

Office File

CALIFORNIA POLYTECHNIC SCHOOL

BOARD OF TRUSTEES

Special Meeting, at

San Luis Obispo, California,

March 25, 1911.

Order of Business.

1. Election of Temporary Chairman
2. Roll Call
3. Reading of Minutes
4. Communication from the Governor
5. Election of Officers
6. Report of the Director.

Sections containing suggestions and recommendations are entitled:

- ✓a. Dining Hall and Kitchen
- ✓b. Water and Sewer Systems
- ✓c. Enlargement of Power Plant
- ✓d. Heating System
- ✓e. Repairs and Improvements on Buildings, etc.
- ✓f. Animal and Dairy Husbandry and Creamery
(Referring to Mr. Middleton's salary)
- g. Mr. Aitken's Resignation
(Including recommendation of Mr. Curl)

7. Miscellaneous Business.

COMMUNICATION.

March 4, 1911.

Governor Hiram W. Johnson,
Sacramento, California.

Dear Sir:

If newspaper reports announcing appointments to the California Polytechnic School Board of Trustees are correct, will you kindly advise for our guidance the following record secured from the Governor's Office October 17, 1910?

Trustees	Date of Commission
R. M. Shackelford, Paso Robles	1907, March 25
Paul M. Gregg, San Luis Obispo	1907, June 27
T. J. Field, Monterey	1908, February 6
E. J. Wickson, Berkeley	1910, March 11
Archibald McNeil, Santa Maria	1910, October 3

In explanation of my inquiry I may say that upon the retirement of Trustees R. M. Shackelford and Paul M. Gregg the Board loses its president and vice-president, a majority of its finance committee, hence the need for prompt action on our part to avoid delay of routine school business, if appointees have been named to assume office at once. Your advice on these points will enable us to proceed properly with current business.

I have taken the liberty to make this early inquiry direct, since in previous years it has not been the custom of the Governor's Office to send notice of appointments to the Secretary of the Board.

Very respectfully yours,

LeRoy B. Smith,

Secretary,
Board of Trustees.

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March 6th, 1911.

LeRoy B. Smith,
Secretary Board of Trustees,
San Luis Obispo, California.

My dear Sir:

Governor Johnson has appointed Messrs. William Shipsey, of San Luis Obispo, and Edward Simpson of Pacific Grove, Trustees of the California Polytechnic School at San Luis Obispo to serve in the place of R. M. Shackelford and Paul M. Gregg whose terms have expired.

Very truly yours,

Alexander McCabe,
Private Secretary.

San Luis Obispo, California,

March 25, 1911.

To the Board of Trustees,

California Polytechnic School,

Gentlemen:

As a matter of special interest at this time I beg to present herewith a statement concerning the appropriations this institution may expect to receive from the present legislature. The following tabulation shows bills, which, I am advised, have passed both houses of the legislature. In an interview with Governor Johnson in company with Senator Campbell March 14th the Governor assured us that he would sign all Polytechnic bills sent to him by the legislature.

Senate Bill 84	Completion and further equipment of the dining hall and kitchen	\$ 5,000.00
	(Money available July 1, 1911)	
" "	85 Further development and extension of water and sewer systems	3,000.00
	(\$1,000 available July 1, 1911	
	\$2,000 available July 1, 1912)	
" "	89 Equipment for shops and laboratories ...	7,000.00
	(Money available July 1, 1911)	
" "	90 Enlargement and improvement of power, heat and lighting plant	6,500.00
	(Money available July 1, 1911)	
" "	91 Construction of a heating system	3,000.00
	(Money available July 1, 1911)	
" "	93 Purchase of live stock	3,500.00
	(\$1,000 available July 1, 1911	
	\$2,500 available July 1, 1912)	
" "	94 Purchase of farm machinery and implements	2,000.00
	(Money available July 1, 1911)	
" "	95 Repairs and improvements on buildings, structures, and equipment	5,000.00
	(Money available July 1, 1911)	

Assembly Bill	2	Erection of an animal husbandry and other farm buildings	\$20,000.00
		(\$5,000 available July 1, 1911)	
		\$15,000 available July 1, 1912)	
"	"	159 Dormitory and school furniture	8,000.00
		(\$1,000 available on approval of act	
		\$4,000 available July 1, 1911	
		\$3,000 available July 1, 1912)	
"	"	253 Creamery revolving fund	4,000.00
		(Money available for use upon approval of act)	
TOTAL			\$67,000.00

At this writing the general appropriation bill has not yet been introduced. The Controller's estimate submitted to the Ways and Means Committee recommends \$100,200.00 for general maintenance for the biennial period beginning July 1, 1911.

DINING HALL AND KITCHEN.

The appropriation of \$10,000.00 by the legislature of 1909 did not complete and fully equip the present building. The fund now appropriated will complete the unfinished portions of the building and allow much needed additional equipment. The original plan of the building provided for a bakery in the basement. One year's use of the building leads us to question the wisdom of this arrangement. I believe it would be better to build an addition to the kitchen, providing a bakery and additional work room on a level with the present kitchen floor. The work on this building must of necessity be done during the summer months and should be fully complete September first next. I would recommend that this matter be taken up with the State Engineer's office at once in order that plans may be secured for the purpose of beginning actual construction work July first.

WATER AND SEWER SYSTEMS.

Additional water can be secured from the school canyon. There are several problems to be considered and I would respectfully suggest the appointment of a committee to study the water question along with members of the faculty for the purpose of submitting recommendations to this Board.

SHOP AND LABORATORY EQUIPMENT.

The appropriation made will supply much needed equipment in shops and laboratories. Preparation of recommendation is under way and will be submitted to the Board or a committee within the next sixty days.

ENLARGEMENT OF POWER PLANT.

This very important work should be completed not later than September first. Mr. Waters, Head of the Mechanics Department, has given this matter considerable study and submits the following provisional list of items needed, together with a rough estimate of cost.

75 H.P. engine	installed complete	
with piping		\$1,385.00
50 K.W., A.C. generator		1,200.00
Double leather belt for same		120.00
30 K.W., A.C. generator		900.00
2 - A.C. generator panels @ \$150.00		300.00
2 - D.C. exciter panels @ \$70.00		140.00
2 - 15 K.W. transformers @ \$140.00		280.00
3 - 10 H.P. motors @ \$230.00		690.00
1 - 15 H.P. motor		290.00
Altering and extending power lines, including additional wire, etc.		350.00
Unapportioned		<u>845.00</u>
		\$6,500.00

With this improvement of the power plant we respectfully recommend a change from the direct current system to the alternating current system. With the alternating current system power may be transmitted with economy to any point on the grounds, - say to wells in the school canyon or to the new pumping plant. The direct current system can be made operative within a limited territory

only. By way of explanation it may be said that when the electrical machinery was first purchased for this institution the alternating current system in units as small as those required were not in common use. More recent development of electrical machinery has made alternating current apparatus standard in small units. In order that this important work may be pushed as rapidly as possible I would respectfully recommend that Mr. Waters, in conjunction with the State Department of Engineering so far as may be necessary, be directed to devise a definite plan, secure quotations on items of apparatus needed, and to submit his plan with quotations secured to this Board or a committee of the Board at the earliest possible date.

HEATING SYSTEM.

The boys' dormitory can be more economically heated from the central boiler than from the small boiler now in use in the basement of that building. The dining room has no heating system whatever. I would recommend that the State Engineer's office be asked to prepare as early as possible plans for the construction of a system connecting the boys' dormitory and the dining hall with the central plant. The amount of money appropriated is insufficient to include the construction of permanent heating mains to the girls' dormitory and school buildings.

REPAIRS AND IMPROVEMENTS ON BUILDINGS, STRUCTURES AND EQUIPMENT.

An especially urgent need is the repair of metal tile roofs on the school buildings and dormitories. If the idea be found practicable I would also recommend the expenditure of a portion of this fund for the completion of additional basement room under the boys' dormitory. Definite plans can perhaps best be arrived at through study of the situation by a committee and the Director.

LIVE STOCK, FARM MACHINERY, AND FARM IMPLEMENTS *and Buildings*

Plans for meeting further needs of the Agricultural Department are under consideration by the faculty of the Agricultural Department, and suggestions and recommendations will follow at a later date.

CREAMERY REVOLVING FUND.

The act is as follows:

Section 1. The sum of four thousand dollars is hereby appropriated out of any money in the state treasury not otherwise appropriated to be placed to the credit of the contingent fund of the California Polytechnic School. The money hereby appropriated, or such portion thereof as may be necessary, shall be used for the purchase of milk and cream for the creamery department of said school, and for no other purpose. All moneys so expended shall be returned by the California Polytechnic School to said fund from the proceeds of sale of butter and other creamery products, as such proceeds are received.

Sec. 2. This act shall take effect and be in force from and after its passage and approval.

APPROPRIATION BILLS WHICH FAILED OF PASSAGE.

Special endeavor was made to secure \$35,000.00 for an additional school building, \$17,000.00 for a foundry and pattern shop, and \$10,000.00 for cottages. While all are much needed by the school, the lack of cottages near the school for faculty members and employees is a real handicap to the institution. I hope we may be successful in inducing private capital to invest in cottages on the school side of town, the nearer to the school the better.

ANIMAL AND DAIRY HUSBANDRY AND CREAMERY.

At the last meeting of the Board of Trustees R. S. Middleton, of the Iowa College of Agriculture, was appointed assistant instructor in animal and dairy husbandry. Mr. Middleton arrived January first and has given the school three months of service. Thus far he has proved himself a very acceptable addition to our staff. At the November meeting it was decided to pay three-fifths of Mr. Middleton's salary of \$100.00 per month from the salaries' fund and the remaining two-fifths from the creamery fund. The Director later found that a proper division of expenditure could be made without paying the salary of anyone man from two different funds. Requisitions for

Mr. Middleton's salary were drawn on the salaries' fund and the entire pay of the butter maker and other assistants in the creamery was paid from the contingent fund. For convenience in bookkeeping I would recommend that Mr. Middleton's salary of \$600.00 from January first to June thirtieth be paid from the salaries' fund and that the salary of the butter maker and other creamery assistants be paid from the creamery contingent fund. This recommendation does not include any increase of expenditure over that already authorized, being merely a simpler division of expenditure.

MR. AITKEN'S RESIGNATION.

The resignation of F. T. Aitken, butter maker, was submitted the 18th of January with the request that the same take effect February first or as soon thereafter as could be arranged. The resignation was ^{received} ~~accepted~~ and the work continued by Edward Curl, a former student who for some months past we had employed in the creamery as engineer and general creamery assistant. Mr. Curl is about twenty-five years of age, and has received his training in dairying and creamery work under Mr. C. W. Rubel and Mr. Aitken; he has also had considerable experience in handling boilers and engines, and is thoroughly familiar with the refrigerating plant, inasmuch as he was employed to assist the refrigeration engineer in installing our plant. Mr. Curl is a butter maker whom we can recommend without reservation and I would respectfully recommend his appointment as butter maker to succeed Mr. Aitken resigned at a salary of \$90.00 per month, term of service during the pleasure of the Board. In making this recommendation I am aware that Mr. Curl will expect more compensation for his services after a few months, and he will be worth it.

BIENNIAL REPORT.

The usual biennial report was submitted to the Governor in December last. Unfortunately the condition of our printing fund would not permit the printing of this report. On account of the

length of the report we have but a few typewritten copies, some of which, however, are available for members of the Board today. This report contains a complete financial statement covering the biennial period ending June 30, 1910. The March pay-rolls which are ready for signature today will be of interest particularly to our new members as showing the names and compensation of present faculty members and employees.

SEMI-ANNUAL MEETING.

As provided in the By-Laws the next semi-annual meeting falls on Saturday, April 29th. At that meeting the Director expects to be able to present ^{nominations} ~~names~~ for the staff of the coming school year. I believe, however, that we can retain nearly all of our present thoroughly loyal and efficient corps of teachers.

CALIFORNIA POLYTECHNIC SCHOOL

BOARD OF TRUSTEES

BY-LAWS.

Regular Meetings.

The Board shall hold regular meetings on the last Saturday in October and April of each year at nine o'clock A. M. The place of meeting shall be San Luis Obispo, California, or such other place within the State of California as may be designated in the call. Members shall be notified in writing by the Secretary at least ten days before the date of each regular meeting.

Special Meetings.

Special meetings shall be called by the Secretary at the written request of the President or of any three members of the Board, and the meeting held at the school or at a designated place in the state named in the call. Notice of all special meetings shall be mailed to each member at his last known place of residence so that in the regular course of the mail the notice shall reach him five days before the date of the meeting.

Officers.

The officers of the Board shall be a President, Vice-President, Treasurer and Secretary. The Treasurer and Secretary may or may not be members of the Board.

Quorum.

Four members shall constitute a quorum for the transaction of business. But a less number may adjourn to another date in which event they shall notify the absentees by mail, telegraph or telephone at least eighteen hours before the hour adjourned to.

Order of Business.

The order of business at each meeting shall be as follows, but may be changed or suspended by a two-thirds vote of those present.

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1. Calling the roll.
2. Reading the minutes not theretofore read and approved.
3. Reading communications and petitions.
4. Reports of Special Committees.
5. Reports of Standing Committees.
6. Unfinished business.
7. New business.

Voting.

Voting on any question may be vive voce, but at the request of one member, the roll shall be called and the vote entered in the minutes; provided that on all questions authorizing the expenditure of money, the roll shall be called and the vote recorded.

At least four affirmative votes shall be required to elect a person to a position in this School or to other employment by this Board, or to authorize any expenditure of money.

Resolutions and Motions.

All resolutions shall be submitted in writing, and motions shall be reduced to writing at the request of one member.

Rules of Order.

The Board shall be governed by Robert's Rules of Order, except as provided in these rules.

Amendments.

Any rule of this Board may be amended or repealed at any regular meeting by an affirmative vote of four members, but notice of the proposed amendment or repeal must be given and filed in writing at a preceeding regular or special meeting.

Special Meeting
March 25, 1911.

The following proceedings regular or special meeting.

On the proposed amendment of Article 11 of the Constitution, given and filed in writing at the regular meeting on an affirmative vote of four members, the motion was carried.

Amendments.

The Board shall be governed by Robert's Rules of Order.

Rules of Order.

All resolutions shall be submitted in writing and motions shall be reduced to writing at the request of one member.

Resolutions and motions.

Any person, or to authorize any expenditure of money.

Any person to a position in this school or to other employment by

or money, the roll shall be called and the vote recorded.

Minutes; provided that on all questions authorizing the expenditure

of one member, the roll shall be called and the vote entered in the

minutes on any question may be aye, no, or at the request

of one member, the roll shall be called and the vote entered in the