.00.

Appointments standing from July 1, 1909 during the pleasure of the Board are:

S. C. Griffith, farm foreman, at a salary of \$70.00 per month.

Jas. M. Duffy, Dairymen, at a salary of \$70.00 per month.

A. D. Sinclair, head gardener, at a salary of \$75.00 per month.

The following named members of the staff whose appointments expire June 30th, 1910 have announced to the Director their decision to retire at the end of the current school year:

Harriet Howell, instructor in domestic art;

W. F. Ewing, Head instructor in mathematics;

F. L. Tavenner, instructor in machine shop practice and mechanical drawing;

E. J. Berringer, instructor in history and English;

W. E. Coleman, poultryman.

Miss May Secrest, instructor in domestic science, has asked for a leave of absence during 1910-'11 for rest and travel.

To succeed Miss Harriet Howell I would respectfully recommend as instructor in domestic art Miss Louie Kooser Willits, now of Teachers College, Columbia University, New York City, at a salary of \$1200.00 for the year July 1, 1910 to June 30, 1911. Miss Willits

is thirty-four years of age, her college and professional training was received principally at Throop Polytechnic Institute, Pasadena, and at Teachers College, New York City. In June of this year she will receive a diploma in domestic art from the latter institution. She is planning to take her B. S. degree in Columbia University at the end of the coming summer session. Miss Willits has had eleven years experience in teaching in the rural and village schools of Iowa, in the academy of Throop Institute, Pasadena, and in private schools. The Recorder of Teachers College, New York City writes, "We have nothing but praise for her work and we consider her personally a very delightful woman". While none of us are personally acquainted with Miss Willits the clinching argument in her favor is the high recommendations given her by experienced teachers, personally known to both Miss Secrest and Miss Howell. The credentials I have received from Miss Willits convince me that she is the most desirable of some six or eight candidates I have investigated.

I would respectfully recommend that Miss May Secrest's request for a leave of absence from July 1, 1910 to June 30, 1911 be granted. To substitute for Miss Secrest during the coming year I would respectfully recommend Miss Opal I. Tillman, at a salary of \$1200.00 for the period, the appointment to cover the ten months from September 1, 1910 to June 30, 1911. Miss Tillman is thirty years of age. Her training in domestic science was received at the Ohio State University where she graduated in . For two and one-half years she taught domestic science and botany in the University of Arizona. President K. C. Babcock of the University of Arizona writes of her, "I am glad to give you a very cordial commendation of her and her work ***** She is well trained, vivacious, enthusiastic, and of good address. " Miss Tillman voluntarily resigned her position at Tucson to do some special work with the United States Department of Agriculture. Miss Secrest was personally acquainted with Miss Tillman during the former's period of service at the Ohio State

Tillman recommendation withdrawn by direct acceptance of proposal by Miss Tillman

University. Miss Secrest speaks of Miss Tillman's personality and efficiency in the highest terms.

To succeed Mr. F. L. Tavenner I would respectfully recommend as instructor in machine shop practice and drawing, Mr. Oscar Leslie Heald at a salary of \$1375.00 for the eleven months beginning August 1, 1910 to June 30, 1911. The quality of the four years of service already given by Mr. Heald as an instructor in this institution is well known to the Board. Within the past three years Mr. Heald has completed one-half of the course in engineering in Stanford University. During the past year he has been engaged as superintendent of construction work at University Farm, Davis, California. Mr. Heald is an especially good machinist, and is also well equipped to teach wood work, forge work, mathematics or physics. We shall be fortunate to secure his services once more inasmuch as he comes to us already thoroughly familiar with our work.

The following statement shows the proposed apportionment of the salaries appropriation of \$27,500.00 for the year 1910-'11.

Director	\$2,400.00
Waters	1,800.00
Rubel	1,750.00 + \$150.00
Edwards	1,750.00
Condit	1,400.00
Johnston	1,350.00 + 100.00
Pearson	1,300.00 + 50.00
Chase	1,250.00 + 200.00
Gillet	1,020.00 + 180.00
Castle	900.00
Carranza	750.00 + 150.00
McDowell	720.00 + <u>120.00</u> + \$950.00
Griffith	840.00
Duffy	840.00
Sinclair	900.00
Howell-Willits	1,200.00 - 180.00
Secrest -	1,200.00 - 360.00
Tavenner-Heald	1,375.00 - <u>125.00</u> - <u>665.00</u> + <u>\$285.00</u>
	\$22,745.00

This apportionment will leave the sum of \$4755.00 for the salaries of a mathematics teacher, a history and English teacher, a poultryman, and the whole or part pay of an engineer or grounds man. I trust that by the end of the month I shall be able to make recommendations to fill all of the remaining vacancies. I would respectfully recommend that an executive committee be empowered to act in securing the necessary teachers and employees not yet engaged.

General Appropriations.

Fiscal year 1909-'10.

(Copies of schedules of bills allowed are submitted
with Director's report of today)

Grounds.

Appropriation	\$ 3,000.00
Expenditure	<u>2,338.94</u>
Balance	\$ 661.06

Library.

Appropriation	\$ 500.00
Expenditure	<u>349.02</u>
Balance	\$ 150.98

Printing.

Appropriation	\$ 375.00
Expenditure	<u>375.00</u>
Balance	-----

Salaries.

Appropriation	\$ 27,500.00
Expenditure	<u>20,544.00</u>
Balance	\$ 6,956.00

Support.

Appropriation	\$ 12,500.00
Expenditure	<u>11,006.66</u>
Balance	\$ 1,493.34

Trustees' Expenses.

Appropriation	\$ 400.00
Expenditure	<u>22.65</u>
Balance	\$ 364.35

Special Appropriations.

1907 Improvement Fund.

Balance from 60th Fiscal Year	\$ 1,388.15
Expenditure (furnishings creamery building and equipment)	<u>1,388.13</u>
Balance	\$.02

Dormitory, Chapter 164, 1907.

Appropriation	\$ 25,000.00
Expenditure	
Contract	\$ 20,182.50
Extras	90.89
State Architect	917.92
Typewriting spec.	28.10
Advertising	46.50
Inspector's salary	460.00
Cement	565.00
Excavation	387.75
Pipe	775.00
Lumber	54.00
Wire & el. fixtures	277.00
Hose, fire ex. & Chan.	166.00
Freight	22.00
Labor	514.00
Furniture	159.00
Other ex.	259.24
	<u>24,904.90</u>
Balance	\$ 95.10

Poultry Houses, Chap. 516, 1909.

Appropriation	\$ 2,500.00
Expenditure	
Labor	\$ 865.00
Lumber, cement	1,065.00
Tinning & plumbing	105.00
Equipment	75.00
Furniture	175.00
Other expenditures	214.95
	<u>\$ 2,499.95</u>
Balance	\$.05

Refrigerating Plant & Creamery Equipment, Chapter 517, 1909.

Appropriation	\$ 4,000.00
Expenditure	
Contract, United Iron	
Works	\$ 1,997.50
#6 Simplex churn	212.00
#4 Perfection churn	82.50
300 gal. Jensen ripener	245.00
Peerless pasteurizer	155.00
Shaft, hangers, pulleys	60.00
Belting	50.40
Labor installing equipment ..	205.00
Freight	93.40
Milk cans	271.50
Equipment & supplies	420.94
	<u>3,793.24</u>
Balance	\$ 206.76

Equipment for Shops and Laboratories, Chapter 509'09.

Appropriation \$6,000.00

Apportionment for Carpenter Shop \$ 500.00
Expenditure-Porter Jointer \$148.00
 Shafting, etc. 47.00
 Belt 43.00
 Lumber 90.00
 Labor 40.00
 Other equipment 131.32 499.32
Balance68

Amount expended for Carpenter Shop \$499.32

Apportionment for Electrical Laboratory ... 2,000.00
Expenditure-Equipment 418.52
 Transfer, fgt. & ex.. 21.25 439.77
Balance 1,560.23
Amount expended for Electrical Laboratory 439.77

Apportionment for Forge Shop 600.00
Expenditure-Power Hammer 452.00
 Punch 50.00
 Hangers, pulleys, belt 26.00
 Labor 21.00
 Other expenditure 55.70 604.70
Over expenditure 4.70
Amount expended for Forge Shop 604.70

Apportionment for Machine Shop 2,800.00
Expenditure-Planer 1,320.00
 Lathes 1,007.00
 Tools, etc. 320.00
 Hauling, fgt. & ex. .. 72.00
 Other expenditure ... 38.45 2,757.45
Balance 42.55
Amount expended for Machine Shop 2,757.45

Apportionment for Soils Laboratory 100.00
Expenditure-Carpentry 100.00
Balance ---
Amount expended for Soils Laboratory 100.00
TOTAL AMOUNT EXPENDED FROM FUND 4,401.24 4.401.24
TOTAL AMOUNT EXPENDED FROM FUND BALANCE IN FUND 1,598.76

Repairing and Furnishing Dormitories,
Chapter 518'09.

Appropriation \$2,500.00
Expenditure-Paint \$ 108.75
 Labor 93.50
 Furniture 2,297.75 2,500.00
Balance ---

CONTINGENT FUND.

July 1 - April 30, 61st Fiscal Year.

	Receipts	Expenditure	Balance	Deficit
DINING HALL,				
Receipts	\$ 7,799.92	7,799.92		
Expenditure	<u>8,712.66</u>		8,712.66	
Deficit	912.74			912.74
Add bills payable	<u>317.81</u>			
	1,230.55			
Less bills receivable	41.00			
True deficit	<u>1,189.55</u>			
DORMITORY,				
Receipts	1,677.47	1,677.47		
Expenditure	<u>1,674.19</u>		1,674.19	
Balance	3.28			3.28
CREAMERY,				
Receipts	12,505.03	12,505.03		
Expenditure	<u>12,743.03</u>		12,743.03	
Deficit	238.00			238.00
Add bills receivable ..	<u>725.77</u>			
True Balance	487.77			
DAIRY,				
Receipts	2,094.01	2,094.01		
Expenditure	<u>1,537.10</u>		1,537.10	
Balance	556.91			556.91
Add bills receivable ...	<u>83.73</u>			
True balance	640.64			
FARM,				
Receipts	381.36	381.36		
Expenditure	<u>252.95</u>		252.95	
Balance	128.41			128.41
GARDEN,				
Receipts	34.08	34.08		
Expenditure	<u>2.25</u>		2.25	
Balance	31.83			31.83
Add bills receivable ..	<u>14.44</u>			
True balance	46.27			
LABORATORY,				
Receipts	2,866.24	2,866.24		
Expenditure	<u>2,217.39</u>		2,217.39	
Balance	648.85			648.85
Add bills receivable ...	<u>11.45</u>			
True balance	660.30			
POULTRY,				
Receipts	304.43	304.43		
Expenditure	<u>500.07</u>		500.07	
Deficit	195.64			195.64
Add bills receivable ...	<u>24.89</u>			
True deficit	170.75			
POWER HOUSE,				
Receipts	11.56	11.56		
Expenditure	<u>20.37</u>		20.37	
Deficit	8.81			8.81
TOTALS		27,674.10	27,660.01	1,369.28 1,355.19
Total receipts		27,674.10		
Total expenditure		<u>27,660.01</u>		
Balance		14.09		
Total balances		1,369.28		
Total deficits		<u>1,355.19</u>		
Balance		14.09		
Balance in Sacramento		\$14.00		
Error on C.P.S. books09		
		\$14.09		

Creamery Financial Statement.

1909 & 1910.

Dec., Jan. & Feb.

Purchased 15,551.63# butter fat.

Produced 18,449# butter which sold at average price of .3554 per lb

Receipts - Sale of butter	\$6558.42
Sale of milk & cream	44.65
Sale of ice @ 40¢ per cwt..	34.55
Cash returned on freight ..	1.96
	<u>\$6639.58</u>

Expenditure - Butter fat	\$5925.05
Service	280.70
Supplies, etc.	100.77
	<u>\$6306.52</u>
	\$ 333.06
	\$333.06

March 1, Balance \$333.06

Purchased 8594.5# butter fat.

Produced 10372# butter which sold at average price of 2572 per lb.

Receipts - Sale of butter	\$2667.79
Sale of milk & cream	5.56
Sale of ice	4.70
Sale of 17# cheese	2.38
	<u>\$2680.43</u>

Expenditure - Butter fat	\$2706.83
Service	189.18
Supplies	22.03
	<u>\$2918.04</u>
Seeming deficit	\$ 237.61
	237.61

(There was no actual deficit on the March business. \$ 95.45
By misunderstanding the March account in the office was
closed before all March sales had been included)

April 1, Balance \$ 95.45

Purchased 11296# butter fat.

Produced 13361# butter which sold at average price of .291 per lb.

Receipts - Sale of butter	\$3898.24
Sale of milk & cream	8.70
Sale of ice	3.85
	<u>\$3910.79</u>

Expenditure - Butter fat	\$3254.52
Service	195.45
Supplies	68.50
	<u>\$3518.47</u>
	\$ 392.32
	\$392.32
	<u>\$487.77</u>

May 1, Balance \$487.77

San Luis Obispo, California,

May 14, 1910.

Mr. LeRoy B. Smith,

Secretary Board of Trustees,

California Polytechnic School.

Dear Sir:

The creamery balance of \$487.77 May the first is very gratifying indeed, considering the rather stiff competition which has prevailed this spring. Since March the first our entire supply of cream has been purchased direct from the producers, and our records show 10,372 lbs. of butter made in March; 13,400 lbs. in April; and over 6,000 lbs. so far in May. Practically every patron who began bringing cream to the Poly creamery is still doing so and a new patron is being added occasionally. These people are patronizing us on the assumption that the creamery will be open the entire year, and therefore we respectfully recommend that the creamery be allowed to remain in operation during the summer vacation. A closing down at this time will throw us entirely at the mercy of the creameries for cream for operations another season. The summer run will also probably add a little to the creamery balance and the balance as it stands is hardly sufficient to tide us over the slack season and provide repairs, etc. necessary for another season's work.

It seems impracticable to give the short course in creamery work at an earlier date than January; however, a course of not over two weeks duration and designed especially for milk producers with especial reference to local conditions could be very successfully given in October, providing funds could be procured to bring in one or two outside instructors. This would require in the neighborhood of \$200.00. We respectfully submit this suggestion for the consideration of the Trustees.

Respectfully submitted,

C. W. Rubel.