

November 15, 1911.

Hon. George B. Keezell,
 President of the Board of Trustees,
 State Normal and Industrial School for Women,
 Harrisonburg, Virginia.

Dear Sir:

The following special report is presented in order that the Trustees may be informed of the present status of the school, of the more important matters that have arisen since the last meeting of the Board, March 28, 1911, and of the needs for the coming two years.

STUDENTS

Total enrolment of different persons since the school opened	
in September, 1909	878
Enrolment for session ending June 13, 1911	249
Enrolment for Summer Quarter, 1911	360
Increase over summer of 1910	74%
Enrolment for present session to date	254
Increase over same date last session	30%
Full graduates, session of 1910-1911	22
Certificates awarded for partial graduation, 1910-11	40
Number of students in this year's graduating class	53
Counties of Virginia represented since the school started	84
Counties of Virginia represented this session	61
Students at present earning a part or all of their expenses	
by means of service rendered the school	30
Students assisted this session from Student Loan Fund	5

The preparation of students this year is considerably better than during either preceding year. The entrance requirement of at least two years of high school work has been strictly enforced this year. The number of four-year high school graduates is especially large. The advance in the entrance requirements seems amply justified by the results so far.

FACULTY

Several changes in the faculty have occurred since the last meeting of the Board. Mrs. James C. Johnston (formerly Miss Loose) resigned as instructor in Physical Education and Foreign Languages. The work of the English Department had increased to such an extent as to make assistance necessary. I selected Miss Ruth S. Hudson as Instructor in Physical Education and Assistant in English and Miss Margaret V. Hoffman as Instructor in Foreign Languages and Assistant in English. Miss Julia S. Preston, Supervisor in Music for the Harrisonburg Public Schools, was employed to give part time to our

department of School Music. Mr. J. A. Harmon also assists in the Music Department, but is paid by the students who take private lessons with him.

During the past year Miss Rhea C. Scott was employed as Supervisor of Rural School Work, her salary being paid by the Trustees of the Peabody Fund. Being under the impression that the position was to be continued in the same manner for the present year, I re-engaged Miss Scott. Late in the summer I was informed that, through circumstances which had arisen, the appropriation could not be made from the Peabody Fund for this salary the present year. Being under obligations to Miss Scott, and not desiring that this important work be discontinued, I have added her salary to the budget for the present session, although doing so will cause a deficit of about \$1000 in the appropriation made for salaries for the current year. There is some probability that this salary may again be provided for from some outside source after this year; but I see no other way than to provide for it the present session as we are now doing. The Rural School work is most important, and we should do everything in our power to advance it.

BUILDINGS

With the completion of Dormitory No. 2, the heating plant was moved from Dormitory No. 1 to the new building. The dining-room being badly crowded, the space in the basement of Dormitory No. 1 formerly used for a boiler-room was used for enlarging the dining-room. This necessitated a re-arranging of the kitchen and pantry.

During the summer the assembly room and halls of the Science Hall and the dining-room and halls of Dormitory No. 1 were kalsomined. To provide an office for the Cashier the supply-room was divided, and the teachers' room was divided to provide a music room--the room formerly occupied being needed for a faculty and committee room.

BOARDING DEPARTMENT

As stated in my last report, at the time of the last meeting of the Board of Trustees there was a deficit of several hundred dollars in the boarding department. I am happy to say that by administering the affairs of this department in the most economical manner the deficit has been entirely removed, and the boarding department started this session clear of debt. In view of this it has not yet been found necessary to raise the amount of board charged the students, although it is probable that the rate will have to be raised, to the amount authorized by the Trustees, after the present session, owing to the increased cost of food supplies and of labor, and also owing to the fact that our equipment, especially in the laundry, is inadequate for meeting in an economical manner the greatly increased demands now being made upon it. The rate for board here is one dollar per month per student less than at either of the other State Normal Schools, although the equipment at both Farmville and Fredericksburg is vastly superior to that at this school and consequently the work can be done more cheaply.

ESTIMATED NEEDS FOR THE COMING TWO YEARS

The following estimates are made for the needs which should be met in the next two years if possible. The needs of the school are many, and it is needless to say the following list could be added to and multiplied easily; but only such items are included as are considered to be of special importance at this time. These are here arranged in the order of their need.

1. Maintenance--at present this is \$30,000 per annum. We shall have a deficit this year of about \$2,000. This would mean for the following year, to make up this shortage and provide the same budget, \$34,000, and it certainly should be increased the other \$1,000, to provide for the increased expenses due to natural growth of the school. For the second year the amount needed will be \$40,000, in order to provide still further for the growth of the school, for the addition of other instructors, and the strengthening of certain departments as mentioned in my last report. A new building will increase the cost of maintenance and provide facilities for adding necessary departments not yet developed.

2. Building for Dining-Hall, Chapel, Library, Offices, etc., which will relieve the present crowded condition of the Science Hall. At present the library facilities are totally inadequate, and there are not enough classrooms for each instructor to have a room. The need for more dining-room space, and for a better dining-room is very great. The entire building is needed to care properly for our present school even if the enrolment be not increased, and an increase without further provision is out of the question. This building will probably cost \$40,000. The preliminary plans have been prepared and bids should be taken on this and the Service Building, which necessarily goes with it, as soon as possible. The equipment for this building will cost about \$10,000.

3. Service Building, which is really a part of the Dining Hall Building and absolutely necessary to it, and which should contain Kitchen, Laundry, Refrigerating Plant and Cold Storage Rooms. The need for a larger and better kitchen, serving room and pantries is very great and absolutely necessary if the school enrolment increases. The Laundry is totally inadequate to the demands being made upon it at present, and a considerable portion of the work has to be given to the steam laundry in town. This, together with the fact that our equipment is very poor, makes the cost of maintaining the laundry entirely too great and permits of no future increase in the number of students. The cost of ice is very considerable, and our refrigerator space is at present exceedingly limited and inadequate, for even present needs. This building is needed for the proper accommodation of our present school, even should no increased enrolment have to be provided for; however, it should be our policy to erect buildings of this character of such proportions as to provide for the probable future growth of the school within the next few years at least. This building will probably cost \$20,000, and its equipment, which is necessarily expensive, \$10,000.

4. Central Heating Plant, to furnish heat, light, power, steam and hot water for cooking and laundry purposes, etc. This is a necessary complement to the preceding buildings, because of the kitchen, laundry, and refrigerating plant. The need on account of electric current is set forth in my last report. With the addition of other buildings the cost of electric current, if furnished by the town, will be increased, and it is already very large. The building for this plant, with necessary coal bins, will probably cost \$5,000, and the equipment of high-pressure boilers, electric generators, engines, switch-boards, etc., will probably cost \$15,000.

5. Barn, Stables, Stock, Dairying Equipment, Farming Equipment, Greenhouse, etc. This is needed from the standpoint of both the boarding and school departments. It is very advisable that we furnish our own milk and other dairy products, and vegetables as far as possible. It is incumbent upon us that we give some instruction in dairying, plant propagation, etc. At present we own a horse and a wagon, and have the free use of another horse and farm wagon. We have no stable in which to keep them and have to rent one. The buildings and equipment contemplated in this item would probably cost in the aggregate about \$3,000.

6. Additions to the school equipment, for laboratories mostly, as we now have no chemical, physical or biological laboratories, and these are very necessary in order that proper instruction may be given in the science departments. Sufficient equipment for our present needs could not be secured for less than \$2,500.

7. Completion of the South row of buildings with the covered passage way as planned, completion of bowling-alley, and construction of swimming-pool in present boiler-room (after heating-plant is removed), estimated, \$1,500.

8. Improvement to the grounds, grading as much as possible with limited funds, erection of suitable entrances, laying of cement walks on South side, running of fence on frontage, planting of trees, shrubbery, etc. A landscape architect, or landscape gardener, should be employed and a plan secured for the development of the grounds, and this plan should be followed as rapidly as funds will permit. An appropriation of \$5,000 is needed to make a reasonable beginning on this work.

9. Dormitories for the accommodation of additional students are needed if the school is to grow in numbers. It is hardly possible to increase the enrolment over that of the present session to any appreciable degree unless additional dormitories are erected. Each year since the school opened as many applicants have been turned away as have been accommodated in the dormitory rooms available. Practically all of the available rooms in the town, within reasonable distance, have been engaged for our students. It will be difficult, if not almost impossible, to secure further suitable accommodations for students outside of the grounds, especially in view of the fact that few homes are available for both rooms and meals, and unless the homes are near the school it is too inconvenient for students to room in private homes and take their meals at the school. Many girls will not come here at all unless they can be given rooms on the grounds. This school must take last place

among the Normal Schools of Virginia in point of numbers unless further dormitory accommodations are provided in the near future, as the Farmville school accommodates over 400, the Fredericksburg school accommodates at present 160, and if plans are carried out next year will accommodate about double this number, the Radford school is planning to accommodate at least 200 at the beginning--while we can accommodate only 140 with our present dormitory space. Our present dormitory accommodations should be doubled by the erection of two additional buildings practically duplicating the present dormitories. These would cost probably \$35,000 for No. 3, and \$30,000 for No. 4, making a total of about \$65,000. The equipment for each dormitory would cost about \$4,000 or \$8,000 for the two.

10. President's Residence. It is advisable from the standpoint of the school that a residence be provided, as is the case at every other State educational institution in Virginia. A residence was promised the President of the school at the beginning, and while the present head of the school has no desire to push forward his personal claims in the face of so many obvious needs in other directions, he does not feel that in justice to the school, to himself and to his successor, he should let the matter go unmentioned in a recital of the needs of the school. The Newman house has never been and can never be suitable for this purpose, and even if it were it is too badly needed for a temporary dormitory and infirmary to make it advisable that it be taken for a residence. The architect has estimated that it would cost \$15,000 to erect a President's residence which would compare favorably with those at other places, such as Farmville, Blacksburg, the University, and the one to be built at Fredericksburg and proposed for Radford. The amount has, however, been placed at \$10,000 in this estimate, and this item placed last, as the President has no desire to push the matter, preferring to leave it entirely to the Trustees to decide its relative importance.

SUMMARY OF ESTIMATES BY YEARS

The needs set forth in the above ten items are tabulated below. A division into two parts is made by way of suggestion.

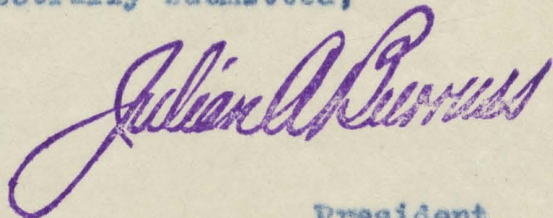
FOR THE YEAR 1912

Maintenance	\$35,000
Dining Hall, Chapel, Library, etc. Building	40,000
Service Building, Kitchen, Laundry, etc.	20,000
Central Heating Plant and Power-house	20,000
Barns, Stables, Stock, Dairy, Greenhouse, etc.	3,000
Improvements to Grounds	5,000
	<u>\$123,000</u>

FOR THE YEAR 1913

Maintenance	\$40,000
Equipment for Dining-hall, Chapel, Library, etc.	10,000
Equipment for Service Bldg, Kitchen, Laundry, etc.	10,000
Equipment for Laboratories, Classrooms, etc.	2,500
Completion of present buildings, covered way, etc.	1,500
Dormitories	65,000
Equipment for dormitories	8,000
President's Residence	10,000
	<u>\$147,000</u>

Respectfully submitted,



President