

File

California Polytechnic School,

Board of Trustees,

Finance Committee

Meeting at

San Luis Obispo, California,

August 24, 1912.

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Finance Committee,

Board of Trustees,

California Polytechnic School.

Gentlemen:

I beg to report that since the last meeting of the Board of Trustees held June 13th we have been engaged in carrying out the plans discussed at the June meeting.

WATER SYSTEM.

Mr. R. W. Ryder was duly appointed to act as inspector for the State Department of Engineering to proceed with the extension and improvement of the water system. I have requested Mr. Ryder to present at this meeting an oral report of the work since June 13th.

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PURCHASE OF HOLSTEINS.

In accordance with the plan of the Board Instructor C. W. Rubel selected six Holstein heifers and cows from herds in the San Joaquin Valley. The six cost \$1350.00. They are on the farm today for your inspection.

REMODELING OF THE OLD DORMITORY.

The Board has already approved the recommendation to use the old dormitory for class room purposes. Details of this matter were referred to the Finance Committee with power to act. I would respectfully recommend that in order to meet the needs of classes the large rooms in the building be used for class purposes beginning the opening of the coming fall term. I would also recommend that partitions on the second floor be removed to provide two or three large school rooms. I believe the freehand drawing classes can later on best be provided for on the second floor of this building. Your inspection is invited.

STAFF APPOINTMENTS.

HAROLD C. KERAN.

I would respectfully recommend the appointment of Mr. Keran, vice A. R. Carranza, resigned, as instructor in mechanical drawing, mathematics, physics, and surveying, at a salary of \$1200.00 for the school year 1912-'13, the appointment to extend from August first to June thirtieth, 1913, and the salary to be paid in eleven equal installments. Mr. Keran has had three and one-half years of training in the College of Engineering of the University of California. He has also had practical experience in construction work and one year of experience as a teacher in San Diego County. His recommendations are satisfactory. His general training along engineering lines makes him a desirable man for the mechanics department.

MISS ELSIE M. WHITING.

I would respectfully recommend the appointment of Miss Whiting, vice Miss Harriet Howell, resigned, as instructor in domestic art at a salary of \$1200.00 for the coming school year, appointment to extend

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from August first to June thirtieth, 1913, and the salary to be paid in eleven equal installments. Miss Whiting is a graduate of Carleton College, Minnesota, and had her training in the household arts in the University of Minnesota. She has been in California about three years. She has had seven years experience as a teacher in public schools and has also taught household arts subjects in private schools. Miss Whiting has been interviewed by both Miss Secrest and myself. She is between thirty-five and forty years of age, of pleasing appearance, and I recommend her feeling confident that she will be a valuable addition to our household arts department and a worthy successor of Miss Harriet Howell, who gave years of excellent service in this institution.

PURCHASE OF ADDING MACHINE.

Three different adding machines have, during the summer, been in the office on trial use. Proposals from the three different companies are on file and your examination and inspection of the machines and the various proposals is invited. I would respectfully recommend the purchase of an adding machine, and would ask that the Committee today authorize action.

CASH REGISTER.

I would respectfully request the further consideration by the Finance Committee of the advisability of placing a cash register in the business office. Personally I must differ with the opinion of the State Board of Control that the business does not warrant the expenditure. Data on the subject is at hand for your consideration.

SECOND ENGINEER.

With the opening of the fall term we shall again have to have the services of a second engineer. Would recommend authorization of the employment of a competent man at a salary of from \$60.00 to \$70.00 per month. It is probable that a graduate of our mechanics department can be found.

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REQUISITIONS.
No's 271 to 278, inclusive.

The items listed on these requisitions have been taken from time to time to the local members of our Finance Committee by Vice-Director Edwards or myself, the same already having received their verbal approval. In order that written records may be complete they should receive signatures and be placed on file.

FUTURE COURSES OF STUDY.

A letter from Mr. Hugh J. Baldwin, County Superintendent of Schools, of San Diego, presents a point which must receive the serious consideration of this institution. As you may recall, endeavor was made two years ago to secure sufficient appropriation to enable the school to add one year to the course and thus round out the regular course to four years. The faculty believes that sooner or later this additional year must be added. We also believe that at the same time a two year course of study should be provided for our more mature students. There is also frequent inquiry from young women for a course of study which will prepare them to teach the household arts. While I do not advocate the establishment of normal school work, I do believe that we must consider the advisability of a course which shall give suitable preparation for the household arts departments of the state normal schools.

PROCTOR OF BOYS DORMITORY.

I would ask that the Director be authorized to arrange with faculty members for proctor service in the boys' dormitory. I would recommend the appointment of John W. Nelson as proctor. The usual compensation for this service has been room and board. I would also ask permission to arrange for an assistant proctor if such services be found necessary.

AKBAR

SALARIES APPROPRIATION.
Pay-Roll, Including both Actual and Recommended Salaries.

Unexpended Balance July 1, 1912	\$ 264.31
Appropriation for fiscal year beginning July 1, 1912	<u>30,000.00</u>
TOTAL	\$30,264.31

LeRoy B. Smith	Director	\$2600.00	
F. E. Edwards	Vice-Director	1920.00	
C. W. Rubel	Animal Husbandry	1800.00	
May Secrest	Domestic Science	1560.00	
O. L. Heald	Machine Shop	1500.00	
A. D. King	Mathematics	1500.00	
R. W. Ryder	Mechanics	1500.00	(+Dept. Eng. services
E. B. Smith	History-English	1450.00	July & Aug.)
R. S. Middleton	Creamery-Dairying	1440.00	
J. M. Johnston	Carpentry	1400.00	
C. L. Flint	Botany	1400.00	
Margaret Chase	English	1300.00	
J. W. Nelson	Science	1250.00	
Belle Williams	Drawing	1200.00	
H. C. Keran	Mechanical Drawing	1200.00	
Elsie Whiting	Domestic Art	1200.00	
Jane Gillett	Bookkeeper	1200.00	
Carrie Castle	Director's Sec.	720.00	(+\$300.00 from Library)
A. Brooks	Farm Foreman	960.00	
A. D. Sinclair	Gardener	900.00	
Jas. M. Duffy	Dairyman	900.00	
O. H. P. Meck	Engineer	900.00	
E. D. Curl	Buttermaker (4 mo.)	400.00	
			<u>\$30,200.00</u>

UNAPPORTIONED BALANCE \$ 64.31

Note. A.D. Sinclair, Gardener, @ \$75.00 per month has house in addition; Jas. M. Duffy, Dairyman, @ \$75.00 per month has house in addition; A. Brooks, Foreman, @ \$80.00 per month, no house; O.H.P. Meck, Engineer, @ \$75.00 per month, no house.

SUPPORT.

Unexpended Balance July 1, 1912	\$ 4.59
Appropriation for fiscal year beginning July 1, 1912 ...	<u>12,500.00</u>
TOTAL	\$12,504.59

Farm employees, including teamsters and truckman, are receiving \$57.00 per month. Head Janitor receives \$60.00 per month.

GROUNDS.

Unexpended Balance July 1, 1912	\$ 202.37
Appropriation for fiscal year beginning July 1, 1912 ...	<u>3,000.00</u>
TOTAL	\$ 3,202.37

Grounds men are receiving \$55.00 per month.

ESTIMATES CALLED FOR BY CONTROLLER.

I would respectfully ask your consideration of a request from the Controller calling for an estimate of expenditures for the coming biennial period. The matter should at least be taken up for preliminary discussion at this meeting in order that final report may be filed in due season.

THE NEW SCHOOL YEAR.

The fall term opens as usual the week following Labor Day, - this year Tuesday, September 10th. While it is impossible to forecast definitely as to enrollment, the institution is in position to make its tenth year of work better than any preceding year. I sincerely hope it will be possible for members of the Board of Trustees to make frequent visits to the school while classes are in session.

Respectfully submitted,

L. Roy B. Smith

Secretary.

RECEIVED

CALIFORNIA POLYTECHNIC SCHOOL

SPECIAL APPROPRIATIONS, 1911-1912.

Chapter 182	Revolving Fund for Purchase of	
	Milk and Cream	\$ 4,000.00
Chapter 207	Completion of Dining Hall and Kitchen ..	5,000.00
Chapter 228	Water and Sewer Systems	3,000.00
Chapter 229	Shops Equipment	7,000.00
Chapter 270.	Improvement of Power, Heat and Light-	
	ing Plant	6,500.00
CHAPTER 271	Construction of Heating System	3,000.00
Chapter 272	Purchase of Live Stock	3,500.00
Chapter 273	Purchase of Farm Machinery and Imple-	
	ments	2,000.00
Chapter 512	Purchase of Dormitory and School	
	Furniture	8,000.00
Chapter 548	Repairs and Improvements on Buildings	
	and Equipment	<u>5,000.00</u>
	TOTAL	\$47,000.00

GENERAL APPROPRIATIONS FOR YEAR 1912-'13.

SALARIES	\$30,000.00
SUPPORT	12,500.00
GROUNDS	3,000.00
LIBRARY	750.00
Printing	450.00
TRUSTEES' EXPENSES	<u>400.00</u>
TOTAL	\$47,100.00

Finance Comm.
August 24,
1912