

EXECUTIVE COMMITTEE MINUTES OF THE

GROUNDS & BUILDINGS COM.

JAN. 30TH, 1929.

TRANSFER

The meeting was held at the President's house at
5.45 p.m.

Present:- Mr. Galt, chairman and secretary, Miss Stahl,
President Stuart, and Messrs. Chuan and Hildabrand.

WOM. GYMNASIUM : Plans for this building were presented
and different schemes as to the arrangement of the showers and dressing
rooms were shown. In discussing this matter Miss Stahl stated that
it is desirable to have direct access from upstairs to that part of the
building where the showers are and as this called for changes on the
plans it was decided to leave the matter for further study and adjust-
ment.

In connection with this President Stuart suggested that
since the cable from New York concerning the Wom. Gymnasium authorizes
us to let a contract for this building, and as prices on materials are
generally lower before the China New Year, we instruct the Construction
Bureau to proceed with the purchase of such materials as are possible.

54- Voted that we authorize the Construction Bureau to pro-
ceed with the purchase of materials for this building.

INFIRMARY: In presenting plans for this building Mr. Hilda-
brand pointed out that in order to come within the \$17,500 l.c. left
over from the amount authorized it had been necessary to cut off the top
floor of both wings, whereas the original plans calls for two stories.
Plans were submitted showing several different schemes among which was
one having a flat roof with a parapet wall around the edges. This was
thought by the Committee to be a very desirable feature since the roofs
could be advantageously used for sun porches, but the question arose as
to whether or not this would be suitable with Chinese architecture.

55 - Voted to instruct the Construction Bureau to consult archi-
tects for the purpose of ascertaining whether or not the above plan
would be possible.

RESIDENCES : President Stuart again called the committee's
attention to the urgent need for more residences and pointed out that
this need arose in view of the return from furlough of many members
of the staff this autumn, and of the fact that there will be several
additions to the staff next year. He also mentioned that there is a
possibility of securing funds for residences from other sources than
from the Home Office, and asked in view of this if it would not be ad-
visable for the Construction Bureau to begin the preparation of plans.

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Mr. Chuan further stated that even though the leases on all the residences which the University now rents in the villages hereabout were renewed there would still be seven residences needed.

56- Voted to instruct the Construction Bureau to prepare plans for seven houses, three of which should be of Chinese type with radiation and modern plumbing fixtures, cost not to exceed \$8,400.l.c. each, three residences of Chinese type without radiation, cost not to exceed \$6,500.l.c. each, and one residence, type undetermined, cost not to exceed that of House 30 in the East Compound.

LANDSCAPING: President Stuart called the Committee's attention to the extreme desirability of procuring the several plots of land within the University Campus lying south and west of the existing southwest Wom. Dormitory, and asked that Mr. Chuan be given permission to use \$7000 l.c. from the Landscaping Fund. He further remarked that this period just before the China New Year will perhaps be an excellent time to effect the purchase.

57 - Voted to grant this request and to hold \$7,000.l.c. at the disposal of Mr. Chuan.

58 - Voted to ask Mr. Chuan to be chairman of the Landscape Committee with Mr. Parr and Miss Wagner as members.

Mr. Hildabrand asked that the Construction Bureau be informed in the near future as to what further Campus lighting would be required during the coming year. This request was noted by Mr. Chuan, chairman of the Landscape Committee.

HEAT,LIGHT,AND WATER CHARGES FOR THE PRESIDENT'S HOUSE: Mr. Hildabrand informed the Committee that the Power Station had recently received instructions from the Treasurer's Office to the effect that heat, light and water charges for the President's Residence were not to be charged to Dr. Stuart personally and asked to what account they should be charged.

59 - Voted that this building should be considered as one of the academic buildings, and that the charges for servicing it should be debited to the Power Plant Operation Account, but that it is noted that in taking this action the engineers in charge of the Power Plant, not knowing of this charge had not made any provision for it in the budget, and should not be held responsible for a deficit caused by these additional services.

CONSTRUCTION BUREAU SALARIES: Mr. Hildabrand reported that with reference to the action No.53 of the meeting of Jan. 21st, in which he was asked to consult with Miss Figourovsky re a reduction in salary he has been notified by Miss Figourovsky that she is willing to accept this, and in accepting a contract extending to Jan. 1st,1931, she would like to be given the option of resigning with a month's notice should she so desire.

60 - Voted to approve of the above.

ROADS: Mr. Hildabrand again raised the question as to what account the maintenance of the roads should be charged to.

61 - Voted that the maintenance of the roads be charged to the road account at present, and in making out a budget for the current account for next year a provision be made for this item and for repayment to the road account of any money spent for this purpose.

PLOT OF LAND EAST OF HOUSE NO.6. Mr. Hildabrand reported that Mr. Holm, who is occupying House 6 has asked whether a plot of land east of his house could be acquired, since ~~there~~ are no open spaces connected with this residence other than the central court, and that it would be very desirable to have a small back courtyard in which to hang laundry etc.

62- Voted to ask Mr. Chuan to look into this matter.

ADJOURNED.

Secretary,

Howard S. Galt.

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MINUTES OF THE EXECUTIVE COMMITTEE OF THE
GROUNDS & BUILDINGS COMMITTEE FEB.18TH,

1929.

TRANSFER

The meeting was held at the President's Office at 11a.m.

Present:- Mr. Galt, chairman and secretary, Miss Stahl, President Stuart, and Messrs. Chuan and Hildabrand.

SCRANTON LUCE SOCIAL CENTER: President Stuart reported that he is in receipt of a letter from the New York Office in which it is stated that under action F-2250 the Finance Committee had voted to authorize the field to proceed at its discretion in the development of the Scranton Luce Social Center, approving the expenditure of the funds received for this purpose, but subject to the final approval of the plans by the Finance Committee.

It was further pointed out in the same letter that so far the Finance Committee have received no plans of this building, and request that plans be submitted before construction is started.

In view of the above President Stuart suggested that the Construction Bureau be asked to expedite the plans for this building, and as soon as these are ready that they be forwarded to New York with a request that if these are approved authorization to start this building be cabled.

63 - Voted to ask the Construction Bureau to expedite the plans for this building. Further that as soon as these are ready they be forwarded to the New York Office with a request that if these are approved authorization to go ahead with this building be cabled.

WOM. COLLEGE GYMNASIUM: Mr. Hildabrand reported that cables from New York concerning the Wom. College Gymnasium contain instructions to reduce the length of the building to 120ft., and also state that plans are being prepared in New York.

Miss Stahl reported that the Wom. College Com. are against having a swimming pool and wish to hold the initial cost, exclusive of equipment, to G\$60,000.- using the remainder of the donation as an endowment for the operation and upkeep of the building.

In view of the fact that no definite decision has been reached as yet in regard to the plans for this building it was

64 - Voted that this committee meet with the Wom. College Com. on Wednesday, Feb. 20th, at 5 p.m. to discuss the plans.

RESIDENCES: President Stuart reported that recent correspondence from New York contains the information that the Current Budget income for this year is reduced to the extent of about G\$37,000.- and that in view of this it would seem unwise to go ahead with any residence building program, since this cut might necessitate reducing the staff, therefore relieving to some extent the shortage of residences. President

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Stuart and Mr. Chuan were instructed to make a further study of the residences question, and if it was found that residences now available were still inadequate that the possibility of renting houses from the Tsinghua College, in Haitien village or in Peking be considered. It was also suggested that the Wom. College No.4. Dormitory, which is not being used this year, might possibly be made available for use as apartments for housing some of the staff next year.

PRACTICE SCHOOLS: Tentative plans were presented for the erection of the first unit of the Practice Schools for the Department of Education, which, if approved by the Grounds and Buildings Committee, is to be built on the plot of land southeast of Sage Building, captioned on Mr. Murphy's plan of May 1926 as "Site for Agriculture Horticulture Forestry etc." Since these were more or less incomplete it was proposed to expedite their preparation in order that they might be ready for the Grounds and Buildings Committee meeting of Feb. 28th.

ADJOURNED.

Howard S.Galt,
Secretary.

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TRANSFER

MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

MEETING OF FEBRUARY 28th, 1929.

see Hall
2/28/29

The meeting was held at the Power Plant Office at 2.30 p.m.

Present:- Dr. Tzur, chairman, Mrs. J.C.Li, Misses Stahl and Wagner, President Stuart, Dr. Learmonth, Messrs. Galt, Chuan Barker, Hildabrand, Tsai and Holm.

President Stuart led in prayer.

MINUTES OF THE LAST MEETING: as previously circulated were approved.

REPORT OF THE ACTIVITIES OF THE EXECUTIVE COM. SINCE THE LAST MEETING: Mr. Galt reported the actions of the Executive Committee meetings of Dec. 7th, Jan. 14th, Jan. 17th, Jan. 21st, Jan. 30th and Feb. 18th.

With reference to Power House and Academic Buildings insurance which was taken up at the meetings of Dec. 7th and Jan. 21st it was reported that the Insurance Co., with whom it was proposed to insure the Power Plant had been compelled to withdraw their original offer and terms of fire insurance on the Power House and machinery as their head office refused to accept the low rates at which it had been proposed to insure the Power Plant, machinery and Academic Buildings, but that if they be given the Faculty Residences Insurance they might be prepared to insure the Power House and machinery at the original rates, but that they could not write a policy on the roofs alone of the Academic Buildings. It was further reported that Mr. Edwards, chairman of the Insurance Committee, is continuing negotiations with the Insurance Co., re Power Plant and Faculty Residences insurance.

Among other matters which were discussed at the above meetings of the Executive Committee, it was also pointed out that in the statement made by Dr. Sharman at the meeting of January 14th it was suggested to have one Campus gate on the west, instead of two, and that the main-gate be located about midway between the south-west corner of the Chemistry Building and the proposed Wom. College entrance. With reference to this Dr. Galt reported that no definite action has been taken and that the matter is still held in abeyance for further study.

REPORT OF CORRESPONDENCE AND CABLES FROM THE NEW YORK OFFICE: Mr. Galt reported extracts from the minutes of the Committee on Finance, Property, and investment of the Trustees of Yenching University, in New York, January 11, 1929, copies of which were distributed among Grounds and Buildings Committee members.

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In connection with Voted No. F-2447 of the Finance Committee, in which the field is requested to send a list of needed plant additions and buildings not yet provided for, tabulating same in order of urgency of need, with estimated costs, President Stuart suggested the following buildings which will be needed in the future:- 8 Faculty Residences of Chinese type, extension of Men's Dormitories, 4th Recitation Building, Women's Infirmary, completion of the Men's Gymnasium, additions to the Power Plant. After some discussion it was

GB1555 - Voted to ask the Executive Committee to make a careful study, taking into consideration the buildings suggested by President Stuart, and to submit a list of the buildings needed to the New York Office, without referring back to this Committee.

In regard to Vote F-2448 in which it is stated that the Finance Committee believes that there should be retained only enough of a Construction Bureau to carry out the program previously authorized, together with that above outlined, and that any necessary demobilization of the Bureau to conform to this program should be made at once, it was suggested by President Stuart that future construction, as well as operation and maintenance of the buildings etc., might be transferred to the Administrative Offices thus eliminating the Construction Bureau as a separate unit.

GB1556 - Voted that we approve in general the above suggestion and to refer this matter to the Executive Committee with power.

Mr. Galt further reported the receipt of cables from the New York Office of Jan. 23rd, and 31st and Feb. 5th dealing with Wom. College Gymnasium, Wheeler Memorial Chapel, Campus Improvements etc.

WOM. COLLEGE GYMNASIUM: In connection with this Miss Stahl reported that at the time word was received that it might be possible to start work on the Wom. College Gymnasium it seemed to the Women's College Faculty desirable to have a swimming pool inside the building, and a cable to this effect was sent to New York. Later a cable from New York proposed changes in the dimensions of the building, and that the final cost must not exceed G\$80,000.- excluding equipment including fixtures; and still later a cable of Feb. 5th stated that the final cost must not exceed G\$77500.- and that a new plan was being drawn up to be sent to the field as soon as possible. Miss Stahl further reported that the Wom. College Faculty afterwards decided to eliminate the pool and to hold the initial cost to G\$60,000.- and a letter to this effect was written to their home office. But when the Construction Bureau was notified of this they informed the Wom. College that it would not be possible to erect a building of the dimensions proposed by the New York Office for G\$60,000.- And at a meeting on Feb. 20th of the Executive Committee in conjunction with the Wom. College Faculty they were advised that the cost of a building of these dimensions without the pool would be approx. G\$72,000.-

Mr. Tsai suggested that in putting up this building construction be planned to provide for a swimming pool in case it should be required in the future.

GB1557 - Voted to refer this matter to the Executive Committee, taking into consideration the suggestion of leaving a space for a swimming pool in the building.

RESIDENCES: Mr. Chuan reported that in view of the return from furlough of many members of the staff this autumn more residences will urgently be needed, and as no funds are available for this purpose inquiries have been made as to the possibility of renting more houses in Chengfu, but that no houses were found available there. It was thought not advisable to rent houses in Haitien, first because it is rather far from the University and second because military divisions are sometimes stationed there. As to renting houses from the Tsinghua College the University was notified that no houses were available there at present, but should such become available the University would be advised of same.

Mr. Chuan also pointed out that as a last measure inquiries have also been made in Peking and two houses were found suitable which could be rented for one year.

Mr. Chuan further stated that two additional residences in the Lang Jun Yuan have been rented by the University, and to protect the Garden from being used as military quarters it was agreed to have on the lease all the residences, at the original rate and for the same number of years.

It was further reported that the Trustees have been urged to make a loan for additional residences and that if this plan is adopted they cable us to this effect.

GB1558 - Voted that in the absence of funds from the New York Office the matter be referred to the Executive Committee for further study and report at the next meeting.

THE SITE FOR THE PRACTICE SCHOOLS FOR THE DEPT. OF EDUCATION: Mr. Galt reported that a cable from New York of January 23rd authorized G\$5000.- for Practice Schools but that building operations must be deferred until plans for these buildings were approved by the Finance Committee. Mr. Galt stated that plans had been prepared by the Dept. of Education and exhibited these to the Committee. He further reported that the Dept. of Education proposed to locate these buildings on the site southeast of the Sage Building, captioned on Mr. Murphy's plan of 1926 as "Site for Agriculture Horticulture Forestry etc." It is proposed to have kindergarten, elementary school, middle school for girls and middle school for boys. With reference to the layout of these buildings on this site Mr. Galt informed the Committee that it would be necessary to move the boundary line on the north 25ft further north in order to save some fine old trees and asked the Committee's permission.

GB1559 - Voted that the boundary line be moved 25ft. further north,

Mr. Galt further reported that it is feared that the G\$5,000.- authorized for these buildings will not be sufficient for completing the units and in view of this it was

GB1560 - Moved that the building plans prepared by the Dept. of Education for the kindergarten and elementary school be approved, with the understanding that, if the G\$5000.- available is not sufficient to complete these two units, the central heating and lighting installations be temporarily omitted, and, if necessary, the two side buildings of the elementary school group be omitted. Furthermore that the "Ting Garden Residence" be assigned to the Department for teachers residence and other use.

GB1561- It was further voted to refer the whole matter to the Executive Committee and as soon as plans are ready to send these to New York for approval, and that Mr. Galt be asked to write to the donor a letter of thanks for his contribution.

SOCIAL CENTER FOR WORKMEN: Mr. Galt stated that he was in receipt of two letters, one from Mr. J.B. Tayler and one from Mr. P.C.Hsu, written on behalf of the Yenta Christian Fellowship, to ask that a social centre be erected on the University campus for the workmen, janitors etc., employed by the University. A plan was also submitted by Mr. Chi, secretary of the Workmen's Dept. of the Fellowship, according to which it was proposed to have:-

1. Assembly room, especially for holding meetings, for lectures and classroom.
2. One classroom especially for the use of children and for night school.
3. Office for the Workmen's Department of the Christian Fellowship.
4. Reading room in which papers and books may be placed.
5. Room for athletics, boxing etc.
6. Bathroom and barber shop.

It was reported that this would cost approx. \$3,000.- or \$4,000.- l.c. and that no funds were available for this purpose.

GB1562- Voted to refer this matter to the Executive Committee and to instruct that committee to place high on the list of requirements, to be submitted to the New York Office this social centre for workmen, janitors etc., and to report to the Yenta Christian Fellowship that at present no funds are available for this purpose, and further to suggest to the Fellowship the raising of funds locally.

PLANS FOR THE SCRANTON LUCE SOCIAL CENTER: It was reported that as per request from the New York Office that plans for this building be forwarded to New York for final approval, plans had been prepared and forwarded to New York by the Executive Committee and the Construction Bureau of a structure to be erected on the island, with a request that if these are approved authorization to go ahead with this building be cabled.

President Stuart stated that the Construction Bureau had also been asked to prepare estimates in order to find out how much could be assigned for clearing the grounds etc. President Stuart further raised the question of assigning a name to the building. It was also suggested that since this building is to be located on the island it might be used as a shelter pavilion for the skating rink in winter.

GB1563- Voted to refer this matter to the Executive Committee with the above proposals.

COMPLETION OF THE INFIRMARY: It was reported that in order to come within the \$15000.-l.c. left over from the amount authorized it had been necessary to cut off the top floor of both wings as shown on the original plan. Different plans were prepared by the Construction Bureau, and one of these exhibited provides for a flat roof with a parapet wall around the edges. Although this was thought to be a very desirable feature since the roofs could be advantageously used for sun porches the question arose as to whether or not this design would be suitable with Chinese architecture, and the Construction Bureau were instructed to consult architects re this matter.

GB1564 - Voted to refer this matter to the Executive Committee with power to make the final decision.

GENERAL LANDSCAPING PLANS FOR THE CAMPUS: Copies of the report of suggested plans for landscaping work to be done this Spring prepared by the Landscape Committee were distributed among Grounds and Buildings Committee members and it was

GB1565- Voted to ask the Landscape Committee to go forward with this work subject to consultation with the Executive Committee.

THE NEW TELEPHONE RECONSTRUCTION PLANS: No report was submitted on this, but it was stated that the work is to be started next week.

BASHFORD AUDITORIUM : Mr. Chuan made a brief statement explaining why, on account of illness, the architectural expert had not been available for further advice.

A REQUEST FROM MRS. J.C. LI : A request from Mrs. J. C. Li for further additions to her house was read and it was

GB1566- Voted to refer this matter to the Construction Bureau to report to the Executive Committee.

THE POWER HOUSE SERVICE YARD : Mr. Hildabrand reported that with reference to building a service yard for the Power House there are no capital funds with which to meet this expenditure. Mr. Chuan suggested that funds for this purpose be assigned from the Campus Improvements Funds recently authorized by the New York Office.

GB1567 - Voted to refer the question of funds for the above purpose to the Executive Committee.

WOM. COLLEGE MAIN ENTRANCE: Miss Wagner again raised the question as to whether it is proposed to have one main entrance to the University or two, as money for the Wom. College entrance has already been given and they are urged to have this completed before the formal opening.

GB1568 - Voted to refer this matter to the Executive and Landscape Committees jointly for final decision. Further that Mr. Murphy be also consulted in case it be proposed to move the main gate.

ADJOURNED.

Howard S. Galt,
Secretary.

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THE POWER HOUSE SERVICE YARD : Mr. Hildbrand reported that with reference to building a service yard for the Power House there are no capital funds with which to meet this expenditure. Mr. Cramer suggested that funds for this purpose be assigned from the Campus Improvement Funds recently authorized by the New York Office.

81567 - Voted to refer the question of funds for the above purpose to the Executive Committee.

WOM. COLLEGE MAIN ENTRANCE : Miss Wagner again raised the question as to whether it is proposed to have one main entrance to the University or two, as money for the Women College entrance has already been given and they are urged to have this completed before the formal opening.

81568 - Voted to refer this matter to the Executive and Landscape Committee jointly for final decision. Further that Mr. Murphy be also consulted in case it be proposed to move the main gate.

Howard S. Galt,
Secretary.

ADJOURNED.

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Minutes of a Meeting of the Executive Committee of the Grounds and Buildings Committee, held at the President's Office, 11 o'clock, March 4th, 1929.

Present:

TRANSFER

Miss Stahl,
President Stuart,
Mr. Chuan,
Mr. Galt.

The meeting was called to consider matters referred to the Committee by the meeting of the Grounds and Buildings Committee on the preceding Thursday, especially matters connected with the future of the Construction Bureau. After discussion, the following decisions were reached:

- 1: Voted that the Construction Bureau as a separate organization should be discontinued as from April 1st, 1929.
- 2: Voted to ask the Comptroller's office to take over from the Construction Bureau office any members of the staff who remain, and all records, files, office materials, and stock.
- 3: Voted that a committee consisting of Mr. Galt, Mr. Chuan, and Mr. Hildabrand make all necessary arrangements for the transfer mentioned above.
- 4: Voted that future construction be undertaken on a contract basis, the University engaging technical advisors or superintendents of construction as circumstances require.
- 5: Voted that for the immediate future, the Executive Committee of the Grounds and Buildings Committee assume the responsibility for arrangements for and general oversight of construction projects.
- 6: Voted that Mr. Chuan and Mr. Galt be appointed to confer with Mr. Lethmoller regarding plans for the and superintendence of buildings to be built this year.
- 7: Voted that in the operation of the Power Plant, the staff be definitely related to the administration through the Comptroller's Office.
- 8: Voted that Mr. Holm, as University Engineer, in addition to operation of the Power Plant, take charge under the Comptroller's Office, of all technical repairs connected with the various services centering in the Power House.
- 9: Voted that Mr. Holm, in addition to the above responsibilities, be requested to act as superintendent of electrical installations in new buildings to be constructed.

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Minutes of Meeting of Executive Committee
of Grounds and Buildings Committee,
March 4, 1929, p.2.

- 10: Voted: that purchase of materials required for Power House operation be undertaken by the Executive Committee of the Grounds and Buildings Committee.
- 11: Voted: that in view of the new responsibilities to be assumed by Mr. Holm, an increase of \$50.00 per month be offered him, beginning with April of the present year.
- 12: Voted: that Mr. Holm be approached again with the request that he consent to extending his term of contract on the basis outlined above from April 1st, 1930 to June 30th, 1932.

(Signed) Howard S. Galt,
Chairman.

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Minutes of Meeting of Executive Committee of Grounds & Buildings Committee
President's Office, 11 o'clock, March 5th, 1929.

Present,

Miss Stahl,
President Stuart,
Mr. Chuan,
Mr. Hildabrand,
Mr. Galt.

TRANSFER

The minutes of the preceding meeting were read and approved.

The Chairman presented an analysis of the balance sheet of the Construction Bureau for January 31st, showing the surplus and deficit items on various accounts, and indicating as a general result that the funds which should be available for further building projects this spring were tied up in deficits of other overspent accounts. Particular attention was drawn to the fact that according to the statement of the Chartered Accountants reported to the New York Office under date of January 3rd, the Women's College owed the Construction Bureau various items aggregating a total of l.c. \$36,092.00.

After discussion of this situation as indicated by these statements, it was

VOTED that the Chairman be requested to write to New York setting forth the essential facts of the analysis just presented, and asking that steps be taken to recover from the Women's College building funds, the amount owed the Construction Bureau.

IT WAS FURTHER VOTED that since the Construction Bureau accounts have for some time been carrying as a debit the cost of the foundations of the Women's College Gymnasium built many months ago, the Treasurer be authorized to draw on New York against the contribution for the Women's College Gymnasium, funds up to the amount of the cost of the foundations, if necessary, in order to start necessary building projects which should be undertaken this spring.

VOTED, that on the basis of the report of the Landscape Committee presented to the Grounds and Buildings Committee at its last meeting, the Landscape Committee be authorized to go forward with landscaping projects to the amount of l.c. \$2,000., pending further study of the general account for "Land Improvement and General Plans."

VOTED, that the next meeting of the Committee be held at 2 o'clock, Saturday afternoon, March 9th.

HOWARD S. GALT,

Chairman.

0830

SUMMARY OF GROUNDS AND BUILDING MINUTES
JAN.14-17-21-30. FEB.18-28 -
MARCH 4-5

Landscaping Operations; in Actions Ex 30-37, GB 1565. EX March 5. All resulted in voting to expend l.c. \$2,000. for improving the grounds. Note. However, in ex.com.#57. \$7,000.00 l.c.of Landscaping Fund was voted for purchasing additional land within present campus. Consideration.

March 19, Voted

to charge temporarily approximately \$1500.00 for painting Library to Landscape Fund. Consideration.

WOMEN'S COLLEGE GYMNASIUM; Actions Ex.31-35-64 and GB 1557, were the result of varying ideas regarding plans and an effort to get the building within the appropriations. Ex. 57, however, gave authority to the Construction Bureau to purchase certain materials for the building. Note.

Voted March 9, Ex. to contract with Mr. Lethmoller to draw working plans and superintend construction on 3-1/2% basis.

March 9, Voted

to refer New York plans to Women's College and Mr.Hildebrand for further study and report. (being followed up by Boyd Gymnasium Committee.)

Roads' Reports; Ex.32. 61. \$13,338.00 of the \$14,555. appropriation has been spent. Actions resulted in charging road maintenance (\$420.00 this year) to current budget. Note

Infirmary.Ex. 34. 55. - GB 1564. were all definite actions toward getting a building erected within available funds. Note

Ex.of March 9, Voted

to go ahead with plans.

Construction Bureau. Ex. 53, Holm's salary to be charged to power plant. 50 Report of acceptance of salary reduction by Miss Figurovsky. Note. G&B Ex.Com.March 4,1929. Discontinuance of Construction Bureau.

G.B. 1556. Reduction of Construction Bureau.

The Committee, in response to F-2448 voted to give general approval to the suggestion that "there should be retained only enough of the Construction Bureau to carry out the program outlined and that necessary closing out of the Bureau be done at once, Referring the matter to the Executive Committee."

Ex. Com. March 4, Voted

Discontinuance of Construction Bureau.

To close April 1,1929, Comptroller's office to take staff, files and equipment. Future construction to be on contract, University engaging technical advice, as needed. Executive Committee of G.& B.Committee assume present responsibility and purchase Power House materials.

Mr. Lethmoller be engaged to draw plans and superintend buildings to go up this year. Power Plant staff be related to comptroller's office and Mr. Holm be in charge of repairs centering in Power House, and superintend electrical installations in new buildings. His salary be increased \$50.00 per month and contract extended to June 30, 1932.

Action Recommended: Study of Proposed Plans and suitable action.

Ex.Com.March 9, Voted

To engage Mr. Lethmoller as follows:-

"Assuming that architect's plans are already provided, Mr. Lethmoller will provide working plans in general and in detail where needed, prepare the necessary specifications for constructors and give general superintendence in the construction of buildings, for a commission of 3-1/2 per cent."

Study Proposed Plans and take suitable action.

RESIDENCES. Ex.56 and GB 1558 were references to a committee and report on available buildings. Ex.GB March 9, Authorized 2 Residences at Mex.\$7,000.00 each. 1 at \$9,000.00 l.c. 1 at \$6,000.00, and two at \$6,000.00 each. On March 20 after receipt of cable, all was referred to a committee to Report March 28th.

SCRANTON-LUCE SOCIAL CENTER. Ex. 42-63 - and GB 1563 were consideration of plans EX.G&B. March 9, approved plans within \$9,500.00 estimate for building and equipment, authorized securing bids all subjects to approval of New York Office.

MAIN ENTRANCE TO CAMPUS: GB 1568 and March 9 to consider the whole matter further by consulting architect-Women's College and others involved.

Meeting Executive Com.of the G & B.Com. Jan.17,1929.

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| 36. Chapel report of cable from New York re plans | Note |
| 38. Erection of Pillars (from old summer palace) proposed | Note |
| 39. Equipment of Dressing rooms of Bashford Stage | Note |
| 40. Committee on Furnishing of Office | Note |
| 41. Double Windows in McBrier Building | Note |
| 43. Repairs to Telephone Installation | Note |

G. & B. Executive Committee Jan.21,1929.

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| 45. Furnishing for the President's Office | Note |
| 46. <u>Insurance.</u> Report that changes are being made on insurance policies, due to closing up of one company and refusal of another to adhere to original estimates. | |

Action suggested - Refer to previous actions of Finance Committee on insurance.

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| 47 & 48. <u>Bashford Auditorium Ceiling and enlargement of seating capacity.</u> | Note |
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Summary of G & B Minutes, Page #3.

49. Auditorium Chairs. Request for ~~M~~\$4,500 for auditorium chairs to be constructed on field.
Action recommended - Approval.

50 & 51. Curtains and wall-coloring for McBrier Hall. Note

52. Stage Committee Recommendations. Note

G. & B. Executive Committee Jan.30, 1929.

59. Heat, Light and Water Charge for the Presidents' Residence. That these should be charged to Power Plant operation; thus creating a deficit in this account for 1928-29.
Action Recommended - Consideration.

62. Purchase of Plot of Land Base of House No.6. Note

G. & B. Committee Feb. 28, 1929.

GB 1555 Further Building Needs of University,
Sub-Committee appointed to prepare list of needs as requested by F-2447. Note

GB 1559. Practice School Plans and Location.
1560 Action Recommended. Approve location (other
1561 items acted on under recommendation of sub-committee on plans.)

GB 1562 Social Center for Workmen. Note

GB 1567 Power Home Service Yard Note

G. & B. Executive Committee, March 5, 1929.

Balance Due from Women's College.

Action Recommended: Defer until Women's College Books are received.

Executive Committee of March 9, 1929, refused to make changes in Mr. & Mrs. J.C. Li's house because of insufficient funds. - Note

Executive Committee March 19, 1929, Agreement with Mr. Holm. Consideration and action.

Plans for underground piping and a pumping system for irrigation was referred to a committee. Note

Defect in Steam Electric Generator plant Note

Charging different departments of University. Note

Landscaping fund charged with previous charges in "Land Improvement and General Plans" totaling \$1,214.68. Also Athletic field improvements amounting to l.c. \$568.00. Consideration and Action.

March 19, 1929

Minutes of Meetings of Grounds and Buildings Executive Committee
held at 11 a.m., Tues., March 19th, and 10:30 a.m., Wed., March 20, 1929.

Present:

President Stuart,
Miss Stahl,
Mr. Chuan,
Mr. Hildabrand,
Mr. Holm,
Mr. Galt.

- 1: The Chairman called attention to the minutes of the last meeting, as circulated, and the same were approved.
- 2: The Chairman presented a draft of the proposed Agreement between the University and Mr. Holm. After discussion and criticism, Article VI was altered to read as follows:

"This Agreement may be terminated upon the initiation of either party by giving three (3) months notice in writing of the proposed termination.

In case the Agreement is terminated in accordance with this arrangement, the travel allowance shall become due and payable immediately, and the furlough allowance, unless the same has already been paid, or is in process of payment, shall become due and payable in monthly installments during the year following the date of the termination of the Agreement."

With this alteration, the Agreement was approved and referred to the Comptroller and the Acting Treasurer to put into effect.

- 3: The Chairman reported on the correspondence regarding Mr. Baker of Kuling, but no action regarding the same was deemed necessary.
- 4: The cable from New York authorizing the expenditure of Gold Twenty-five thousand (\$25,000) dollars for residences was reported.

VOTED to refer the decision regarding residences to be planned and built immediately to a committee consisting of Messrs. Chuan, Stuart, and Hildabrand. Said Committee to report at the next regular meeting of the Grounds and Buildings Committee, March 28th.
- 5: Plans for the Gymnasium for the Women's College, recently received from New York, were placed before the Committee, and referred to the Women's College Committee and Mr. Hildabrand for further report and study.
- 6: Mr. Holm and Mr. Chuan reported certain plans for the installation of underground pipes and a pumping system whereby portions of the campus may be suitably irrigated for landscape work. The Committee expressed a favorable attitude regarding

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regarding the proposal, and referred the proposed plans to Mr. Chuan and Mr. Holm for further study and report at a subsequent meeting.

- 7: A question of funds for the painting of the Library was brought forward, and Mr. Hildabrand reported an estimate for exterior painting of approximately \$900.00, and interior decoration of approximately \$600.00, making in all \$1500.00. At President Stuart's suggestion, it was

VOTED that this sum might be charged temporarily to the Landscape Fund to remain a charge against that fund unless funds from other sources could be secured later.

- 8: At the request of Mr. Holm, the Committee voted to approve of the purchase of a chain block hoist for the Power Plant at an estimated expenditure of l.c.\$85.00, the same to be charged to the Power House budget.

- 9: Mr. Holm and Mr. Hildabrand reported further on the defect in the steam electric generator in the Power Plant, which results in a slight flicker in the electric current supplied by the same. Experiments were reported, giving evidence that the balance wheel was too small for the engine.

VOTED to approve of inviting Mr. J. Jessen, a licensed engineer, to again come to the University and make further examination, with the view to confirming this diagnosis of the trouble, preparatory to making a suitable complaint to the manufacturers of the engine.

- 10: The engineers brought forward the question of the supply of cinders from the Power Plant furnaces, and asked whether or not charge should be made for the use of these cinders in road construction, or other projects of the University.

VOTED that in cases of this kind, where different departments of the University current budget are involved, no charge should be made against one department by another.

- 11: The Chairman reported an investigation of the Construction Bureau account known as "Land Improvement and General Plans" to discover whether any of the earlier charges against that account might now be considered proper charges against the landscaping funds in hand. The result of the investigation showed an item for the planting and cultivation of trees, which had been gradually accumulating, and now amounted to \$1,214.68.

VOTED that the account concerned should be reimbursed to that extent on the Landscaping Committee funds. In this connection, President Stuart reported that a sum of l.c.\$568.00 had been spent for improvement of Athletic Grounds, and proposed that this item also should be charged to the landscape fund, and the committee voted to approve.

Adjourned.

HOWARD S. GALT, Chairman.

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regarding the proposal, and referred the proposed plans to Mr. Clark and Mr. Holt for further study and report at a subsequent meeting.

A question of funds for the painting of the library was brought forward, and Mr. Alderson reported an estimate for exterior painting of approximately \$800.00, and interior decoration of approximately \$200.00, making in all \$1000.00. At President Board's suggestion, it was

VOYED that this sum might be charged temporarily to the University fund to remain a charge against the fund unless funds from other sources could be secured later.

At the request of Mr. Holt, the Committee voted to approve of the purchase of a chain block hoist for the tower plant at an estimated expenditure of 1.c.\$25.00, the same to be charged to the tower house budget.

Mr. Holt and Mr. Alderson reported further on the defect in the steam electric generator in the tower plant, which results in a slight flicker in the electric current supplied by the same. Experiments were reported, giving evidence that the balance wheel was so small for the engine.

VOYED to approve of inviting Mr. J. J. Leason, a licensed engineer, to again come to the University and make further examination, with the view to continuing the diagnosis of the trouble, preparatory to making a suitable complaint to the manufacturers of the engine.

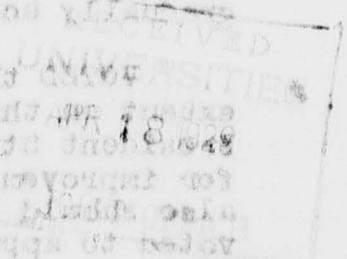
The engineers brought forward the question of the supply of cylinders from the tower plant business, and asked whether or not charge should be made for the use of these cylinders in road construction, or other projects of the University.

VOYED that in cases of this kind, where different departments of the University overlap and are involved, no charge should be made against one department by another.

The Chairman reported an investigation of the construction Bureau account known as "land improvement and general plans" to discover whether any of the earlier charges against that account might now be considered proper charges against the landscaping funds in hand. The result of the investigation showed an item for the planting and cultivation of trees, which had been also included in the landscaping fund, and now amounted to \$1,514.33.

VOYED that the account concerned should be returned to that extent to the landscaping Committee funds. In this connection, the landscaping fund reported a sum of 1.c.\$500.00 had been spent for improvement of athletic grounds, and proposed that this sum also should be charged to the landscaping fund, and the committee voted to approve.

Edward S. Galt, Chairman.



M O N I T O R

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
GROUNDS AND BUILDINGS COMMITTEE, MARCH 25TH,
1929.

YENCHING

TRANSFER

The meeting was held at the President's Office at 11 a.m.

Present: Mr. Galt, chairman and secretary, Miss Stahl,
President Stuart, and Messrs. Chuan, Hildabrand and Holm.

Mr. Galt reported the receipt of a letter from the New York Office of Feb. 21st, authorizing us to draw L.C.\$9,200.00., to meet the further expenditures on the Bashford Administration Building, with the understanding that the chairs for the auditorium be made locally. In this connection it was

Voted: to refer the matter of chairs for the auditorium to Mr. Chuan, asking that further samples be made before the work is authorized.

RESIDENCES: The sub-committee appointed to handle this matter proposed the following:-

Three new residences, two in the South Compound, and one in the East Compound of Chinese type.

House 52: the study in this house be enlarged and this house be assigned to Mr. S. J. Chuan as his house is to be occupied by Mr. Lu of the Dept. of Political Science.

House 62: the following additions to this house to be made on the east sides, one extra bedroom, sleeping porch, one servants' room and one small toilet room without fixtures, the cost not to exceed \$1500.-

House 14: In view that more ladies are expected next year it is proposed to remodel this house in order to accommodate 5 or 6 ladies.

House 20: this house be enlarged the cost not to exceed \$1400.-

Voted: to ask Mr. Hildabrand to prepare plans for the above residences for approval by the Grounds and Buildings Com., which is to meet on March 28th.

The question of clearing the Athletic Field and tearing down houses in the north-east corner of the Campus was also brought up, as well as providing quarters for the Post-Office, the Co-opt Store and the barber's shop.

Voted: that this matter be studied further in consultation with Mr. J.B. Tayler and report submitted at the Grounds and Buildings Com., meeting of March 28th.

IRRIGATION SYSTEM FOR THE CAMPUS:

Voted: that this report with an estimate be submitted at the meeting of the Grounds and Buildings Com., of March 28th.

ADJOURNED.

Secretary,
H.S.Galt.

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MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

YENCHING

MEETING, MARCH 28TH, 1929.

TRANSFER

The meeting was held at the Power House at 3.30 p.m.

Present:- Miss Stahl, Mrs. J.C.Li, Miss Wagner, Dr. Learmonth, Messrs. Tayler, Chuan, Hildabrand, Galt, Tsai and Holm.

Mr. Tsai led in prayer.

Dr. Tzur not being present, Mr. Galt took the chair.

MINUTES OF THE LAST MEETING: as previously circulated were approved.

NEW YORK CORRESPONDENCE: Mr. Galt reported that a cable was received on the 17th instant authorizing G\$25000.- for residences, in addition to which a previous cable authorized the purchase of the Wom. College house, No.30., for which we were authorized to draw G\$6,000.- making it possible to erect new houses for the Wom. College. Further a letter from New York of Feb. 21st., authorized an additional \$9,200.- l.c. for meeting further expenditures on the Bashford Adm. Bldg., with the understanding that the chairs for the Auditorium will be made on the field.

ACTS OF THE EXECUTIVE COMMITTEE: Mr. Galt reported briefly on the actions of the Executive Com., since the last meeting of the Grounds and Buildings Committee of Feb. 28th, and stated that on March 4th it was decided to discontinue the Construction Bureau as a separate organization as from April 1st, 1929, and to ask the Comptroller's Office to take over any members of the staff who remain, and all records, files, office materials, and stock.

It was also decided to enter into a contract with Mr. Leth-Moller, formerly of Lund, Gernow & Co., who was thoroughly familiar with general building plans of the University and with various installations centering in the Power Plant, for future building operations on the following basis:-

"Assuming that architects' plans are already provided, Mr. Leth-Moller will prepare working plans in general and in detail where needed, prepare the necessary specifications for constructors, and give general superintendence in the construction of the buildings, for a commission of three and one-half (3½%) per cent."

Mr. Galt further reported that a new arrangement has also been made with Mr. Holm, whereby Mr. Holm as University Engineer, in addition to operation of the Power Plant, takes charge under the Comptroller's Office, of all technical repairs connected with the various services centering in the Power House, and also acts as superintendent of electrical installations in new buildings to be constructed. His contract to be extended from April 1st, 1930 to June 30th, 1932.

Wom. Gymnasium: Mr. Galt reported that plans were recently received from New York and were left to the Wom. College Com., and Mr. Hildabrand for further study and report.

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In regard to the item for the Wom. College Gymnasium foundations which has been carried by the Construction Bureau Account, it was decided to authorize the Treasurer to draw on New York for that amount against the contribution for this building in order to start necessary building projects which should be undertaken this spring.

Infirmery: It was further reported that it had been decided to ask the Construction Bureau to prepare detailed plans and specifications of plans calling for open flat roofs on the two extensions, surrounded by railings of Chinese design, and to place these in the hands of the contractors, and invite bids, but subject to the approval from the New York Office.

MAIN-GATE: It was reported that Mr. Kwo, the Chinese expert, is not in favour of moving the main-gate as proposed by the Landscape Committee.

LIBRARY: It was reported that an estimate was procured which calls for \$1500.00., for painting the Library, and it was decided to charge this temporarily to the Landscape Fund.

TREES: Mr. Galt further reported that an item of \$1214.00., against trees has been carried under Land Improvement Account, and it was also decided that this should be paid from the Landscape Fund.

REPORT BY MR. HILDABRAND A report was prepared by Mr. Hildabrand on the Operation and Maintenance of the Power Station and University services centering therein from Sept. 1926 to March 1929, and a report on the Activities of the Construction Bureau from Jan. 1st, 1926, to April 1st, 1929. Copies of the above reports were distributed among members of this Committee. Also an accounting letter showing how the various accounts stand to-date was written by Mr. Hildabrand and forwarded to the Treasurer's Office.

PROPOSED ACTION RELATIVE TO MR. HILDABRAND'S DEPARTURE: The following motion was passed, copy of which was given to Mr. Hildabrand.

GB1569- That this Committee record its high appreciation of the services of Mr. Carl Hildabrand during the full period of his connection with Yenching University.

In all the responsibilities he has undertaken, he has not only shown technical skill and practical judgment which have won confidence, but has also maintained friendly relations with the University staff, which have added much to the satisfaction of all concerned. If the immediate building program of the University had warranted his retention, this Committee would have urged him not to accept the attractive offer which is now taking him away from us.

As the time of their departure is near, the Committee takes advantage of this occasion to wish Mr. and Mrs. Hildabrand great happiness in their new location".

Mr. Chuan on behalf of the President also presented photographs of the buildings which were constructed by Mr. Hildabrand, for which Mr. Hildabrand expressed his sincere thanks to the President and the whole Committee.

LANDSCAPING IRRIGATION PROJECT: It was reported that it was proposed to have four pumping stations for irrigating the Campus, the cost of which would be \$1700.- including a motor.

GB1570- Voted to install the proposed pumping stations this year if a motor could be obtained locally, charging it to Power House Account, and the rest to the Landscape Fund.

Mr. Chuan reported that members of the Landscape Committee suggest an open canal from the Library to the first Men's Dormitory, providing clear water is received by this ditch from outside.

GB1571- Voted that, since the above is not urgent, this matter be held in abeyance for consideration later.

Mr. Chuan further stated that work on landscaping has already been started and that the Com. on Landscape would be very grateful to receive any suggestions or criticisms.

RESIDENCES : It was reported that the sub-committee on residences consisting of President Stuart, Mr. Chuan and Mr. Hildabrand, had plans prepared for various proposed residences. In view of the fact that the \$25000.00., authorized by the New York Office is borrowed money it is proposed to build smaller houses, also taking into consideration that smaller houses are in demand. Three new residences are proposed, the types to be of three bed-room and one study, and two bed-room and one study designs, one in the East Compound, and two in the South Compound. Also it is proposed to remodel and enlarge some of the present residences to meet the needs of some of the Faculty members.

Mr. Hildabrand reported that houses were inspected in the city belonging to the 7th Day Adventist Mission, and some were found suitable as models and stated that the cost of one of those houses was \$8,700.- and presented plans for inspection.

GB1572- Voted that we approve of above plans in general, details to be studied and improved by the Executive Committee.

Wom. College houses: It is proposed to build for the Wom. College on plots 56 and 57 in the southeast corner of the South Compound, one story houses of Chinese type, the cost of which would be \$21,000.- approximately. A plan was also exhibited for these.

GB1573- Voted to approve of the plan in general and to build only one half of the group this season.

House 52 in the South Compound: Mr. Chuan reported that Mr. Lu of the Dept. of Political Science, whose house is to be pulled down, is to move into his house, while House 52 will be occupied by himself. It is proposed to enlarge the study in this house, the cost of which would be \$350.00.

GB1574- Voted to approve of this proposal.

House 62 in the South Compound: It was reported that the donor of this house is intending to visit Yenching for the formal opening of the University, and it is proposed to accommodate her in this house, and since the house is too small for the Li family further additions will be necessary and the following were suggested: that the east end of the house be enlarged thus allowing one extra bed-room, sleeping porch, one servants' room and one small toilet room without fixtures, the cost of these additions not to exceed \$1500.-

GB1575- Voted to approve of this plan.

House 20 in the Lang Jun Yuan: Further additions are also required in Mr. Tsai's house, the cost of which would be \$1300., exclusive of fixtures.

GB1576- Voted to approve of the above.

Purchase of house No. 9: It was reported that this house had been rented by the University before, and that the University spent about \$2,000.- on remodeling this residence, which is now for sale at \$3800.- part of this to be paid now and the rest any time within the next year. As this house is near the south-gate of the University, adjoining the Yen Compound residences it was thought advisable to purchase this house.

GB1577 - Voted to approve of this purchase.

DECISION REGARDING THE ATHLETIC FIELD: It is reported that in getting ready the Athletic Field for the formal opening it is proposed to tear down the houses in the north-east corner of the Campus in view of this it would be necessary to find places elsewhere for the Post-Office and the Co-opt Store which are at present occupying these houses. Several proposals were made for finding quarters for these organizations and after some discussion it was

GB1578- Voted that the work for clearing the Athletic Field be started as soon as possible, and the housing problem be left to the Executive Committee in consultation with Mr. Tayler.

POWER HOUSE INSURANCE: Mr. Chuan reported that a letter has been received from the Scottish Union and National Insurance Co., in which the following proposal is made:-

The insurance to cover the ordinary fire risk on:

1. The residences including the electrical, heating and sanitary appliances contained therein.
2. The building of the Power House.
3. The boilers and engineering plant.

In addition the insurance is to cover the risk of accidental "material" damage to the boilers and engineering plant of caused by accident thereto.

The rate for the whole to be an average of five-sixteenths per cent over all.

Inspection of the boilers and plant to be done once in every six months, using the services of the P.U.M.C. American engineers.

GB1580- Voted to approve of this and a sample policy be secured for the Power House for further study.

Mr. Tsai also suggested whether the insurance on residences could cover household goods, those who are wishing to hold this kind of policy to pay personally.

ACADEMIC BUILDINGS INSURANCE

GB1581- Voted to refer the above to the Executive Committee with power

MOVING THE EAST COMPOUND GATE-HOUSE: Mr. Holm pointed out that as per G. & B. Com. meeting of June 14th, 1928, which suggests moving the gate-house in the East Compound to the south-west corner of the Compound, he would like to be informed what is the status of this matter so that arrangements can be made for a telephone connection box.

GB1582- Voted to refer this matter to Mr. Chuan and Mr. Holm with power.

ADJOURNED.

Secretary,
H.S. Galt.

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
GROUNDS AND BUILDINGS COMMITTEE, APRIL 2ND,
1929.

YENCHING

TRANSFER

The meeting was held at the President's Office at 11a.m.

Present:-Miss Stahl, President Stuart, Mr. Chuan and Mr. Galt, and Mr. Parr by invitation.

CHARGES OF RESIDENCES' FUNDS: Mr. Galt raised the question as to how charges of residences' funds should be made. In this connection he asked to what account should be charged the following:-

- 1) \$2,800.00., spent on Dr. T. H. Chen's house.
- 2) Heating installation in House 11, which as per action of this Com., of August 7th, 1928, was charged temporarily to Account No.22 (University Residence Operation).
- 3) Alterations to House 14 (Lang Jun Yuan) and House 44 (Mr. George Loehr's).

Voted: to charge \$2,800.00., for remodeling Dr. Chen's house to New Residence Funds, and items 2 and 3 to Residence Operation Account.

WOM. COLLEGE HOUSES: Mr. Galt pointed out that the plots in the South Compound on which it is proposed to build Wom. College houses have only been assigned tentatively, and asked whether this should be definitely confirmed. In this connection the question was also raised whether these plots are not too large for the proposed houses.

Voted: to leave the allocation of the houses to Miss Stahl, Mr. Chuan and the chairman, with power.

MOTOR CARS: the following statement was submitted on cars which have been operated by the Power Station:-

	<u>FORD CAR</u>	<u>SOCIOLOGY DEPT. CAR</u>
Jan.	Gain of \$ 77.00	Gain of \$ 102.00
Feb.	Loss of 45.30	" " 3.92
March	" " 45.03	" " 75.00

It was reported that the loss shown in Feb. and March against the Ford car was due to heavy repairs, and that it is suggested that since this is an old car the same be sold. The question was also raised whether the operation of cars should be continued.

Voted: that we recommend that the Ford car be sold, and the question of continuing the operation of cars be referred to the Comptroller's Office.

BASHFORD PROJECTS:

Auditorium chairs: It was reported that samples of chairs have been made, but that no final decision has been reached.

Voted: to appoint a sub-committee consisting of Mr. Chuan, Miss Mills and the chairman to take care of this matter.

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BASHFORD PROJECTS (CONTD.)

Stage equipment

a) Curtain: It was reported that Mrs. L. C. Porter is making inquiries in New York.

b) Furniture: It was reported that Mrs. Sharman suggests having a back screen, eight chairs of Chinese type and table, and that Mr. Kwo, the Chinese expert, approves of this suggestion, and further that Mr. Kwo is sending samples of chairs to Dr. Stuart.

c) Additional lights: will also be required, the cost of which will be \$100.-

Mr. Chuan reported that Mr. Kwo suggests that everything in the Auditorium which is made of wood should be of the same color, his suggestion being "huang mu", walls light buff, ceiling white. Mr. Chuan further stated that \$1,000.- would be needed for the stage equipment.

Voted: to authorize \$1,000.- for the stage equipment, and further that an estimate be procured on the ceiling and the work started this Spring in order to have the auditorium ready for the commencement.

Auditorium lights: Mr. Chuan reported that criticisms have been expressed re the lanterns in the auditorium as being too small and too high.

Voted: to hold this matter in abeyance until auditorium projects have been completed.

MEN'S GYMNASIUM: President Stuart reported that he is in receipt of a letter from Mr. Franklin H. Warner, in which he inquires as to what part of the Gymnasium should next be done, and the cost of same.

Voted: to ask the chairman to consult with technical engineers in regard to future plans and cost of this building.

LANDSCAPING: Mr. Parr pointed out that the present appearance of the lake is very ugly, being too shallow, and suggested that the shore along the west end be made lower. This would necessitate lowering the road along the southeast shore of the lake. It was felt by some members of the committee, that there would be danger of the road being flooded during the heavy rains. After some discussion it was

Voted: to ask the Landscape Committee to make an experiment of one section of the lake so that final decision could be made later as to the above suggestion.

ADJOURNED.

Secretary,
H.S.Galt.

0844

YENCHING

MINUTES OF THE EXECUTIVE COMMITTEE OF THE
GROUNDS & BUILDINGS COMMITTEE

APRIL 12TH, 1929.

TRANSFER

The meeting was held at the President's Office at 11 a.m.

Present:- Miss Stahl, President Stuart, Messrs. Chuan, Galt, and Mr. Holm.

ELECTRIC CURRENT AND ROAD FOR THE TANNERY : Mr. Galt read a letter from Mr. E.O. Wilson of the Chem. Dept., in which he states that a bill for \$230.00., for the installation of lights in the Tannery was presented from the Treasurer's Office, and asks whether this should not be paid out of General University Funds. As the General Maintenance Account is overdrawn at present, and because the tannery is under the Chem. Department it was

Voted: that the above bill be charged to the Dept. of Chem. with the understanding that if a deficit is caused thereby this will be considered at the end of the fiscal year.

Another matter which is mentioned in the above letter is that the path across the low field in front of the Tannery needs repairs.

Voted: to refer this matter to the Comptroller.

PROPOSED LOT FOR THE SAILER RESIDENCE: Mr. Galt also read a letter from Mr. Sailer in which he asks that the site southwest of the South Compound Gate, directly east of Mr. Kiam Ma's house be assigned tentatively as the site for a residence, funds for which he hopes to secure during the next year or two. President Stuart pointed out that in making this request Mr. Sailer perhaps had it in mind to house a group of students nearby and this might call for further quarters. The Committee

Voted: to approve of assigning tentatively the site southwest of the South Compound Gate as a lot for the Sailer Residence but with the understanding that the University makes no commitments regarding other buildings on adjacent ground.

WOM. COLLEGE HOUSES: A revised plan was exhibited for Women's College houses in the South Compound and after examining this the Committee

Voted: to approve of this plan with the understanding that only the west half of this is to be built first, and the east half if further funds can be secured in time.

HOUSE FOR H. J. HUANG: It is proposed to locate this house on the lot directly east of the Galt Residence in the South Compound, the cost of which would be, including old materials from Judge Lu's house, \$8000.-

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HOUSE FOR W. T. WU: It is proposed to build a house for Mr. W. T. Wu in the South Compound, near the gate, the same to be a two-story house. In presenting the plans Mr. Chuan reported that Mr. Wu wishes to have an extra lavatory, and also to exchange his kitchen and study location.

Voted: to leave this plan for further study before finally approving the same.

HOUSE 52: Mr. Chuan stated that the work on this has already been started, and in connection with rearranging the plumbing and heating installations the last estimate calls for \$600.- instead of \$350.- as given at the last meeting of the Grounds and Buildings Committee.

Voted: to refer the matter of rearranging plumbing and heating installations in this house to Mr. Holm for checking, as the above figure appears rather high.

HOUSE 20: in the Lang Jun Yuan, Mr. Chuan reported that the work on this has also been started.

Mr. Galt reported that the New York Office requests an account of the present activities on residences and a schedule of payments to be remitted to the Field. In connection with this the following were suggested:-

<u>President's Residence:</u> including paths, retaining wall and stone steps, without painting.	\$ 500.00
<u>Mr. W.T. Wu's house:</u>	10000.00
<u>Mr. H. J. Huang's house:</u>	8000.00
<u>House 52</u>	600.00
<u>House 62</u>	1400.00
<u>House 20</u>	1000.00
<u>House 1</u>	1000.00
<u>Study for Dr. S. D. Wilson:</u> one of the rooms to be partitioned off in the Chem. Bldg.	100.00
<u>House 18:</u> (Mr. P.C.Hsu's house) a hallway for joining north and south houses in that courtyard, and further remodeling.	250.00
<u>Purchase of Residence No.9</u>	3800.00
<u>Remodeling of Dr. T.H.Chen's house</u>	2800.00
<u>Remodeling of House 14 in the Lang Jun Yuan</u>	3000.00
	<u>\$ 32450.00</u>

In this connection Mr. Galt also pointed out that there are also endowment funds of about l.c. \$14000.- recently repaid by the Methodist Mission in Tientsin and asked whether some of this could be used for residences.

Voted: to refer this matter to the President, the Comptroller and the Treasurer.

CABLE TO TRUSTEES REGARDING SOCIAL HALL AND PRACTICE SCHOOLS: President Stuart stated that he is sending a cable to New York and suggested that inquiry be included in this cable asking what is the status of Practice Schools and Social Hall plans.

Voted: to approve of incorporating the said inquiry in the cable which President Stuart is sending to New York.

ADJOURNED.

Secretary
Howard S. Galt.

RECEIVED
MAY 24 1929
EDUCATIONAL

0847

30215807

MINUTES OF THE EXECUTIVE COMMITTEE OF THEGROUPS AND BUILDINGS COMMITTEE APRIL 19th, 1929

The meeting was held at the President's Office at 11 a.m.

Present:- Miss Stahl, President Stuart, Messrs. Chuan, Galt,
and Ho-

RESIDENCES: Mr. Chuan reported that plans for the Wom. College houses have been completed and do not call for any further changes.

Request from Mr. S. Tsai: Mr. Galt read a letter from Mr. Tsai in which he requests that a slight change in the plan of the additional room to be built to his house be made. The original plan calls for windows all way across the eastern wall, and he would now like to have the middle section of this wall extended about two feet further east so that a window seat could be built. This would cost about \$50.00.

Voted: to approve of the above request.

UNIT B OF THE LAKEFRONT DORMITORIES: Mr. Chuan reported that an estimate has been procured from Leth-Moller & Co., on the above on the following basis:-

<u>General work:</u>	7800 cubic feet of area at 26 cents per cubic foot approximately	\$ 21,000.-
<u>Heating:</u>	1000 square ft. of radiation at \$4.00 per square foot.	4,000.-
<u>Plumbing:</u>	23 fixtures at \$100.- per fixture	2,300.-
<u>Elect. installations:</u>	40 lights at \$20.00 per light	800.-
		<u>\$ 28,100.-</u>

and 10% for unforeseen expenses making a round figure of \$31,000.- This estimate was compared with Unit A which was built for \$18000.- and which houses 16 students, while Unit B. will house 36 students, and after some discussion it was

Voted: that this matter be studied further and reported later.

ERECTION OF THE MARBLE COLUMNS: Mr. Chuan reported that tenders have been procured for erecting the marble columns at approx. \$500.- each. He further stated that although this figure may appear high it must also be taken into consideration that concrete foundations would be required for these columns. President Stuart reported that a letter had been received from the Mayor's Office about disposition of these columns and a request was made that one of these columns be sent to town to match the one held there. The question as to here the remaining pillars are to be placed on the campus was next discussed. It was reported that suggestions have been made to place two pillars east of the bridge in the main quadrangle. But as these pillars are of old imperialistic type, and by placing them in this location

might call for comments, President Stuart suggested whether it would not be better to locate these east of Bashford in front of the dormitory group where they would not be so conspicuous.

Mr. Galt pointed out that before proceeding with this work a formal letter from the Mayor's Office be secured as to our title to these columns and investigation be made as to whether funds are available for this work.

Voted: First that a formal letter from the Mayor's Office be secured as to the University's title to these columns, secondly that investigation be made into accounts in order to find out whether funds are available; and thirdly that opinions be secured from the Landscape and Faculty Executive Committees as to the location of these pillars and reported back to this Committee for final decision on the whole matter.

EAST COMPOUND GATE-HOUSE AND ROAD: Mr. Chuan reported that in connection with moving the gate-house in the East Compound to the southwest corner of the Compound tenders have been secured on this asking for \$600.- for the above and \$200.- for building road from Chiang Chia Hutung to the new gate-house, which is to be macademized road. It was suggested that since the Road Account is overdrawn this above be charged temporarily to the Landscape Fund, and to reimburse this account later. Mr. Galt suggested that before doing so a budget should be made of the items already charged to the Landscape Account for the purpose of finding out whether there are sufficient funds to meet the above expenditure.

MCBRIER FURNITURE: Mr. Chuan reported that requests have been made by different offices which have moved to the McBrier Building for office furniture, and suggested that since the amount authorized by the Grounds and Buildings Committee for this purpose has been exhausted and since there are still \$2,000.- balance in the McBrier Bldg. Account that \$200.- be authorized to meet this request.

Voted: to approve of this suggestion.

FUNDS FOR PAINTING ACADEMIC BUILDINGS: Mr. Chuan stated that outside walls of McBrier Building, Library and Science Buildings, have not been painted and that since it is advisable to do this work in September funds for this work should be secured beforehand.

Voted: that this matter be held in abeyance until funds are available to meet this expenditure.

WATER-TOWER: Mr. Holm called the Committee's attention that the steps in the Water-Tower have no railings and suggested that iron pipe be used - old materials being purchased if available. The cost of erecting the railing would be \$280.- approx.

Voted: to ask Mr. Holm to inquire into the matter of procuring old materials and to proceed with the work, charging the cost of same to the Suspense Account.

WARNER GYMNASIUM: President Stuart again raised the question as to what part of the Gymnasium should next be done as Mr. Warner is still

waiting for a reply to his inquiry. In this connection it was reported that an estimate was procured from Leth-Moller amounting to l.c. \$87,000.- for the central section of the building, which left rather a small margin to complete ^{and equip} the building from the amount authorized for this structure. The question as to whether this part of the building should also have a basement was considered and whether it was possible to effect a saving elsewhere. In regard to this Mr. Galt suggested that a photograph should be sent of the present wing which would show the view ~~from~~ the east.

Voted: to ask Mr. Holm to study this matter in consultation with Mr. Leth-Moller and that a photograph be taken of the present wing showing the view from the east.

FLAG-POLE: Mr. Chuan reported that a flag-pole has been presented by a class of 1929, and that there has been some debate as to where this should be erected.

Voted: to refer this matter to the Landscape Committee, asking that Committee to consult with students as to the location of this flag-pole, and to submit recommendations to this Committee.

ADJOURNED.

Secretary
Howard S. Galt

MINUTES OF THE EXECUTIVE COMMITTEE OF THE

GROUPS AND BUILDINGS COM.,

APRIL 27th, 1929.

TRANSFER

YENCHING

The Committee met at the President's office at 11 a.m.

Present: Miss Stahl, President Stuart, Messrs. Chuan, Galt and Holm, and Mr. Leth-Moller by invitation.

MINUTES OF THE LAST MEETING: were approved as distributed.

The Committee met to discuss and examine various tenders submitted for the Pavilion, for additions to the Infirmary, and for the Practice Schools. These tenders were secured by Leth-Moller & Co., from different contractors.

PAVILION: Bids for this building are as follows:-

Fu Hsin Engineering & Construction Co.,	\$ 7521.50
Shang Ho	7550.00
Hsin Sheng	8095.00
Etablissements Arnoult	12162.00

The above estimates do not include the following items:

screens for doors and windows, hardware, heating, plumbing, and electrical installations, furniture and service connections.

Of the four bids submitted Fu Hsin Engineering & Construction Co., was recommended by Leth-Moller & Co., as being the best contractors of the four, having well trained and skilled workmen, as well as being the cheapest. And it is further estimated that if Fu Hsin Engineering & Construction Co's bid is accepted it would cost as follows to erect and complete the building.

General work	\$ 7521.50
Painting and decorating	188.50
Hardware	200.00
Heating installations	600.00
Plumbing "	300.00
Electrical "	300.00
Service connections	150.00
Architects fees	340.00
	<hr/>
	\$ 9600.00

In connection with furniture it is proposed to use old Auditorium chairs and other furniture to be bought not exceeding \$400.-

Voted: to accept Fu Hsin Engineering & Construction Co's bid.

INFIRMARY: Tenders on this are as follows:-

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Hsin Sheng	\$ 6480.00
Fu Hsin	6990.00
Shuang Ho	7235.00
Etablissement	9057.00

with the following additional items to be included in the above estimates

Extras for deeper foundations	200.00
Hardware for doors and windows	150.00
Painting and decorating	50.00
Heating installations	700.00
Electrical "	200.00
Architects fees	290.00
	<hr/>
	\$ 1590.00

In this connection Fu Hsin Co., is again recommended, although his bid is not the cheapest, the difference being approx. \$300.-

In discussing the matter it was inquired whether tenders have been based on drawings as proposed by the Grounds and Buildings Committee at their meeting of Feb. 28th, calling for one story walls strong enough so that another story could be added if required later. It was stated that this has been done.

Voted: to accept Fu Hsin Co's bid, which calls for \$8580.00, to erect and complete the building.

PRACTICE SCHOOLS:

			<u>Total</u>
Shuang Ho	Kindergarten	\$ 5180.00)	
	Main Building	6640.00)	16640.-
	South Wings	4820.00)	
Hsin Sheng	Kindergarten	6556.00)	
	Main Bldg. & Wings	15590.00)	22146.-
Fu Hsin	Kindergarten	6950.00)	
	Main Bldg.	9280.00)	23186.-
	South Wings	6956.00)	
Arnoult	Kindergarten	7756.00)	
	Main Bldg	10296.00)	25514.-
	South Wings	7462.00)	

To the above estimates additional items such as screens, hardware, painting and decorating, heating, plumbing, electrical installations, service connections, and trenches for piping should be added.

Although Shuang Ho., is recommended, their bid being the lowest the Committee thought this figure is still high. It was also suggested that since there are not enough funds to put up the proposed units whether it would not be better to erect the main building omitting kindergarten and south wings for the present, and also that central heating and lighting in-

stallations be omitted temporarily.

Voted: first that in accepting Shuang Ho's bid the chairman be asked to take this matter up with the contractor with a view to securing a lower bid and secondly to refer the matter as to which unit should be first erected to the Dept. of Education.

In connection with this President Stuart reported that no reply as yet has been received as to whether we are authorized to proceed with these buildings, and suggested that a cable be sent on the following lines:-

"Awaiting telegram building operations may proceed Recreation Island, Infirmary, Practice Schools. We are ready to let contracts for buildings. It is important to begin work at once, before the rainy season. Please telegraph definite answer immediately."

Voted: to approve of the above suggestion.

With regard to payments to be made to the contractors, in case we are authorized to go ahead with the buildings it was proposed to ask Mr. Leth-Moller for a list, so that a schedule of remittances could also be worked out for New York by the Treasurers Office.

REQUEST FROM DR. J. SUN: Mr. Chuan reported that a request has been received from Dr. Sun for a payment of \$45.00., \$20.00., for color washing his house and \$25.00., for hedges planted in his garden. The committee reviewed the previous actions with reference to these matters and it was

Voted: to pay for the color washing (\$20.00)., charging the same to the General Residence Maintenance Account, but not for the hedges.

RESIDENCES: Mr. Leth-Moller was asked to secure tenders for further residences by next Friday.

Request from Mr. P. C. Hsu: Mr. Chuan stated that Mr. P. C. Hsu requests that a covered porch be built to connect his two houses, as it is inconvenient to pass from house to another in the rainy weather, also one additional room for his servant. It is estimated that the above would cost approx. \$200.-

Voted: to approve of the above request, the expense not to exceed \$200.- and to charge the same to the Faculty Residences Account.

EAST COMPOUND GATE-HOUSE AND ROAD: It was reported that in connection with moving the gate-house in the East Compound to the southwest corner of the Compound and building the road from Chiang Chia Hutung to the new gate-house, the cost of which would be approx. \$800.- that upon investigation it was found that the Road Account is at present overdrawn \$69.00., and that there are no funds with which to meet the above expenditure. In view that it is most expedient to start work on this as soon as possible it was

Voted: to proceed with this work, charging the same to the Suspense Account.

Mr. T. M. Barker's house: It is reported that in remodeling this

house, changing windows, color washing the rooms, additional hardware, painting etc., etc., would cost about \$435.80., in addition to the \$1500.- for putting in arcola system.

Voted: to approve of remodeling this house, charging the same to the new Residences Capital Fund.

Residence for the Smith Family: It is proposed to remodel one of the new houses belonging to the Prince in the Lang Jun Yuan to accommodate the Smith Family, who are moving from Tsinghua to join the Yenching Staff. Certain changes were proposed and plans were exhibited and it is estimated that the cost would be about \$1500.- no steam heating is to be included in this estimate.

Voted: to approve of the changes as proposed, expenses not to exceed \$1500.-

SOCIAL CENTRE FOR WORKMEN: It was reported that Mr. Hsu has again approached the Committee in regard to a Social Centre for Workmen, and asked whether the suggestion of securing funds locally meant raising all the funds locally or whether part could be undertaken by the University. In discussing the matter the Committee reviewed the previous actions in regard to this building and it was

Voted: to ask the chairman to communicate with the fellowship re plans for this building, informing them that the University will try to obtain funds home to meet half of the expenses, subject to the approval of the Trustees, and bring this matter before the Grounds and Buildings Committee again at their next meeting.

ADJOURNED.

Secretary
Howard S. Galt.