

STATE NORMAL SCHOOL FOR WOMEN AT HARRISONBURG

Harrisonburg, Va., Dec. 15, 1915.

To the Honorable, The Virginia Normal School Board:

Gentlemen:

I have the honor to submit for your consideration the following budget of needs of this institution for the two years beginning March 1, 1916 and ending February 28, 1918:

SUPPORT

For the coming two years we need an annual appropriation for support of the same amount as that being at present received, namely, \$40,000.00 per annum. This will not permit of any expansion of the work of the institution; but it is believed that our effort should be to reduce the per capita cost as low as possible. If certain other appropriations asked for can be obtained, it is thought that the present annuity can be made to cover the necessary expenses of maintenance.

The distribution shown below for the two years is merely an estimate based on the experience of past years. It is impossible to state a year or more in advance with certainty what the various items will amount to. It may not be out of place to suggest that if the Board could have a special appropriation made to cover all of its expenses, salary and expenses of the Secretary-Auditor, etc., and thus relieve the budgets of the several schools to this extent, it might be more satisfactory to the Board and at the same time add a considerable amount for the use of each school.

1. FOR SUPPORT--March 1, 1916 to February 28, 1917-----\$40,000.00 ✓

Faculty		\$28,000	✓
Employees		5,000	✓
Trustees		600	✓
School Supplies		200	✓
Heat, Light, Water		1,500	✓
Printing and Advertising		1,200	✓
Office Expenses		500	✓
Traveling Expenses		300	✓
Library		100	✓
Repairs			
	Grounds	\$1,000	
	Buildings	500	
	Equipment	500	2,000
Insurance			600

2. FOR SUPPORT--March 1, 1917 to February 28, 1918-----\$40,000.00 ✓

Faculty		\$28,500	
Employees		5,000	
Trustees		600	
School Supplies		200	
Heat, Light, Water		1,500	
Printing and Advertising		1,200	
Office Expenses		500	
Traveling Expenses		300	
Library		100	
Repairs			
	Grounds	\$600	
	Buildings	500	
	Equipment	500	1,600
Insurance			500

COMPLETION OF DINING HALL AND SERVICE BUILDING

The General Assembly of 1914 was asked to appropriate \$60,000.00 for a building to contain dining-hall, kitchen, bakery, library, temporary auditorium, offices, classrooms, etc. An appropriation of \$5,000 was also requested for the extension of the heating system to take care of the needs of this building. Instead of the \$65,000 the General Assembly found it could appropriate only \$50,000. The Board of Trustees decided, however, to go ahead with the original plans as far as the available amount would allow.

In constructing the building according to the plans, extra expense was caused by the difficulty in securing firm foundations, and this together with the cost of necessary electric fixtures and other items which could not be omitted if the building be occupied, made it impossible to go as far with the construction as had been hoped. The entire building was put under roof, and the two main floors of the dining-hall section were completed. These two floors have been in use since August, and this has greatly relieved the crowded condition of the school by providing necessary library accommodations, ample offices, and a temporary auditorium, also giving us larger laboratory space in the Science Hall.

The large new dining-hall has not been used for the purpose for which it was planned because of the fact that funds were not available to complete the service building, containing the kitchen, bakery, pantries, etc. The dining-room and kitchen are at present in a dormitory basement and are badly cramped. Moreover, the basement space which they now occupy is very badly needed for other purposes for which it is better adapted. The basement of the new building should also be completed at once to provide much-needed classrooms.

This new building, now partly completed, should, then, be finished as early as possible. It is to be regretted that the total cost to complete it will be greater than was at first anticipated; but the difference is due to the extras, which appear to be in most cases entirely unavoidable and in all cases very desirable. The following

detailed statement shows how the account on the unfinished project stands, together with the estimated cost of completion with certain changes which are considered very advisable.

3. TO COMPLETE DINING HALL AND SERVICE BUILDING-----\$29,810.00

Statement of Account

	<u>Cost</u>	<u>Paid</u>
Original Bid for Complete Job	\$63,684.00	\$42,699.74 → 16,000
Extras Completed:		
On account of Foundations	3,348.24	3,348.24
Windows and Ventilators	151.00	151.00
Electric Wiring	91.52	91.52
Architect's Fees on the above @ 5%	3,363.75	2,361.00
Other Extras completed:		
Electric Lighting Fixtures	778.76	778.76
Painting Walls, Oiling Floors	225.93	225.93
Window Shades	75.49	75.49
Cornerstone Box	1.00	1.00
Interior Woodwork--Shelves, Cupboards, Counters, Cases, etc.	199.91	199.91
	71,919.60	
Proposed Extras for Completing:		
Wood Floor in Classrooms	500.00	
Auditorium Stage	350.00 ✓	
Cement Floor in Kitchen	900.00 ✓	
Sewer Connections	150.00 ✓	
Elevator	1,150.00 ✓	
Extra Floor in Service Building	900.00	
Covered Front Porch and Connection to Two Dormitories	3,500.00	
Architect's Fees on Proposed Extras	372.50	
	\$79,742.10	\$49,932.59
<u>Balance Needed to Complete as Provided for Above</u>		\$29,809.51 → 19,000

The proposed extras listed above may be explained as follows:-

In completing the basement it is very desirable to change the cement floors of the original specifications to wood laid on concrete, as this space is to be used for classrooms. The kitchen should be made as nearly fireproof as possible, and it is strongly recommended that its floor be changed from wood to concrete. On account of the location of the service building it was found that, without extra excavation, an excellent basement for storage purposes could be obtained with the slight additional cost of the floor, hence this addition to the original specifications is recommended. The depression of the ground at the service building makes it necessary to change the direction of the proposed sewer connection and this will mean a small extra charge. The specifications call for an uncovered front porch. It is very desirable that this porch be covered to correspond to the dormitory porches and that the same be connected at each end to the present dormitory porches, so that a covered way may be provided for the students in passing from the dormitories to the dining-hall building. This is in accordance with the plans for the complete plant and

is advisable from several standpoints. The auditorium stage and the elevator for the service building are called for by the original plans but are not included in the general specifications on which the bid was made, consequently, they must be provided for as extras.

4. FOR EQUIPMENT OF DINING HALL AND SERVICE BUILDING-----\$13,851.00 - 5,700.00

In Dining Hall Building:

Electric Lighting Fixtures in Basement----	\$60.00	x
Fire Extinguishers, Clocks, Gongs, etc.---	41.00	x
150 Tablet-arm Chairs for Classrooms-----	420.00	x
3 Desks for Teachers in Classrooms-----	45.00	x
Window Shades-----	200.00	x
Shelving in Four Storage Rooms,-----	100.00	✓
Furniture for Y. W. C. A. Rooms-----	300.00	✓
Tables and Shelves for Office-----	50.00	x
1 Practice Piano-----	250.00	x
400 Auditorium Chairs -----	1000.00	x
Curtains for Auditorium and Dining Hall---	100.00	✓
Books for Library-----	500.00	
Office Equipment, Typewriters, etc.-----	320.00	
Miscellaneous Equipment for Halls, Lobby, Cloak-rooms, etc.-----	175.00	
1 Grand Piano for Auditorium-----	1000.00	

In Service Building:

Electric Lighting Fixtures-----	150.00	x 50.
Fire Extinguishers, Clocks, Gongs, etc.---	90.00	x 30.
Kitchen Equipment--Range, Steam Pots, Sinks, Tables, Utensils, Labor-saving Machinery, Plumbing, etc.-----	2000.00	✓
Dishwashing Equipment--Machines, Sinks, Tables, Shelves, Plumbing, etc.-----	500.00	✓
Serving Pantry Equipment--Counters, Cup- boards, Shelves, Apparatus-----	500.00	✓
Living Apartments for Employees--Three Bedrooms and Sitting-room-----	250.00	
Storerooms for Food Supplies, China, Lin- en, etc.--Shelving, Counters, Bins, Scales, etc.-----	200.00	
Bakery Equipment--Oven, Mixing Machinery, Utensils, Tables, Plumbing, etc.-----	3000.00	
Bakery Supplies Storeroom--Shelves, etc.--	25.00	
Baker's Bedroom-----	25.00	
Servants' Diningroom-----	25.00	✓
Housekeeper's Office-----	25.00	✓
Refrigerating Plant--Ice-making Machinery, Doors, Lining, Equipment for Cold-stor- age Chambers-----	2500.00	

DORMITORY BUILDING

This institution has at present 66 rooms in its dormitories, of which two are used for parlors and six for employees, the employees rooming two in each room. This leaves a total of 58 rooms for students. Of these 58 rooms, 22 rooms are 14 ft. x 15 ft. in size and have been used to accommodate three students each, altho but for only two each, while 36 rooms are but 11 ft. x 14 ft. in size and are used for two students each. This gives, even with crowding three girls into the larger rooms, accommodations for only 138 students altogether. This is, so far as I am informed, the smallest dormitory accommodation provided at any of the four normal schools with their present buildings. *When Bradford present dormitory section is completed same now - more than*

Number of students is not the chief end to be aimed at by an institution; but it is obvious that an increased enrolment at this school is greatly to be desired. It is impossible to reduce the annual appropriation for support without crippling the work of the school; but it is true that the school has reached the point in its organization where it could readily handle 150 additional students without materially increasing the amount required for support. Only by increasing the number enrolled can the per capita cost of maintenance be reduced. It is desirable to reduce the per capita cost to as low an amount as practicable without lessening the efficiency of the work being done. It is unsafe to compare the per capita of institutions of like character unless the number of students for which accommodations are provided is taken into consideration.

To offset as much as possible the difficulties alluded to above, rooms have been rented for many students in private homes in the neighborhood. This arrangement is expensive and involves many difficulties. The limit of available outside accommodations of this character has now been reached. It is very difficult to persuade parents to permit their daughters to occupy rooms outside of the school buildings; and each year a very large number of well-prepared students are lost to the school for this reason. The limited dormitory accommodations which we have are reserved entirely by the close of each session in June for the opening of the following session, three months in advance.

With our new dining-hall and service building completed we shall have dining-room accommodations for four times the number which can be provided with bedrooms in our present buildings. It is plain, then, that the chief effort of the school, for the next four years, perhaps, should be directed to providing additional dormitories commensurate in capacity with the growing and urgent demands on the school and with the capacity provided at other institutions of like character.

The need of a new dormitory building for the coming year cannot be too strongly emphasized. I am so confident that the Board will see the wisdom of making a request to the General Assembly for an appropriation to cover the erection of such a building, that I have had the architect prepare plans in order that we may present the matter as definitely as possible.

It has been presumed that the policy of the Board in erecting dormitory buildings would be to make them of fire-proof construction. Certainly this is very desirable. For this reason the architect has prepared plans for a fire-proof dormitory building. Estimates have been

made, based on the experience with similar buildings in the past, and it is believed that the amounts named in items 5 and 6 can be taken as fairly accurate, and in any case not excessive.

5. FOR BUILDING DORMITORY-----\$47,000.00 38,000

6. FOR EQUIPMENT OF DORMITORY-----\$ 3,500.00 ✓

78 Iron Beds	\$ 507.00
78 Mattresses	390.00
78 Pillows	78.00
78 Rugs	78.00
39 Rockers	117.00
78 Chairs	148.00
39 Tables	156.00
39 Dressers	546.00
156 Prs. Blankets	624.00
156 " Sheets	203.00
156 Spreads	156.00
156 Pillowcases	32.00
250 Bath Towels	50.00
400 Face Towels	60.00
9 Mirrors	27.00
Window Shades	150.00
Parlor Furniture	150.00
Miscellaneous	28.00

HEATING AND POWER PLANT AND LAUNDRY

The present heating-plant is located in the basement of a dormitory building. The dirt from the smoke and coal defaces the buildings and makes it difficult to keep them clean inside as well as outside. Worse than this, there is danger that the dormitory may catch fire, indeed, we have already had a small fire caused in this manner. A dormitory is not a suitable location for a heating-plant even if there were sufficient space for it, which is not the case here. The present boiler-room is over-crowded, and the coal bins are entirely too small.

Expert testimony is that the two small boilers at present composing the plant are utterly inadequate to heat the buildings now in place on the grounds. Moreover, the stack is already badly overtaxed with the present furnaces and cannot possibly stand any addition even if the floor space were available for the installation of an additional boiler.

It seems necessary, therefore, to urge that provision be made for the erection of a suitable heating-plant as soon as possible. The last General Assembly was impressed with the need in this direction and both the Senate and the House of Delegates passed an appropriation of \$15,000 for this purpose, the conference committee finding it necessary in the closing hours of the session to cut out this item. The need is now more pressing than it was two years ago.

In building a heating-plant to furnish steam and hot-water for heating, cooking, and laundry purposes, it would also be wise to make provision for a power-plant to be installed at some future time if not now. Such a plant could furnish the necessary steam-power for the laundry machinery, and the electric current for power and lights in the various buildings. The time will no doubt come, if it has not now come,

when it will be best to furnish our own electric current instead of purchasing it from the Town at meter rates.

Our present laundry is conducted in a small frame shack, already burned once and constantly in danger of taking fire again, while its equipment is small and totally inadequate. For this reason much of the school washing has to be done by a steam laundry in town, which means a large extra expense.

It is recommended that a fire-proof building, sufficiently large to provide for an adequate heating-plant, power-plant, and steam laundry, be erected near the Chesapeake and Western Railway tracks at the Southern edge of the school property. This building should be planned to care for the needs of the institution for some years to come, but the equipment now installed need be just sufficient to care for present requirements. A side-track should be built from the railway--a very short distance--to the coal bins.

The erection and equipment of such a building would certainly be a measure of economy as well as of safety. Much would be saved in the cost of handling fuel. The school laundry work could be done at considerably less expense. The cost of electric current could be reduced. The fire risk on our buildings would be greatly lessened. The concentration of all these general utilities at one central point would be an economy in labor as well as in material.

The architect has prepared plans for such a building, and its erection, together with the installation of the equipment, necessary to meet present needs, could probably be brought within the amounts indicated in items 7 and 8.

- 7. FOR BUILDING HEATING AND POWER PLANT AND LAUNDRY-----^{17,000.00}~~17,000.00~~
- 8. FOR EQUIPMENT OF HEATING PLANT AND LAUNDRY-----^{15,000.00}~~15,000.00~~

Heating Plant:

Boilers, Pipe-lines, etc. ^{3,000} ^{10,000} ~~13,000.00~~ - 2,200

Laundry:

Machinery and Apparatus 2,000.00

Handwritten notes:
 1 H.P. Boiler, Estimator, etc. \$12,000
 2 H.P. main to Service Bldg. 1,000
 main 1 S.P. Boiler 2,000

 15,000

REPAIRS AND IMPROVEMENTS

Two classes of needs are included in item 9, namely, (1) the fitting up of undeveloped rooms and the changing of other rooms in the present buildings as a result of the completion of the dining-hall building, and (2) the repairing of the present buildings. The former is very desirable in order to provide needed accommodations for academic purposes and infirmary; and the latter is necessary for the protection of the buildings themselves. The statements for each amount included in the item will probably explain the character of the needs.

9. FOR REPAIRS AND IMPROVEMENTS TO PRESENT BUILDINGS-----\$4,660.00

Blackboard Slate, 700 sq. ft.-----	\$ 119.00 ✓
Finishing Two New Rooms for In-	
firmary in Cottage-----	100.00 ✓
6,954 sq. ft. of Metal Ceiling for	
Second Floor of Science Hall-----	591.00
Plastering Side-walls of Science Hall-----	200.00
Painting Science Hall-----	300.00 ✓
Painting and Plastering at Dormi-	
tories and Cottage-----	500.00 ✓
Finishing Two New Basement Rooms in	
Science Hall for Classrooms-----	750.00 ✓
Partitions in Basement of Dormitory	
No. 1 to make Classrooms-----	100.00 ✓
Finishing Present Furnace-room for	
Swimming Pool-----	2,000.00

1,900

ADDITIONAL EQUIPMENT

Item 10 contains a list of needs of the various laboratories, workshops, and the gymnasium. The statements will probably make clear the character of these needs. It may be said by way of general explanation that the number of students in the science courses, the home-making courses, and the industrial work, has so greatly increased in the past two years that we are badly in need of additional equipment in all of the laboratories and workrooms. These departments have never been fully equipped, as the school has followed the policy of not installing equipment until it becomes necessary for immediate use. If we are to continue the efficient work which we are doing along these lines we must provide further apparatus for the work. The amounts have been carefully estimated and are not considered to be in any way excessive. Some of the laboratories mentioned have practically no equipment now and to pretend to teach science at the present day without suitable laboratory facilities is farcical.

10. FOR ADDITIONAL EQUIPMENT FOR PRESENT BUILDINGS-----\$3,868.00

Apparatus for Dietetics Laboratory-----	\$200.00 ✓
Furniture for " "-----	125.00 ✓
Furniture and Apparatus for Textile Laboratory-----	75.00 ✓
Furniture and Apparatus for Home-Nursing Laboratory-----	100.00 ✓
Furniture, Utensils, Plumbing, for Home-Kitchen Laboratory-----	108.00 ✓
Apparatus for Chemistry Laboratory-----	500.00 ✓
Apparatus for Physics Laboratory-----	500.00 ✓
Tables and Machines for Dressmaking Laboratory-----	100.00 ✓
Furniture, China, Linen, etc., for Home-Dining-Room Laboratory-----	272.00 ✓
Plumbing, Machines, Apparatus, for Laundry Laboratory-----	200.00 ✓
Furniture and Apparatus for Biological Laboratory-----	500.00 ✓
30 Drawing Tables for Manual Arts Department-----	240.00
Tools, etc. for Repair Shop-----	50.00
Tools, Furniture, and Apparatus, for Manual Arts Work-Shop-----	150.00
Gas Range, Refrigerator, Electric Apparatus, etc., for Cooking Laboratories-----	248.00
Gymnasium Apparatus-----	500.00

2,700

GROUNDS

The site of this institution possesses many fine advantages; but it presents two very troublesome disadvantages. There are no shade trees, except a few young trees planted within the past three years; and the topography is such that the problem of drainage becomes a serious one. The site has many possibilities for the making of a beautiful school campus, and the great pity is that a serious beginning on this work has had to be postponed so long. Trees take years to grow, and they should have been planted in large numbers at the very beginning of the school. Up to this time it has been impossible to secure a special appropriation for the improvement of the grounds, and altho a considerable amount of work has been accomplished in constructing driveways, grading, and planting, it may hardly be considered as more than a beginning.

A modest appropriation is asked for trees and shrubbery, and this would be a very small amount, but by confining the work to a limited portion of the grounds pleasing results might be obtained. Before even this small amount of planting is attempted, however, it would be extremely desirable to have a planting plan made by landscape experts. The cost of such a survey is very small when compared to its value as a permanent guide for the development of the property.

A considerable additional amount of grading should be done to protect the buildings, and along with this should go the laying of the necessary drainage tile. At present the campus is greatly disfigured by deep furrows, which were cut to prevent the water from running into the basements of the buildings. These open ditches are constantly wearing deeper and broader and are becoming more and more unsightly and also dangerous to those walking on the grounds after dark.

No cement walks have thus far been laid, but we are compelled to maintain a long board walk from the street and in front of our buildings. This is constantly requiring repairs and thus is a considerable expense to keep in good condition. Holes frequently develop in the boards, nails become loose, and some passerby is injured before the repairs are made. In wet weather the boards are slippery and cause many falls among the students and others. It would be both a measure of economy and a measure of safety to replace these badly-worn and very unsatisfactory board-walks with cement walks.

Item 11 contains estimates of amounts to cover needs that are most immediate in character. It is needless to add that a very much larger sum could be expended for the improvement of our grounds and not be wasted.

11. FOR IMPROVEMENT OF GROUNDS-----	\$5,850.00
1,600 sq. yds. of Cement Walks-----	\$2,000.00 ¹⁰⁰⁰
Grading around Buildings and for Walks and Driveways-----	2,000.00 ²⁰⁰⁰
Putting in Drainage Tiling and Culverts-----	1,000.00 ⁵⁰⁰
Survey and Planting Plan-----	350.00
Trees, Shrubbery, etc.-----	500.00 ✓

SUMMARY

A summary of the needs covered by this report for the ensuing two years is appended hereto.

Respectfully submitted,

Julian A. Brown
President.

STATE NORMAL SCHOOL FOR WOMEN AT HARRISONBURG, VA.

SUMMARY OF NEEDS FOR 1916-17 AND 1917-18

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1. For Support for 1916-17-----	\$40,000.00 ✓
2. For Support for 1917-18-----	40,000.00 ✓
3. To Complete Dining Hall and Service Building-----	29,810.00 ⑥ 19,000
4. To Equip Kitchen, Bakery, Refrigerating Plant, Classrooms, Auditorium, etc.-----	13,851.00 ⑦ 5,700
5. For Building Dormitory-----	42,000.00 ⑧ 38,000
6. For Equipment of Dormitory-----	3,500.00 ⑨ 3,500
7. For Building Heating and Power Plant and Laundry-----	17,000.00 ⑩ 0
8. For Equipment of Heating Plant and Laundry-----	15,000.00 ⑪ 2,200
9. For Repairs and Improvements to Present Buildings---	4,660.00 ⑫ 1,900
10. For Equipment for Laboratories-----	3,868.00 ⑬ 1,700
11. For Cement Walks, Drainage Tile, Culverts, Driveways, Grading, Trees, and Shrubbery-----	5,850.00 ⑭ 2,000
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	\$215,539.00

155,000