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Gibb, J. M.

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June 1, 1923.

Mr. John McGregor Gibb, Jr.,
Construction Bureau, Haitien,
Peking, China.

My dear Mr. Gibb:

I enclose herewith for your attention material that has just reached us from the Truscon Steel Company through the kindness of Mr. Gildersleeve, who called on me some months ago, and when I mentioned the problem with regard to coloring matter for the roofing tile said he would look into it and let me know. This is the report which he makes. I assume that it will have no particular interest for you, but forward it for your information.

Cordially yours,

Enclosure

PEKING

June 1, 1923.

Mr. John McGregor Gibb, Jr.,
Construction Bureau, Haitien,
Peking, China.

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Cordially yours,

Enclosure

June 1, 1923.

Mr. John McGregor Gibb, Jr.,
Peking University,
Peking, China.

My dear Mr. Gibb:

PEKING

June 6, 1923.

Mr. John McGregor Gibb,
Peking University,
Peking, China.

My dear Mr. Gibb:

I wrote the other day to Mr. Krause with regard to making drafts for the Science Buildings. The China Medical Board inform me here that they have sent the money for their building to China, and that in the future, drawings should be made directly from them there on that account. We have so far received from them \$10,000 gold. They have agreed to supply us with a further \$10,000 gold as soon as we can secure payment of a like amount from the Woman's Committee. We have received from the Woman's Committee so far \$10,000 gold, and they are at present trying to secure for us \$10,000 more. This means that the total payments secured on these buildings in this country will be gold \$40,000, unless you hear further from us. Up to the present time we have received drafts from Mr. Krause for \$15,000 against these buildings, and have spent approximately \$25,000 for steel - a large part of which as I understand it is for these buildings. So that we consider that practically all the funds that we have or will receive for these buildings has now been spent. Since you are going to draw from the China Medical Board in Peking for their Science Building I would suggest that in the future you draw directly from Mr. Bowman for the Woman's Science Building. Mr. Bowman asks that the drafts be drawn at three days' sight as in the past, against Louis A. Bowman, 131 North Dearborn Street, Chicago, Illinois, through the First National Bank of Chicago if possible, as he is known at that bank and it facilitates handling the drafts.

We have received this morning the cablegram with regard to the building of the Library, what we have guessed to mean the Refectory (represented by the letters REFE), and three Dormitories. We will have a meeting of the Committee as promptly as it is possible to get them together, and let you know what action they take on this matter.

Very cordially yours,

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CONSTRUCTION BUREAU
Haitien

PEKING UNIVERSITY
(YENCHING TA HSUEH)
PEKING, CHINA.

PEKING

June 6, 1923

Dr. Eric M. North
150 Fifth Avenue
New York City

My dear Dr. North:

We have to acknowledge your letter of May 5th enclosing invoices and bills of lading for part of the steel order. We note that the bill of lading reads "Only to Shanghai" and does not show that the goods are to be delivered to the Grimes Forwarding Agency in Tientsin. I hope this will not in any way delay the arrival of the goods out here. We shall take the matter up with the Associated Mission Treasurers and see if they can do anything in Shanghai to expedite the shipment.

I also note the statement of conditions which prevailed last fall preventing the purchase of steel. The purpose of our cable of about February 3rd was to urge the Trustees to buy from stock and ship immediately, hoping that if such were possible we would get the material out here in time for the building work of the early spring. As it is, we have been forced to buy locally, and as you will note in the minutes of the Grounds and Building committee herewith enclosed, the committee has again authorized us to buy 21 tons in order to keep the work going until this consignment finally arrives from New York.

I note that this first consignment contains no 1/4" material and nothing larger than 5/8", and unless the rest of the consignment follows very closely we will have to fill in some of these sizes with local purchases.

We have received from the Medical Board their bill for the materials we have been able to take over from them. This bill amounts to G.\$3265.64 and Mex.\$1320.50, which at the present rate of exchange will come to approximately \$. \$700, making a total of G.\$3965.64. I suppose they will have reported back to New York, changing this Mex. figure to gold at their rate of exchange, and I, therefore, do not give it any closer. I note that you ask me to cable this amount, but as it is so small in relation to the total grant from the C. M. B. for their building, I do not think the expense warrants the cable.

The Grounds and Building committee had an all day meeting on Monday last as Dr. Stuart arrived in Peking Saturday. The minutes of the meeting are enclosed herewith.

You will have received the cable authorized by the committee which was sent as follows:

Property Committee request reply by cable authorization red columns Dormitories according to precedent Chinese. In order to move year 1924 will start at once Library, Refectory, three additional Dormitories. Details Library can be settled as soon as Warner returns. Field property committee authorize purchase materials. Stuart, Warner.

The committee felt that it was impossible to hold up the work any longer waiting for some color scheme from America. They also felt that the green columns suggested by Murphy, McGill & Hamlin for the whole Dormitory layout was too much of a divergence from the usual Chinese custom. The only example of green columns which we have found in the vicinity of Peking is the Library inside of the Forbidden City. There are examples in summer pavillions and in the interior court of a private theatre in a palace near the site.

The feeling was that when we came to the Scranton Luce building or the gymnasium we might safely adopt a green column color.

There is another factor, that of being able to find a permanent green. This the committee did not take up, having settled the matter on other grounds.

The question of moving in 1924 was discussed at length. It was unanimously decided that the effect on the morale of both faculty and students would be very bad if we were forced to stay in Peking after the fall of next year. Then there was the question of accommodating the students who were presenting themselves from the constituent schools. It was felt that it would be impossible to limit the number so narrowly in the fall of 1924 as we have limited it in 1923. Some members of the committee said that the preparatory schools would not be able to rearrange their curriculum to follow that suggested by the Educational Commission and adopted by the University unless they felt that their students could be received into the University in 1924.

One feature which it was felt could possibly not be prepared by 1924 was the heating plant, and the committee were ready to recommend that the University move out without heat and to carry on as late in the fall as possible, then take a long winter vacation and finish the collegiate year by going on as late into the summer as necessary.

Mr. Warner spent the best part of two whole days on the site last week and was here with the committee on Monday. As he is leaving for America so soon it seems almost needless to write fully on the matters which were discussed while he was sitting in the committee.

The buildings are all going on apace. A large part of the plastering in the Dormitory is finished and the woodwork in the School of Religion is largely in place. Now that the committee has authorized the laying of tile on that building, we will soon be finishing the interior there.

The top slab of the Dean's residence, which name we understand has been adopted by the women's committee for a building formerly known as the Faculty Club House, is being placed today. Also some of the beams around the piers on which the first Dormitory is to be erected.

The roof construction of the Sage Memorial is also being put in place and had we steel enough on the job, the second floor of the women's Administration building would follow very quickly.

We have all the piles in the Physics and Biology building in place and are putting some of the foundations in there today. The Chemistry and Geology building and the third Dormitory are practically excavated for, while the second Dormitory is in a state of suspension.

The well is already down over 20 feet and is going down at the rate of 5 feet a day in these early stages. According to the action of the committee we have begun to negotiate for larger quantities of pebble, sand and the granite for the base of additional buildings.

I do not believe that the amount of money required to start these buildings will be very great as our hauling season will not be long now, but if a considerable amount of progress can be made on each of them during the summer, then we will work as late and as rapidly into the fall as possible and try to complete the buildings so as to get the college moved in 1924. The heavy call for money for these buildings will come during the fall and early winter rather than at this time.

We are having a great deal of trouble in the handling of our freight from Tientsin to Tsing Hua station which is the nearest railroad to the site. It has occurred to me that it might be possible to get all this handling done without charge by the American Express Co. which has offices in Tientsin and in Peking and which does a regular forwarding business.

The Grimes Co. with which we have been dealing have joined up with another party in Tientsin and changed the firm name to the Grimes Mackay Company. I have known both Grimes and Mackay for a considerable time and have very little faith in the business ability of either one of them. I stuck to Grimes partly because there was no one else to turn to, and also because I hoped his father, who is a first rate business man connected with the American Board Treasurers' office in Tientsin, would be able to give some supervision to the work as carried on by his son. Judging from the possible results obtained, especially since the amalgamation, there is no hope of this in the future.

I have a bill on my desk from the American Express Co. of which \$4 is handling fee, while \$6.60 is the actual charge involved in forwarding one crate from Tientsin to Tsing Hua. If it were possible to get near the top of the American Express Co., whose head office is 65 Broadway, New York City, and get this arranged so that we could have their services without the handling fees, we then would put up with the inconvenience of the poor service which we might expect to receive.

Very sincerely yours,

John Mc Gregor Gibb, Jr.

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CONSTRUCTION BUREAU
Haitien

PEKING UNIVERSITY
(YENCHING TA HSUEH)
PEKING, CHINA.

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UNIVERSITY
JUN 18 1923
JOINT OFFICE

June 16, 1923

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

My dear Mr. Moss:

Since the return of Dr. Stuart I am informed that you have taken over the whole responsibility as secretary to the Board of Trustees. This is the first intimation that this office has had of this transfer. I suppose that the previous two or three months correspondence sent to Dr. North was entirely out of order and should all have gone to you, but no doubt it reached the right desk in New York in the end.

There are just two or three things to mention. You have doubtless received copies of the minutes of the Board of Managers' meeting which took place a week ago today. At that meeting they called attention to the fact that the School of Religion was long ago named the School of Theology. I had been under the misconception that it was just the other way around, and when drawings of that building were made in New York it was so called, and I have always used that name out here. We are trying to change over and shall in the future call it the School of Theology.

The Board of Managers confirm the action of the Grounds and Building committee which looks forward to moving the school to the new site in the fall of 1924. We are proceeding to purchase materials as rapidly as they can be hauled for the erection of additional Dormitories and a Refectory, the Library and perhaps a Power Plant. The amount of material which can be hauled per day is not very great, and I am afraid that the amount which can be obtained before the summer rains set in will not be sufficient for even one building, but every cartload delivered is that much ahead and we here are doing everything we can to make the moving in 1924 possible.

Mr. Warner left us on the 10th very enthusiastic about all that is being done here, and also for the moving in 1924. You will no doubt have heard from him before this letter arrives.

We this week agreed to buy a piece of property of about three mou which is approximately the southwest corner of what we are trying to get. This does not, however, include the big plot between the stone road and highway as marked on the map. We have

to pay \$1050 for this lot, quite an excessive price, even though it contains several inferior buildings, but some of our Peking acquaintances, Chinese, have been dickering for the place, and we were forced to buy it or lose it except at a speculative price in the years to come.

As time has permitted we have been unpacking the consignments of goods, plumbing, hardware, etc. which have been sent on from New York. We now discover that in the shipment of November last there were omitted the necessary drains, traps and stoppers for the fourteen wash basins which came in that shipment. These do not appear on the bills of lading; and unless they were paid for as part of the wash basin equipment, it would seem that they are not so much omitted from the shipment as omitted in the ordering of the goods. We would be pleased if you would take this up and send them forward as early as possible.

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Word received day before yesterday from the Tsing Hua College authorities indicates that they will be able to provide us with 45 kilowatts of electricity during the next few years from their power plant. Purchase from them would have the advantage that when our buildings are finished and the electric wiring completed, we would be able to get light without waiting for the erection of a light plant and without the necessary capital expenditure for this light plant. The disadvantages in purchasing from them are that it would cost us more than having our own plant, that they run their light for only a very limited part of the night, that is, there is no current at all until the day is quite dark, and no current after 11:30 at night. Another very decided disadvantage is that Mr. Lund reports that their power plant is very badly cared for. He does not believe it will run for a very long time without large repairs, so that we may be left without any light at any time.

The Grounds and Building committee instructed me to get in touch with the architect from Tsing Hua College and ask for his criticism or suggestions in regard to our buildings. Mr. Chuang was here on Thursday afternoon. In general he was quite complimentary about our work. In regard to the color scheme he was ^{not} in favor of the extensive use of green columns, even going so far as to suggest that we keep the columns largely natural cement color (I do not believe the committee or many other people would concur in this). His only comment in regard to the tile was that the drip tile might be made larger. By the drip tile he meant the tile with a lip which projects over the eaves. I do not believe that Mr. Chuang realizes that the tile are anything but Chinese tile. In regard to the curve of the roof Mr. Chuang did not think there was enough divergence from the Chinese curve to make it worth the trouble and expense of making alterations enough in the School of Theology on which no tile have been laid up to the present writing.

Mr. Chuang felt it would be worth considering in future buildings to study the ridge which possibly was too high, and we might get a better Chinese effect by bringing the ridge pole down several feet.

In regard to the pent roofs over the entrances to the School of Theology and Dormitory, the only place where these show

up to the present time, Mr. Chuang characterized them as being Japanese style and confirmed the suggestion of other Chinese and of our committee that they be extended so far as to cover a whole "chien" of^a building.

Mr. Chuang is coming to America leaving about the end of July and I shall get his American address and send it to you so that you will have it for reference in case you would like to speak to him in New York.

We acknowledge your two letters of May 14th with shipping documents, one letter of May 17th with copies of steel analyses, two letters of May 18th with copies of the various correspondence in regard to the engineer whom we hope will arrive in Peking within two weeks.

Very sincerely yours,

John Mc Gregor Gible, Jr.

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CONSTRUCTION BUREAU

Haitien

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

My dear Mr. Moss:

Please find enclosed copy of a letter ordering one Ford truck from Seattle through the agency lately opened by Mr. L. M. Bocker formerly one of the University staff. We hope you will expedite the early payment for the same as Mr. Bocker says it cannot go forward until cash is received.

In our letter of last week we acknowledged the receipt of several of yours, but had not time to reply to the same. I note that Mr. Newman, an expert heating engineer, will soon be with us. In fact, Dr. Stuart had already mentioned that the Trustees were taking action looking for his appointment. I hope that his arrival will expedite the matter of the heating and other mechanical installations for the University. It does seem to me, however, that if the people who are to receive Mr. Newman's report and ^{make} final action upon it had sent us full questions, the answers to which they expect to find in Mr. Newman's report, we here could have done the investigation and sent them the answers and so saved the University a large amount of expense.

In looking over some of the correspondence between yourselves and Mr. Place I see that there are a good many things which he expects Mr. Newman to do out here.

Pits and borings we have made for all of our buildings. Water analyses can be made in the chemical laboratory as also can soil analyses and coal analyses. In fact, we have already sent you an analysis of practically all the coal available in North China. Weather and precipitation records are practically non-existent, but we can get all that are available. It goes without saying that we shall do everything possible to expedite Mr. Newman's work and get his report ready as early as possible. We are wondering when he will really be with us and hope that it may be soon. We are, as a matter of fact, rather surprised that we have not had a cable from you before this telling us of his departure from the States. If the unexpected has happened and he has not left upon the receipt of this letter, we would suggest that the matter be reconsidered and a full set of questions be sent us, and we will then be able to give the answers necessary.

I note that Mr. Place questions the advisability of a central heating plant and says that only four buildings were started and four more contemplated. As a matter of fact, six additional have been started and not less than four more, making a total of fourteen which will be necessary before the institution can actually move out to the site.

PEKING UNIVERSITY
(YENCHING TA HSUEN)
PEKING, CHINA.

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June 20, 1923

We have independently been questioning the advisability of the final central heating plant at the eastern boundary of the site, and have considered whether it would not be possible to put in a temporary plant on a line almost due North of the women's Administration building and East of the Science building, No. 6. In a small valley between the artificial hills, it would be almost hidden and certainly very inconspicuous for a long time to come--inconspicuous except for a smoke stack which would be quite unavoidable.

We are at a loss to know how we can arrange for chimneys on each of the various buildings, as Chinese architecture does not admit of chimneys. The buildings are each designed with a flue, but these are only to carry up and go through a vent in the ridge of the building. This flue is in each case large enough for a coal fire, but would hardly give sufficient draft for a coal fire unless there was a chimney extending above the roof. When these flues were planned it was thought that they might be called upon in connection with a gas heating boiler which would have provided the necessary heat for each individual building.

In the women's Dormitories we have gone so far against Chinese type as to put in chimneys, and on the kitchen wing of each men's Dormitory group there is also a chimney.

Since the receipt of your letter we have been discussing the possibility of burning crude oil in our boilers rather than coal, if it should become necessary to have a boiler under each building.

I note the paragraph in which you consider the question of further assistance in superintendence of building. We have with us, for part of the summer at least, a young high school graduate, son of a missionary, who speaks the language and who is doing a considerable amount of running back and forth on the site, supplementing the efforts of Mr. Lethmuller, Mr. Lund, Mr. Hill and myself.

I was yesterday in conversation with a young Russian, a fugitive from his own country, who is a draftsman and who has also had experience as a foreman of construction. He is now considering whether he will come with us on two months trial which will enable us to find out mutually how useful he can make himself. I have already written you in regard to a young man with some engineering training whom it may be possible to get from England.

We have today had two hundred feet of moving pictures taken of the site. This is the second time that Mr. Vanderberg of the Methodist Publicity Bureau in Shanghai has been with us. I hope these will be useful in the publicity work at home during the months that come.

Sincerely yours,

John C. Geyer

G/M

PEKING

June 25, 1923.

Mr. John McGregor Gibb,
Peking University,
Peking, China.

CHINA UNION UNIVERSITIES
CENTRAL OFFICE

My dear Mr. Gibb:

We sent to President Stuart on Saturday a cablegram reading as follows:

"Finance committee meeting action no funds available (for the purpose library, refectory, dormitories here. Cannot authorize the expenditure you suggest purchasing materials until there are available funds. Board authorizes the following using Chinese color on dormitory but in a general way in conformity with plans architects supplied. Do not attempt elaborate Chinese detail. Board of Trustees not yet satisfied regarding tile. We would suggest the advisability of using tile already made on the understanding (that) can be replaced at little expense if by any chance further investigation warrants."

I am enclosing herewith a copy of the minutes of the meeting of the Finance Committee which was held on June 19. The cablegram was for the purpose of sending you instructions as contained in these minutes. You will notice: - First with regard to the building of the library, refectory and three additional dormitories, the Finance Committee do not feel that they can authorize the purchase of materials or construction until they have definite information showing that funds are available for these buildings. I have written President Stuart about this matter, and perhaps do not need to go into further detail about it here.

Action F-1534 approves the use of Chinese colors for the decoration of the buildings, but in general requests that the type of scheme outlined by Murphy, McGill & Hamlin be followed, and not going into Chinese detail. This I tried to make as clear as possible in the cablegram which I sent. We had some conversation with Mr. Hamlin the day of the committee meeting with regard to the question of green columns, for which he feels there is ample justification. I asked Mr. Hamlin whether in his judgment, in order to produce the variation in the several dormitory quadrangles, which appeared to be their main reason for introducing the green columns, it would not be satisfactory to have all red columns in one quadrangle and all green columns in another quadrangle. I thought that for the present this might give us sufficient authority to go ahead with the red columns on the present dormitory, and take up the question of green columns as we have more time. He said

June 25, 1923.

that he should like to consider this matter before giving any opinion upon it, and has asked me to prepare for him a resume of the questions that you have asked with regard to the color scheme.

Mr. Hamlin reports that he left in Peking while he was there a series of numbered pieces of wood, colored with the exact colors which they felt ought to be used in decorating the buildings. He also left diagrams of the buildings, on which were numbers referring to the pieces of wood, thus indicating the colors which should be used, and at the exact points where they should be used. We made very clear on this point because of your cablegram of May 18th, in which you asked for special information concerning the color scheme, and that looked as though you did not have the definite information which Mr. Hamlin says he left there with you. I am sorry that it has taken so long to get a reply to you on this point. Immediately on the receipt of your first cablegram I sent out two correspondence actions to the members of the Finance Committee, several of whom were out of the city at that time. These were unfortunately both of them lost in the mails, and so we were unable to get you an earlier reply to your request.

Action F1535 approves the action of the Grounds & Buildings Committee in making a grant of \$1,000 Mexican for Mr. Hill, to help reimburse him for his loss in the fire.

With regard to the question of tile, we received the samples which you sent, all of which were broken, most of them into small pieces, but I have managed with the aid of some good glue to get them together, so that they give a fair idea of what is involved. I may say that the trustees are not at all happy about the cement tile. They are not so much concerned about the item of cheapness in first cost as they are about the question of having a roof that is not only going to be satisfactory in wearing quality, but whose appearance will be all that can be desired. The testimony of various people in this country seems to be that it is an exceedingly difficult proposition to make a satisfactory cement tile, and this testimony makes the trustees feel very hesitant about going ahead with such a proposition. The color also is another consideration, for which they feel there is not yet ample information. Therefore they took the action which makes it possible for you to use the tile already made on the buildings erected, as an experiment, so that they may be tried out for a year or more in position, and if in the meantime our investigation yields some further light, or some better roofing material, the cost already involved on these buildings will not be great, if we should find it necessary to replace the cement tile.

The question was raised again, as it has been a number of times, whether it was not feasible or wise to use the Chinese native gray tile, such as the University of Nanking has done, and as Ginling College is doing. We understand from your recent letters that the cost for Ginling College is very much higher than the cement tiles which you are making. I have an idea that the University of Nanking did not pay nearly so much for their roofing tiles as Ginling is doing. This

June 25, 1923.

could be verified in correspondence with Mr. A. G. Small of Nanking, whom I am sure you already know. Very likely you have already been in touch with him and have found out all that I can tell you regarding the matter, but if not, I think it would pay you to see him and talk the matter over with him if you can.

I have found here in New York a preparation made by a paint company known as "StormTight", which comes in three colors and black. The colors are Red, Maroon, and Moss Green. This has a basis of oils and asbestos and some other stuff, and when applied on a roof of any material forms a water-proof coating over it that lasts for years. The material comes in two forms, a liquid and a paste, - the paste to be used in stopping up cracks, the liquid to be applied to the surface. I am going to try to get some of this paint and have it shipped out to you for trial. It is made by a company whose products were very highly recommended to us by Mr. Bennett, whom you know. They feel that it would be a very satisfactory addition to our roof covering from the standpoint of producing absolute water tightness as well as securing color. The color range is limited, and the green would not be the kind of green that is on the Rockefeller buildings, but it might perhaps serve the purpose. At any rate, we will try to ship you some and give you an opportunity to test it out on a sample area.

With regard to the trusses for the refectory, the Finance Committee approves the action taken by the Grounds & Buildings Committee of April 24.

Regarding the relative costs of the Men's and Women's Dormitories, you will see under F-1540 the action which was taken. The Committee thought that perhaps the alterations that you had in mind were such as would be involved in narrowing the buildings and in lowering the roof, but they are quite certain that they do not want to do anything which would tend to produce any alteration in the general effect of the outlay of the buildings as designed by the architects. We did not cable you on this point because we observed that the action was so worded that you would go ahead with the drawings unless the cable asked you not to.

The Finance Committee took the action expressing the appreciation of the trustees to Mr. Cyrus Lowe for his gift in connection with the cement deal.

We received the other day the plans for heating plant and distribution forwarded by Lund & Gernow. Inasmuch as our engineer will very shortly be in Peking to make a study of the whole situation, we are not taking any action on these plans as submitted.

I sincerely hope that with Mr. Warner's help the difficulties that have existed in Mr. Hill's mind have been completely cleared away, and that the situation will not present the complexity which it has in the past.

We notice the difficulty which you report with regard to the basement room in the Chinese building as well as the general

J. M. Gibb

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June 25, 1923.

necessity of driving piles for the various buildings as they are put up. It does seem too bad that we could not have been spared the difficulty that has been attendant upon such a situation as this.

I hope by the time Mr. Newman arrives in Peking you will have been able to get the well dug and will have samples of the water for him. Mr. Place felt that the water supply was one of the crucial points in the decision upon any kind of a heating plant.

We have just received this morning your letter of May 25 written to Dr. North, with the very interesting photographs enclosed. I will not attempt to reply to that letter now. I think the actions of the Finance Committee as included here and the other points I have mentioned answer most of the questions that have been raised in your recent letters. We are looking forward with a great deal of eagerness to the return of Mr. Warner and his report regarding his trip. It is fine to know that you are getting along so well with the various buildings. I presume the rainy season will very shortly be upon you, and work will not progress quite so satisfactorily.

I am reminded just now of a remark which Mr. Hamlin made in conference the other day, which I think perhaps will throw some light on the color scheme which was provided by the architects. He said that whereas with ordinary paints the color became darker and duller with age, that with cement paints the tendency was to become lighter with age, and he thought that perhaps part of the difficulty that arose in the minds of the people in China over the seeming dullness of the colors which they propose was because they do not take this fact into consideration. He says that he very carefully matched the colors with the colors on actual buildings when he made them up for your information.

With very best wishes, I am,

Cordially yours,

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PEKING UNIVERSITY
(YENCHING TA HSUEH)
PEKING, CHINA.

CONSTRUCTION BUREAU

Haitien

June 25, 1923

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

My dear Mr. Moss:

Enclosed please find a copy of the minutes of the last Grounds and Building committee which was held Saturday morning last on the site. We spent a considerable part of the time going over the mechanical equipment situation.

Dr. Houghton, head of the Union Medical College and acting Director of the C. M. B., has been co-opted as a member of the Board of Managers, and put on the Grounds and Building committee. Dr. Houghton was very decided in his opinion that we should have a central heating plant, that to fire in fourteen buildings without loss, either from actual stealing, short weight, or waste in firing, was impossible, and the saving of this loss down through the years would more than compensate for any initial expense which might be involved. Of course, no action is taken in regard to any of these matters pending the arrival of Mr. Newman and his tentative report.

for action
If you will refer to our minutes of March 31st in which we took up the question of the burial of Mrs. Vincent on the site, you will see that it was then stated as strongly as possible that the committee felt there should be no permanent burial ground on the site and that it was a concession to Dr. Vincent to allow even a temporary burial here. From thoughts let drop by Dr. Vincent a week ago he seemed to be planning to make the grave permanent. This is a delicate situation to handle here, but it seems to me it could be easily handled by the Trustees approving the action of the local committee, which did not think the campus was a place for permanent burial, and insist upon the removal of the grave, say within the course of six months. *14*

We have no word yet from you in New York in regard to the consignment of electric conduit which you promised to ship at an early date. We are going to be seriously delayed if this is not delivered very soon.

I have to acknowledge your letter of May 22nd with enclosures in regard to bundles of steel. Your letter makes it appear that there were two bundles more on the bill of lading than were actually shipped, but the letters from the Southern R. R. freight agent and from the Bushman Corporation seemed to indicate that there were two more shipped than were shown on the bill of lading. We hope you will be able to clear this up for us, so that we can tell whether we are actually getting all these paid for or not.

Also yours of May 23rd received announcing the proposed sailing of Mr. Newman on the 23rd. We suspect that if he really sailed on that boat, Mr. Newman is now in Japan, and if he pushes right on thru Korea will be in Peking at the end of this week. On the other hand, we have no word from Mr. Newman, and are unable to make any definite plans for him on account of lack of definite word.

I note that you request that he be put up at a hotel. As the site is ten miles from the hotel and transit would be expensive, we are planning to have him stay here on the site, and hope he will like this arrangement.

We are also in receipt of yours of May 25th asking for the preparation for some survey with levels, etc. by the time of the arrival of Mr. Newman. Most of this information is already on file here, and Mr. Lethmuller is out doing the balance of survey this morning, so I think everything will be in readiness for Mr. Newman's arrival.

During the last six weeks we have had two serious accidents with the engines which drive our concrete mixers and work our hoists. This has so crippled both engines that we are today cabling for the immediate shipment of an additional engine. Otherwise the work is going on with the greatest of speed.

Another day or two will see the beginning of the laying of tile on the School of Theology. We have made a contract for the plastering of this building with an asbestos plaster which we have already thoroughly tried out in the Dormitory. This will give us pure white plaster absolutely free from all vegetable or animal matter, which ought to make a very permanent and hard finish to our rooms. Heretofore in China all plaster has been bound with either paper or hemp.

In the Physics and Biology building we have the basement entirely water-proof and the piles for the rest of the foundation in place. In the Chemistry building we do not anticipate as much trouble with the water as we had in our first Science building.

The women's Administration building has the second floor already cast, while the fancy decoration under the top eaves of the Dean's Residence is rapidly being put in place.

The Sage Memorial building is waiting until these same decorations can be cast in cement and that roof will go on. We are today casting the first floor of the first women's Dormitory. The other two are a step behind and will come along apace.

We are getting a small amount of material in advance for the erection of the Refectory and Dormitories in the Men's College, and will prepare to do some of the leveling necessary about the site, and are salvaging all the rock that will come within the area of any of the building contemplated in the near future.

Very sincerely yours,

Frederic J. Gillett

G/M

燕京大學

CONSTRUCTION BUREAU
Haitien

PEKING UNIVERSITY
(YENCHING TA HSUEH)
PEKING, CHINA.

PEKING

RECEIVED
UNIVERSITIES
AUG 2 1923
JOINT OFFICE

June 30, 1923

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

My dear Mr. Moss:

We are sending today floor plans of proposed residence Z, and also two different sets of elevations. You will recall that the Grounds and Building committee suggested to Mr. Hill that he prepare different elevations for the same set of floor plans, the idea being that if the interiors of the houses were the same, it would to a large extent preclude competition among members of the faculty for different houses; while if the exteriors were different, it would prevent the general layout from becoming monotonous.

This is the first plan for which Mr. Hill has provided more than one exterior, but there is no doubt that several additional exteriors can be provided for the plan if it is approved by the Trustees, and also for any others of the plans which we have sent you.

We have asked our long suffering contractors to estimate on this plan Z, and they think it could be built for \$8300. Of course this does not include heating, lighting or plumbing which would come to about \$2000 more, this figure being in Chinese currency.

Careful study will show that the second elevation marked ZB will require a little different arrangement of windows in one room and a different placement of the fireplace in that room. I have, however, thought it just as well not to send the second detailed floor plan, as it will prevent confusion in studying them at home.

This plan was drawn after a talk with Mr. Warner in which he emphasized the fact that he did not think it necessary to have any studies in the faculty residence, especially as it was proposed to give considerable space in the college buildings to offices or studies for faculty members. The writer entirely agrees with this feeling, and Dr. Houghton of the P. U. M. C. expressed the same feeling very strongly at the last meeting of the committee.

This house was approved by the committee as a medium-sized house. You will further note that it places the servants' quarters and kitchens all under one roof and makes a house which is presentable from all four sides. The committee called it a typical medium-sized house.

The one criticism which might be made is that it provides only one bath room equipment, while having almost the equivalent of four bed rooms. If we can have the luxury of two bath rooms, they

can be provided in this house by slightly diminishing the size of the north bed or sitting room and putting in the second equipment where the two closets alongside of that room now stand.

We are also sending some other plans, C2, C3 and C4, which have not been forwarded to New York before. These are Chinese courtyard houses made with foreign improvements. The amount of roof required to cover the rooms provided will not make the house an extremely inexpensive one, though the weight of walls, etc. used will help to keep the price down.

Residence W is a Sienna type of house and contains four or five bed rooms depending on whether the sleeping porch is more or less enclosed. The committee authorized the drawing of some five bed room houses which were to be used by families who were willing to do the official entertaining for the University. This house being four-square should not be expensive in its construction, though we have not asked our contractors to make any estimate on it. I would say that about \$11000 Chinese currency would do the work out here, to which must be added the various equipments.

Plan X is another medium-sized house which provides a study. If the Trustees so think, the study can be eliminated and the porch made a little larger on the ground floor, while the one bed room and sleeping porch upstairs may be dropped out.

Plan EB provides more bed room space for the cubage than any other plan heretofore submitted. This, however, calls for two bed rooms in the third floor which might be found pretty warm during the summer months. The committee feels that if these third floor bed rooms are provided, some running water should be carried to that floor.

Action I think the Trustees have records of all the actions taken by our local committee in regard to our residences. It would very much facilitate our thinking and our work out here if we could know the reactions of the Trustees, both to the work already submitted and to the actions taken by our local committee. If three or four plans could be approved Mr. Hill could work out the details and could also suggest alternative or additional elevations for these plans. Then if the ground on which to build them becomes available, work could go on immediately.

We still have no news from Mr. Newman. In fact, we can find no word of the sailing of the Empress of Australia, the boat mentioned in your letter of May 25th as the one on which he is coming.

We are sending one copy of this letter by Siberia, and the second mailing copy will start at the same time via the Pacific. We are told that the Siberian mail is going quite regularly and satisfactorily, but do not think it safe to trust to it entirely. We would suggest that the New York office also consider sending the mail out in duplicate by these two different routes. Before the war we had regular mail service in twenty-three days from Philadelphia to Peking. Will you please note that we have adopted the following as our official address:
Peking University, HAITIEN, Peking West, China.

Very sincerely yours,

John M. J. G. Gibb

G/M

PEKING

July 3, 1923.

Mr. John McGregor Gibb, Jr.,
Peking University
Peking, China.

My dear Mr. Gibb:-

I write today to report to you further about the paint to which I referred in my last letter. I am sending to you several sample cans of Stormtight. Some green and some black. The company here advocate the use of black because they say in a dusty region like North China the colored paint would very shortly be reduced to the same color as the black anyhow, and the black is cheaper in the first place. To get the effect you will need to apply two coats of this. Ordinarily they use a primer first but they have none of that in sample cans, so they said that two coats of this would show you what the paint would be if properly applied. It forms a rubber-like coating which will not crack with the heat or cold, and is impervious to atmospheric changes. It is not a coal-tar derivative as the Carbolastic of the Monarch Paint Co., and other similar preparations are. The difficulty with those is that they will not stand the sun. This is absolutely sure to. My impression is that this would not serve any considerable purpose as far as color is concerned for our roofs, but that if such a thing seems necessary it will provide waterproofing qualities of a high order. It quite likely has its weak points. Most things seem to. At any rate you can try it out and see if it will be of use. They also make a red and a maroon but these colors are out of the question for the roofs anyway.

With best wishes, I am, Sincerely yours,

燕京大學

CONSTRUCTION BUREAU

Haitien

PEKING UNIVERSITY

(YENCHING TA HSUEH)

PEKING, CHINA.

RECEIVED
UNIVERSITIES

AUG 2 1923

JOINT OFFICE

July 12, 1923

PEKING

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

My dear Mr. Moss:

We have to acknowledge yours of June 6th in regard to the drawings of funds in which there seems to be some misunderstanding, as the local office of the Medical Board tells us that they have no authorization as yet to pay funds to us, also Mr. Krause seems to be restricted in his drawings from Chicago. I will not go further in this matter, as Mr. Krause no doubt has written you fully.

We also note that you expect to take action in regard to our request for authorization to get more buildings started. I rather hope that action was not made too final before Mr. Warner got home and was able to put our case before the committee of the Trustees.

I am surprised that our word "REFEC" caused you any trouble, as we arranged this code word a good many months ago. In the future we will use the following:

RELIG	School of Religion	LIBRA	Library
DORMI	Dorm. Men's College	DEANS	Dean's Residence
REFEC	Refectory " "	SAGEM	Sage Memorial
PHYSI	Physics Building	ADMIN	Administration, Women's Col.
CHEMI	Chemistry Building	WODOR	Dorm. Women's College

While on the question of code words, we have often felt that we are working on a problem so far away from general Mission work that if we could use a code which is more of a commercial code, we could probably get more for our money when cabling. Bentley's code is the one most used here in Peking, though in talking it over with Mr. Warner he suggested the Western Union code. If this meets with your approval, will you not buy two copies of whichever code book you approve of, and send us one copy out here. If not too expensive, a second copy which could be kept in Mr. Krause's office in Peking proper would expedite all messages by practically twenty-four hours, as he now dictates all of our messages and reads them to us over the telephone, there being no telegraph office in the vicinity of Haitien.

We yesterday sent you a cable about the electric conduit which we asked you to get in our letter of January 3rd and which you said you were purchasing in your cable of February 14th. Another week or ten days is going to find us very seriously handicapped for the lack of this material or we are going to be forced to purchase on the market here at rather high prices.

13

I ran away from the job from the 1st to the 5th of July, going down to the seashore for those four days with the family. While away Mr. Hill took occasion to criticize very severely some of the construction work of the University and to give orders to have the work changed. Mr. Lethmuller who has been in charge of the construction and was just as sure that the work is standard as Mr. Hill was insistent that it was not. Apparently Mr. Hill's action caused some rather tense moments during my absence.

I got back on Thursday, and Friday afternoon Mr. Hill took up the matters with me. I went over the ground with him as carefully as possible and explained as I had several times before that we were glad to have all suggestions and criticisms that he was willing to make, but that as Mr. Lethmuller had considered the suggestions in so far as they cover construction matter, the matter would have to rest there. I pointed out that when it came to architectural matters he, Mr. Hill, was in charge and his decision would be final.

Mr. Hill would not accept this method of procedure and became so angry that for a while I feared he might suffer from collapse. A half hour after our interview he came into the room where we have tea, where several other people were, and put an envelope on the table in front of me. We asked him to stop for tea but he said that he was going to Haiti to the Post Office. As soon as I could get away by myself I opened the letter and found it was the copy of his resignation, one copy of which, as I afterwards found out, he had sent by registered mail to the Trustees, and another copy to Dr. Stuart.

Dr. Stuart was leaving Peking that night and would not receive the letter before his departure, so I called him up on the phone and told him what had happened. He suggested that I should do everything to persuade Mr. Hill to do nothing final until Dr. Stuart got back early next week and the Grounds and Building committee could have a meeting. I have had several talks with Mr. Hill on the matter, but he evades committing himself, though he is doing some work and at times seems to be cheerful.

I have told him that if his staying with us is not going to be a happy position as far as he is concerned, I did not think it would be well for us to press him to stay.

Mr. Warner felt that even after he had persuaded Mr. Hill to reconsider his attitude of last winter toward the Trustees that Mr. Hill would hardly remain with us for any great length of time.

I have suggested to Mr. Hill the possibility of cabling to the Trustees cancelling the action in his letter of last week, but to date he has not consented to do so. This is all the comment I will make until the committee meets on July 17th.

Meantime, the buildings are going on as rapidly as possible. The first women's Dormitory has its first story walls up to the top of the door frames in some parts. The second Dormitory is ready for the placing of the steel for the first floor slab, while the third is all but ready to have concrete footings put in place.

7/12/23

The Dean's Residence has many of the roof timbers in place, while the forms for the third floor slab in the women's Administration building are being set.

In the Sage Memorial about half of the brackets under the eaves are in place and the rest will follow during the next ten days. I think I have explained that these brackets are being made of concrete instead of the customary wood, which we think will make for permanency and keep down the cost of painting as the years come and go.

The Chemistry building is having part of its concrete footings cast today, while in the Physics building the last piles are rapidly going into place, and a good bit of the foundation is finished.

In the School of Theology the roof is all tiled, and they are putting in the hollow brick partitions and making preparations for the plastering.

In the Dormitory we have dressed down one chien of buildings and painters are at work doing this chien as a sample, so that the committee can pass upon it when they meet next week. We have been coloring a large number of our concrete drain pipes, some with cement paints, other with cement paint first coat and Chinese paint second coat, and still others with straight Chinese paint. All of these are being made in order to make sure of proper colors and permanency. In November 1921 we made our first color sample on the cement wall in Peking. This sample has proved very permanent and very good looking up to the present.

Mr. Newman has been making some inquiries as to funds for himself out here. I always recommend that people who are coming out here for a longer or shorter stay have funds placed to their credit in their local home bank and that they draw checks upon these for any amounts which they may find necessary. This gives them the use of the money for anywheres from a month to six weeks before it is actually taken from their account at home. It enables them to sell their gold to a bank which gives the best rate of exchange and makes for simplicity and ease of action. He apparently did not get any such advice at home and is somewhat at a loss as to how his funds are going to arrive.

Since beginning to write this we hear there is a cable from New York awaiting us in Peking, and when it is read to us over the phone we may have a further paragraph to add. This is probably the answer to the cable we sent you yesterday: Notify us when you have filled order in letter of January 3, 1923. Reply by telegram. Equipment is urgently needed here. (Later) We have your cable to the effect that the electrical fittings have been shipped on June 30th.

Sincerely yours,

John Mc Gregor Gilbert

PEKING

July 18, 1923

Mr. J. McGregor Gibb, Jr.,
Construction Bureau
Peking University
Haitien, Peking
China

My dear Mr. Gibb:

I have to acknowledge your letters of May 25th and June 6th, addressed to Dr. North and letters of June 16th and 20th, addressed to me.

There is absolutely no difficulty resulting from your addressing the letters to Dr. North. He reads all of the letters anyhow and turns them all over to me to do whatever is necessary.

We have been very greatly interested in the pictures which you have sent us showing the development of the work and indicating the progress that is being made on the buildings.

In response to your cablegram of July 11th, inquiring when we filled your order for electrical conduit and when it was shipped, we sent you the following cablegram:

"Equipment shipped Steamer left New York
City June 30th Bills of Lading forwarded."

When we ordered this material early in March we had to get it for advance delivery and the earliest the companies would promise us was ninety days, but they hoped that they might be able to deliver it within two months. Their hopes were not realized, however, and hence the delay. I am very sorry that it seems impossible to get these things shipped more quickly, but it takes no little time to secure bids on the material and then when we place the order it has to be for some time in the future when delivery can be made. We have honestly done our best to try to hurry these things along, but it is a very different process in buying from a concern

on order in this country and picking up material that has already arrived in China.

I have talked the situation over with Mr. Black of the Methodist Construction Department and he says that part of the difficulty in the last six months has been due to the fact that we were buying on a rising market which has continually been against us and has made it inevitable that delay should occur and the expense be greater than we anticipated. I hope you will not become so discouraged with us that by the time there comes a falling market you will have concluded that it is better to buy in China. I am fairly certain that on some things you could do better out there than we can do here. It is very difficult for us to tell at just which points the greatest economy can be effected. I want you to feel that we are very eager to do anything we can to help you out and we use every effort in our power to secure the best results.

Mr. Warner has returned and I had a good conversation with him last week, in which he gave me the news of the situation as it has developed in Peking. It is absolutely impossible to get a meeting of the Finance and Building Committee at this season of the year. I am hoping that we will be more successful the 1st of August when Dr. North returns from his vacation. At the present time there is not one member of the Committee either in or near New York. From Mr. Warner's report I judge that you had come to about the same conclusion out there that you had here on the matter of using the tile. I think, perhaps, there is no further discussion of this point that would add anything at the present moment.

I notice that you have suggested that Mrs. Frame's Committee study the dormitory tiles on the site before they come to any conclusion.

Mr. Warner's statement with regard to the purchase of materials for the library, refectory and three dormitories, I think, throws a somewhat different light on the situation than we had secured from the cablegram. Personally, I see no real reason why there should be any objection to the expenditure of \$3000 or so for this purpose at the present time. As the matter appeared to the Finance Committee at their last meeting it seemed to involve the necessity of providing a large sum of money immediately and this was impossible. Of course, my comment on this is not to be taken as an official action of the Committee. They will no doubt take such action when we are able to secure a meeting.

We have received your letter enclosing the order of Mr. Barker's firm in Seattle for a Ford truck and will forward the cheque to him as soon as we hear from him on the matter.

We notice that the well is going down in good shape and judge that if all goes as expected water will be reached before Mr. Newman arrives in Peking.

I notice with regard to your statement, in the letter of May 25th, that you had no word as to whether the amount of electric conduit asked for in your letter of January 3rd to Dr. Stuart had been shipped. We ordered the whole amount as you will have discovered from the Bills of Lading that will reach you before this letter does. We notice also that you feel it would have been better for the Consulting Engineer in New York to have sent out a full list of questions that you might have answered. While this would undoubtedly have been more economical Mr. Place thought that he was unwilling to make plans for a plant as large as ours when he knew so little of the actual conditions without a first-hand study by one of his own engineers.

You raise the point with regard to the number of buildings that Mr. Place mentions in one of his letters, (copy of which I sent you), and also with regard to the things that Mr. Place mentioned as wishing to secure in Peking. We realized at the time we entered into correspondence and conversation with Mr. Place that some of the statements contained in his letters were based upon a misapprehension of the exact situation. This was due probably to our inability to state the matter altogether clearly before him, but inasmuch as he was sending out a man to make the study, the large essentials were the things that we emphasized and not these minor details which we knew would get straightened out in the process.

We notice, also, that you are making some moves towards increasing your staff, so as to be better able to carry on the many details of the Construction work. We are entirely sympathetic with your securing all the help necessary and of the best variety obtainable. If you cannot get satisfactory help there, I think we should try to secure somebody here and if I understand Mr. Warner aright, he has a recommendation to this effect.

I notice your suggestion that we should try to get near the top of the American Express Company and see if we cannot make some arrangements with them for handling our freight from Tientsin to Peking. I shall take this question up with the trustees and see what can be done.

In your letter of June 16th, you say that we have doubtless received copies of the Minutes of the Board of Managers meeting which took place June 9th. Up to the present time no such Minutes have come to this office. I suppose they will probably arrive before long.

Mr. Warner has come home with most enthusiastic reports regarding the work and what you are doing and I am sure that he will do everything possible to assist in moulding the opinion of the trustees, so that it may be possible to carry out the wishes of your hearts.

I am at a loss at the present time to see where the money is coming from to provide the buildings that must be erected if the University is to move out in 1924. No doubt the money is somewhere and it is quite probable that it can be secured in some way. We will certainly hope so for the best interests of the University.

I am taking up with Mr. Black the question of the drain traps and stoppers for the wash basins which you mention. We will see that they are ordered and shipped as soon as possible.

I am very glad for the report of the comments of Mr. Chuang. We will be very glad to get in touch with him when he comes to America.

With kindest regards, I am,

Sincerely yours,

LRM
ETC

燕京大學

CONSTRUCTION BUREAU

via Siberia

PEKING UNIVERSITY
(YENCHING TA HSUEH)

PEKING, CHINA.

PEKING

AUG 23 1928

July 21st, 1927.

My dear Mr. Mass:-

You will see from the minutes of the meeting of the Grounds Buildings committee which we will send you very soon that Miss Mason has resigned from the Construction bureau. In fact you will probably have received her resignation before these minutes reach you. The committee accepted her resignation. One members comment on hearing of the action was "That will be no loss".

The committee instructed me to send the Trustees a letter in regard to the resignation. Miss Mason realizes that her statement that she was not kept busy was or is misleading for there are a large number of things about the office that she has been asked to do that she has never done. One that comes to mind is a sort of Diary of the progress of the work.

Miss Mason says she is tired of keeping accounts, one of the main reasons why she was asked to come out to Peking.

I feel that the main reason for leaving is that she is tired of ² life out in the suburbs and hopes to find something to do in Peking where the social life runs strong and the company of young ladies is much sought after.

I might add that this removal from Peking, about one hour, has been one of the reasons why Ching Hua College has not been able to keep its American Staff for more than one term in most cases. I think that we will have the same difficulty in holding young members of our staff.

In conclusion I might add that Miss Mason's work has been unsatisfactory almost from the start, that she has given the impression that her heart was not in her work.

I am writing to my brother in-law, Rev. William Gray Jones, 65 Academy Street, Wilkesbarre, Penna., in regard to a young lady, a member of his church, reported to be very capable, and one who has considered mission work. I shall ask him to write you the result of his inquiries as to her thought at this time of coming out here.

When if a months trial without well trained help in the office shows that we are not getting along I shall cable and ask you to send this young lady if available or some one else as soon as they can be gotten ready to sail.

I regret that our first attempt has not proved more successful.

Very sincerely yours

John McGeary J. J.

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CONSTRUCTION BUREAU

Haitien

PEKING UNIVERSITY

(YENCHING TA HSUEH)

PEKING, CHINA.

PEKING

AUG 1923

July 21, 1923

Mr. Leslie E. Moss
156 Fifth Avenue
New York City

Dear Mr. Moss:

Enclosed please find minutes of the Grounds and Building Committee most of which is self-explanatory.

In regard to Mr. Hill's resignation, Mr. Stuart was to write you, and so I will say nothing. In regard to the last motion suggesting to the Trustees that they retain Mr. Hill to draw library plans, it is my feeling that if this is done the architectural features of the plan will be very well worked out and that Mr. Hill, having been with us the year and a half that he has, would certainly be able to embody in these plans our own feeling in the matter as well, if not better, than anyone else that the Trustees could find in America. This would apply also to any other buildings which the Trustees may be able to authorize and which they could trust to his workmanship.

Going one step further, I cannot help feeling that Mr. Hill's departure is largely caused by ill health and worry over his brother's financial situation and other matters at home, and that after a short stay in the States he may come to see the situation out here in a different light from what it appears at close range, and if the Trustees reapproach him in regard to returning, he may see his way clear to returning to us.

If, on the other hand, the Trustees could put more confidence in him as far as the architectural development of the work goes, I believe there would be a great financial saving to the University, even if they had to pay Mr. Hill's travel expenses for only a stay of another year or two out here.

I believe it is often the case that a newcomer on any job far away from home must get a distant view of the job before he can settle down and work at it happily. If this should be the case in regard to Mr. Hill, I would be very glad to see him return to the Construction Bureau.

On the other hand, we have in mind the name of Mr. Howard Leland Smith, Fladome, L. I., who is the husband of a friend of Mrs. Frame. This friend intended before her marriage a few years ago to come out to the Women's College. The lady, I believe, is

quite well off, so that she and her husband could well afford to put aside any small business which they may have built up lately, and give a longer or shorter term of service to the University.

As far as the Committee was able to forecast the work, there would be no pressing need of any architect on the site in the immediate future. What will be needed is more supervision of the construction work as it goes on. I am not sure whether Mr. Smith would be willing to shoulder part of that work.

This supervision is difficult, because of the need of the Chinese language, to anyone who is really to do it in an efficient way. In order to obtain supervision the committee considered the possibility of getting additional Russian help. Mr. Assesserow who is with us speaks a little Chinese and is rapidly gathering up more. It is not unlikely that there are other Russians who have spent some time in Harbin, Mukden or other Manchurian places who may be available and speak a little Chinese. The Russians as a people acquire languages rather quickly, and with the present condition in Russia their services are available at very low prices. They are able to live for a great deal less than an American or European family can live.

Mr. Assesserow is with us at 70 a month plus a house which is simply one room about 14' x 20'. I do not feel, however, that we can expect to keep him in such small quarters and at such a low figure for a very great length of time.

The action in regard to Prince Tsai Tso's place brought about the expected result, and I have now been able to rent the six possible residences under consideration for \$1200 per year on a ten year lease. The contract is not signed, but I have no doubt that it will be, so that we will have additional housing facilities for anyone connected with the Construction Bureau at the present time, and considerable amount of housing space for faculty representatives as soon as the University moves out.

I expect to make the rental agreement read that the outside walls and roofs are to be taken care of by the owner, while the University is responsible for the inside repairs. This is the usual form of contract for renting houses in Peking and will leave it possible for us to make such minor interior changes as will make the houses livable.

I suppose that Mr. Newman has sent to the Trustees a copy of a letter which he sent to Dr. Stuart dated July 12th. But in case he did not I will ask Miss Mason to send a copy of the one which Dr. Stuart has left with me.

Mr. Newman is very insistent that Standard Cast Iron Pipe is not good enough for our work. The amount we have cost \$300 or \$400 and can be sold probably only at the price of scrap iron, if the Trustees decide to send us double weight cast iron pipe in its place. If that is the decision of the Trustees, I hope this can be shipped immediately. If they do not so decide, can we have a cable authorizing us to use the Standard pipe? The steel pipe for hot water supply can be very easily

*Rush
Action*

L. B. H.

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7/21/23

managed, and to fulfill the needs we should have sent to us as soon as possible Genuine Wrought Iron Pipe in half the quantity we have already received the galvanized iron pipe.

Mr. Newman has reconsidered his suggestion in regard to the strainer for the deep well, and has said that everything taken into consideration, we are advised to use the steel strainer already prepared. The well is down 140' and the pipe should be put in almost immediately. To wait for some copper or brass strainer from home would probably require the redrilling of the well when it arrived. The steel strainer will doubtless give fifteen or twenty years of service and perhaps a great deal longer.

I have not been able to talk with Mr. Newman in regard to all his ideas for systems to be put up in the house in which we are now living. I am not sure that the committee in approving what Mr. Newman suggested realized the full scope of it, and I did not set the letter before the committee so was not in a position to explain or go into the matter at the time. We will, however, go slow until the thing can be discussed with Mr. Newman and at greater length with the committee.

We have had a week with rain every day. If not during the day, certainly at night. It looks as though we would be able to do a full day's work today, and we worked all day yesterday. I think that these are the only two full days for the week.

Plastering is being done in the School of Theology. The first floor slab of the second women's Dormitory will be in place today. The brackets under the eaves of the Sage Memorial building will also be completed during the next two or three days. The forms for the third floor slab of the women's Administration building are nearly all in place, and most of the roof timbers for the Dean's residence.

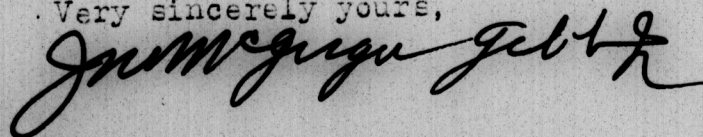
The first women's Dormitory is having some forms placed for its second floor slab, and foundations can be cast in the third Dormitory as soon as the weather is propitious and the workmen can be freed for that job.

The piles in the Chemistry building are all in place, but the heavy rains have prevented from putting in the basement concrete.

The Biology building piles should be finished today. Both of these buildings have a considerable amount of foundation in place and as soon as this can be water-proofed the stone men can set a great deal of granite.

We still have no news of the steel, but are hoping every day for some word.

Very sincerely yours,



G/M

A. Traver Newman
136 W. 50th St.
New York City

C O R R

Hai Tien
July 12, 1927

Dr. J. L. Stuart,
Peking University
Peking, China,

Dear Sir:

For the best interests of the Peking University project, yourself and all concerned, I must, to be consistent to my agreement with New York, call your attention to the following items.

i. e., I must warn all against the use of

- 1- Standard weight Cast Iron Pipe for Drainage.
Extra Heavy weight only should be used.
- 2- Steel Pipe for Water Supply, especially for Domestic Hot Water supply service.
Guaranteed, genuine Wrought Iron only should be used: as an expedient only for Cold Water service.
- 3- Steel Strainer for Deep Well.
Brass or Copper should be used.

The use of "Standard Weight" etc. commits you to the poorer type of material and workmanship known as "speculation" building, causing earlier maintenance costs.

I believe quicker action for proper material can now be obtained if such matters be taken up at once by us with New York.

Also suggest to you, needed improvement in the following items,

- a- Survey by Corberley has proven in error in some details: this should be rechecked, or responsibility for changes due to possible further errors, be clearly understood and accepted by Peking University.
- b- Smoother bore and deeper sockets on cement pipe.

I also advise that a much needed test station be set up, wherein pipe, radiators and accessories can be tested in actual use (as I did in Derindje, Turkey) by installing small units in the present building now used by Mr. Gibb as a residence: he is entitled to better accommodation and the building could and very properly be used permanently as construction staff headquarters.

A small, inexpensive, tile, subsoil irrigation disposal field should be tried - installing it so that, as soon as water is found it will be ready, when observations of the effect of the untreated water on Hot water piping may begin at once.

The existing rough sanitary expedients should end and sites be purified as soon as possible: Mr. Gibb is not aware of this recommendation as to building.

Copy goes forward to New York.

I hope soon to be able to visit Union Medical and Tsing Hua Colleges when convenient to their people.

Yours sincerely,

(Signed) A. Traver Newman
Sanitary Engineer.

燕
京
大
學

Address
CONSTRUCTION BUREAU

Haitien
Peking Test

PEKING UNIVERSITY

(YENCHING TA HSUEH)

PEKING, CHINA.

PEKING

July 26, 1927

Mr. Leslie B. Moss
150 Fifth Avenue
New York City

return to
CHINA UNION UNIVERSITIES
CENTRAL OFFICE

My dear Mr. Moss:

I have to acknowledge yours of June 25th which has been on my desk for some days, having made remarkable time from New York.

We here have been waiting anxiously for a cable telling us the results of conferences with Mr. Warner after his return. We had expected that we would have some word before this, and do not know whether to feel that no news is bad or good news.

When we received your cable in regard to color schemes on the Dormitory we interpreted it that our contention for red columns had been approved, and had already put up some sample sections which included three columns in the red. Since Mr. Stuart and I both note your recent letters, he has been making further inquiries around Peking, and yesterday brought out a Chinese architect to go into this question of green and red columns. Mr. Stuart said he would write you today further in regard to the matter. I will state that it is the unanimous opinion of everybody that green is not suitable to such a large extent and on buildings such as these dormitories.

One point Dr. Stuart will probably not cover in his letter, and I perhaps have not made it before. That is expense of painting with green. As you probably know, green is a very difficult color either in dyes or in paints. We have never been able to find a green paint which would stand North China's sun and weather for more than two years. I have the wooden samples left by Mr. Wallin in Peking, but everyone who sees them says they are not Chinese color.

We note your action I-1575 which simply reads: "To approve the action of the Grounds and Building committee." If you will refer to our minutes of March 1st, you will see that the committee's action was \$1000, while I note that your minutes speak of \$1800. We have already paid Mr. Hill the entire \$1000 amount, and I do not see any way to straighten the matter out with him here. Therefore, I am hoping you will be able to correct the difference by some action there.

Mr. Newman has started some experiments with tile and will no doubt have something to report to the Trustees in regard to them in the near future. In the meantime, I am proposing to put tarred paper roofs on all buildings which get up to the roof construction between now and the time when we get our final instructions as to what to do with the roof. This will protect the roof timbers, especially the extensive roof woodwork under the eaves, and will also enable us to do considerable finishing in the interior of the buildings.

action

May I be allowed to state that in the winter of 1921-22 soon after my return from England I vigorously opposed the adoption of Chinese architecture for the University buildings. One of the main reasons for this opposition was the difficulty which would be encountered in obtaining a satisfactory roof.

When in America in 1921 I told the Trustees that I did not believe in Chinese type of buildings, and stated that in talking the matter over before my departure for America we had agreed among ourselves that cement tile was the best solution possible of the roofing problem.

We have not sufficient concrete tile to finish the women's Junior College building, nor even to begin any of the other buildings authorized. It is going to take a long time for institutions to be received to get any type of tile in quantities sufficient to cover large roofs which will be waiting for them.

I note your question in regard to using Chinese clay tiles. In order to start the experiment authorized by Mr. W. W. Rouse, we had a section of Chinese roof from a building which is extremely old built. We found that, though there had been no rain during the previous ninety-six hours, the unprotected parts of the tile on this roof were still very wet, showing that the rain had soaked into a considerable depth.

I am writing to Mr. Small by this same mail, asking for all the information he can give us in regard to tile.

I note your suggestion of material known as "Reno-Tile". It sounds very much like the Renov-it Liquid roofing of the Research Paint Co., Cleveland, Ohio, of which I wrote some months ago. At that time I said it was my desire and hope that we could get a roof which would be water-proof without continual painting. If we use anything in the nature of paint I would think it would have to be black or gray, or any color--unless it were a true Chinese roof color, i. e. the Imperial yellow, Temple of Heaven blue, or green--could be open to considerable criticism from everyone who saw them.

We lost last week about a third of the time because of rain, though since early last Friday morning there has been no rain at all, and we are again making good progress.

Most of the foundations of the Science building are up to the ground level and a little bit of the ashlar base granite course has been set.

Most of the roof timbers are done on the Dean's residence, and some on the Sage Memorial building. Scaffolding is being finished in the Theology building, while the women's dormitories are going on as rapidly as can be expected.

I have today placed in order for considerable amount of electric conduit as we will not be able to get along until that sent from home according to your recent telegram arrives.

Very sincerely yours,

John M. Grey Gilbert

Dear Mr. Brewster:-

I cable you yesterday to send out a letter to the accountant and stenographer at the very earliest date. I referred to the cable of July 21st because in that letter there was a reference to a lady who might be available. If you were able to get her in the way here before that letter came to hand we here could not be disappointed.

Miss Mason fell from horse back yesterday and now has a sprain that is preventing her from doing any work and we have telegraphed to Peking to try to get a graduate of the business training department to do the work for the time being. Both Mr. Mason and I have been doing work writing and with us and to do it we are in difficulty.

I am enclosing copies of an order for hardware for the buildings authorized this spring. I am also sending a copy of this order to Mr. L. B. Bocker, Chamber of Commerce, Seattle, Washington. Mr. Bocker wishes to bid on our orders and I am glad to have him do so tho I have pointed out that he will have to send his bid to New York and the Trustees office there will have the placing of the order. Mr. Bocker thinks there will be a saving in freight rates also in time and that as he is personally interested in the University there will be an advantage to us there.

We are having a half days rain which will help the crops but not advance the building work along.

To revert to the accountant secretary, the cable was sent after consultation with Dr. Stuart, we both feel that there must be some one in the office all the time who will carry part of the office load.

We have never been able to get an account of the costs of the various buildings to date finished up. Miss Mason showed me some figures up to the end of May some days ago these have not been checked by myself so I am not sure of their accuracy. I copy them below for your reference

School of Theology	\$ 38,900	Local Dollars
Dormitory	42,200	
Sage Hall	41,300	
Deans Residence	18,700	
Womens Administration	7,300	
2 Womens Dormitories	8,000	

Much of the other work in the office has lagged, and I have had to do much that I felt should be given to others while I spent more time out on the buildings, we also feel that there is no Chinese help in North China that can do this work well.

We hope that there will be some one on the way before this reaches you.

Very sincerely yours

John C. F. G. G. G.

Hardware for three womens Dormitories, Administration Building and
Two Science Buildings, Peking University, Haitien, Peking We st, China.

Discription	Size	Quantity
Loose Pin Butts, Bronze finish	4" x 4"	400 prs
" " " " "	3 1/2" x 3 1/2"	814 Prs
Butts for transoms " "	3" x 3"	910 prs
Mortise knob locks flat front similiar to No P1500 in Cat. 25 Yale & Towne	40 pcs master keyed in sets of 20	
	27 " " " " " "	27
	186 " " " " " "	31
	25 " " " " " "	25
	21 " " " " " "	21
Outside Door mortise knob locks flat front	20 pcs	
casement adjusters Bronze finish	931 pcs	
Wrought bronze shpeoir shape same cat. B35	319 pcs	
Top and Bottom bolts for double doorsm bronze finish	32 pcs	
French window fasteners (Top & bottom Bolts)	34 pcs.	
Transom lifst bronze finish	686 pcs	
Transon catches bronze finish	554 ops	
Sheaves & Ropes for dumb waiter, car 5' x 2 1/2'		
Shaft 30 ft/2 deep	3 sets	
Sheaves & ropes for dumb waiter, Car 2' x 3'		
Shaft 34 feet deep	1 set Cupboard catches	
Cupboard catches	4 doz.	
2 1/2 inch galvanized hooks and eylets	4 doz	
Coat and hat Hooks	90 doz	
Double swing hinges 4" x 4"	6 pair	

All the above to be packed for export shipment and sent to Peking
University Construction Bureau, Haitien, Peking West. Freight to be paid thr
to Tientsein, China, documents to be sent to the Construction Bureau.

PEKING

August 8, 1923.

Mr. J. McGregor Gibb,
Peking University,
Peking, China.

My dear Mr. Gibb:

In your letter of June 16th you made mention of the fact that in unpacking the plumbing hardware and so forth which we had sent forward to you you found that in the shipment of November last there were omitted the necessary drains, traps and stoppers for the fourteen wash basins which came in that shipment. I took this matter up with our Purchasing and Shipping Department, and they find that these items were all shipped in Box No. 43 of that shipment. Since the box has not turned up it would be best to make a claim to the Steamship Company I should think to see if they will not make good the loss. In the meantime we are requesting the Shipping Department to purchase a second lot of these materials and have them forwarded to you at once.

I notice what you have to say with regard to purchasing electricity from Tsinghua College. It would appear to me that the disadvantages outweigh the advantages in this case, and I should hope that it would not be necessary for us to resort to this measure.

We received on July 30th your cablegram as follows:-

"Refer to my letter dated July 31st. Please send a lady for the accounting stenographic work at once."

Of course your letter has not yet arrived, so we do not know what the circumstances are. In the meantime we are proceeding to try to find someone for the place, on the basis of the same schedule of salary paid by the University, and for a three-year term. Doubtless your letter will clear up these details, but it is necessary for us to have some basis for procedure, and we take it that the request is an urgent one, and are doing what we can to secure a satisfactory assistant for you.

We received yesterday the registered letter from Mr. Hill in which he states that he terminates his connection with our University. It will be very difficult for us to secure any kind of

August 8, 1923.

a meeting of any committee of the trustees at this time, but I will see what can be done in the matter, and advise you accordingly.

In reply to your letter of July 12, I have taken up with the China Medical Board the matter of their paying their funds in Peking. They have refused to make further payments here, saying that the matter had been turned over to the office in Peking. I have not yet had a reply from them on this point, but I imagine that very likely the authorization to make payments in Peking was waiting on definite information as to how much had been received for the Woman's Science Building. I have not heard from Mr. Krause on the matter as you suggest, but no doubt his letter will come later.

I am making a note of the code words which you expect to use in the future in referring to various buildings now under construction, and I think there will be no further difficulty or misunderstanding in this connection. I also note what you have to say with regard to the use of the Western Union code for the sake of the commercial phrases that are contained in it. I have not had an opportunity to talk this question over with the others, but I see no reason why we could not do as we request in the matter.

We are gratified to have the splendid reports of Mr. Warner with regard to the excellent work that you are doing in the construction of the buildings. It is fine to have your reports of the rapid progress which they are making.

I have also to acknowledge your letter of June 25th containing the Minutes of the Grounds and Buildings Committee of June 23. I will see that the question regarding the grave of Mrs. Vincent on the new site is brought before the first meeting of the trustees that we have, and will let you know what their action is.

We paid on August 6 the draft of Mr. Bocker's for the Ford Truck; so I presume this will be on its way to you by this time. I hope it arrives in good shape and in good season.

I notice that you ask that in future we send two copies of our letters, one by way of Siberia and the other across the Pacific. There is no difficulty about doing this, although we find that in the case of the last letters which you sent home this way it took about ~~three~~ weeks longer to come through Siberia than across the Pacific. In accordance with your request, we will send our letters in this way in the future.

I think I have not acknowledged as yet your letter of June 30 regarding house plans. The set of plans arrived in good shape several days ago, and we have also your letter regarding them. As soon as it is possible to get a committee to consider this matter connectedly I will bring all of the information that we have regarding these residences before them, and ask them to make their suggestions and

J. McGregor Gibb

- 3 -

August 8, 1923.

if possible approve the plans that have been submitted to us.

I think this covers all of the items up to the present time. With very best wishes, I am,

Cordially yours,

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大
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CONSTRUCTION BUREAU

Haitien, Peking West.

Mr. Leslie B. Moss,
150 Fifth Avenue,
New York City.

My dear Mr. Moss:-

I have your letters of July 3rd and 18th for acknowledgement. We have been very remiss in correspondence lately, partly because the office has been without any help and partly because there has not been very much for us to report on.

Two weeks ago Miss Mason fell from horse back and sprained her wrist, we suggested that she take her two weeks vacation from that time and then come back to the office to help us out till such a time as we might find some one to take her place, she unwillingly left then, as she realized a vacation with a sprained wrist would not be very much fun. Two days ago I wrote her that the two weeks were up and we wished her back, she has answered saying that the wrist was still bad (I have seen her on a bicycle in the city lately), that she was not rested, and that her new job began in September, so she could not come back. In the meantime we have tried a Chinese Typist and found him very poor and he was dissatisfied with the wage we were willing to start him with so he is with us no more. We are hoping that we will hear of some one being on their way out very soon.

The Samples of paint sent have been received but as yet we have not tried them out. Mr. Newman, at the request of Dr. Stuart and Mrs. Frame has made a study of the tile problem and is willing to report that he suggests we do what they are doing in Hanking, namely put on a solid board roof, tar and tar paper and then the tile laid up on this roof. You will note that I mentioned in my letter of July 26th my intention of putting tar paper roofs on the buildings as fast as they got to the roof stage until I had instructions from you as to the final method of treating the roofs. As to the form of tile people continue to tell us that there is no difference in the form from regular large size tile.

The first lot of steel has arrived at our railway station here and would be being hauled now if it were not raining today. We are very much relieved to get it with us.

I note your remarks about purchases for us. We expect to continue to ask you to purchase regularly.

The artesian well is finished, about the first of this month it started to gush and will now deliver sixteen thousand gallons of water an hour and rises more than ten feet above the ground level. The total cost is eleven hundred dollars local currency.

PEKING UNIVERSITY

(YENCHING TA HSUEH)

PEKING, CHINA

Recd 9/7/33

Leslie
Mr. Place phoned and said
he's glad to go over the letters
he has received from
Newman. He gave his
return. When we do that
this letter should be shown
to Place. — E.M.

110

I wish to write quite frankly regarding Mr. Newman's visit. What I am writing at this time is entirely my own feeling in the matter. I hope however to have some reaction from the local committee to send at a later time. The committee has scheduled a meeting for the 30th.

It was unfortunate that Mr. Newman was sent out during the heat, he has spent four days in the Union Medical College Hospital and has been under the weather for several other days. He has asked us to do a number of things that seemed foolish or impracticable. One was when he wished me to order a roof taken off one of the rooms of the house we are living in, so that a trial section of roof might be put on there, and only consented under protest to put the trial section on a gate way in the office buildings. He did not take into consideration that we were in the midst of the rainy season. That taking the roof off meant moving out of that room, littering up other rooms with the things moved out, running the risk of rain spoiling the paper in the room uncovered, and perhaps damaging adjacent rooms. Again he ordered me to prepare our two old and inadequate pumps to pump out all the surface wells on the site, numbering perhaps ten. His desire being to find the volume of water obtainable and to see if the general water table level would be affected. He did not take into consideration that the water taken out must of necessity go right back into the ground, that the water table would therefore not be affected, nor the fact that the wells would fill up as soon as we stopped pumping, nor that the water table level is much more affected by the small river that flows close to two borders of the site and the paddy fields that are still being used on the site itself.

Mr. Newman is asking us for all the information that we have gathered, has been interviewing the Union Medical College, the Ching Hua College, the American Legation and other institutions. On the other hand he is either not able or unwilling to answer questions that we wish to ask him. He has intimated that he is here to get the information so as to enable Mr. Place to get the job of laying out the mechanical installations for the University, thus making it worth Mr. Place's while in sending Mr. Newman out. In the process he is consuming much time of all of us, Dr. Stuart, Mr. Lund and myself in talking, very often about things that are only most distantly related to the Universities interests.

To go back to the well pumping question, when he did not get the ready action he wished on this matter, he being in the hospital at the time, he referred it to Dr. Stuart, who in turn called all the members of the Ground and Building Committee together who were available. They individually and collectively laughed at the idea and left it to Dr. Stuart and myself to deal with Mr. Newman. He came out of the hospital that afternoon and we talked it over but as he still demanded it we have this week dipped out, the pumps proving quite inadequate, three wells. He has now decided that it is not worth while going on with the process.

It seems almost an insult to our intelligence for Mr. Place to send such a representative to the field here and we here will have to try very hard not to discount all the results of his visit by as much as we feel his ability is worth.

Because of this visitation I am afraid we will not get as much good will as hereto fore from the firm of Lund Gernow & Co. Mr. Newman has given them some idea of the retaining fee the Trustees are paying for his services, while L. & G. are serving the University at considerable sacrifice. They now feel that if the Trustees had been paying them at a much higher rate there would have been more confidence placed in them and the work would have progressed more quickly and this additional visit would not have been necessary.

When Mr. Lund suggested a consulting engineer, honorary, at home, it was because he wished some one whom the Trustees knew with whom he, Mr. Lund, could communicate about technical matters and who in turn could talk them over more at length with the representatives of the trustees or who could send his conclusions out here to the field.

A chance remark dropped by Mr. Newman early in his stay keeps cropping up in my mind. It was in regard to his willingness to come back next year and help to put in the equipment. I mentioned this to the local committee which said they would take action to prevent any such outcome. I am sure there would be much difficulty in getting any labor who would work under Mr. Newman.

We are wondering what the procedure will be when Mr. Place has made his report. We hope that we can have a copy as early as possible and have a chance to comment on it before any final actions are taken.

We are getting the roof timbers and sheathing on the Deans Residence, and the heavy timbers in place on the Sage Memorial. The third womens dormitory has the foundation cast, the second has most of the first storey walls laid up while the first is getting the forms for the second floor in place.

The Physics building has some of the first floor forms set and the Chemistry building has most of the foundation in place tho we have not been able to water proof the basement as yet. In the Dormitory we are starting the finished floors and the Mech-ogy Building is nearly all plastered.

Dr. Stuart and Mr. Corbett are expected on the site tomorrow and I will hold this letter for their perusal.

Very sincerely yours

John M. Gwynne, Jr.

PEKING

August 24, 1923.

Mr. John McGregor Gibb,
Peking University,
Haitien, Peking West,
China.

My dear Mr. Gibb:

In one of your recent letters you indicated that the drains, stoppers and traps for the wash basins in the shipment sent last November were missing. I wrote you in reply that all of these items were shipped in box No. 43 of that shipment. In discussing the matter with the Purchasing Department and Mr. Black here, they felt that it might have been possible that this box was entirely lost during transit in which case it seemed probable that you would have discovered this shortage in checking over the cases. They felt, therefore, that this box No. 43 was actually missing from the shipment and that you wished us to duplicate the entire contents of the box. It seemed to me that probably the rush for these things would not be so great but that we could wait for a reply from you before duplicating the order which would cost a considerable amount of money. If you wish us to send all the articles contained in that box, please let us know and we will see that it is duplicated and sent forward at once.

Your letter of July 21st regarding Miss Mason, sent by way of Siberia, arrived in the office yesterday. It gives us a clearer understanding of the situation than we had before. I am engaged in the examination of a candidate for this place who looks very promising to us here. She is to have her medical examination today and I am hoping that we can get a Committee meeting next week in order to make the appointment. When this is made I shall see that a cable is sent you as soon as possible notifying you of it. The young lady that we have in mind at the present time is Miss Mary Cookingham.

With regard to the question of pipe, I have taken the matter up with Mr. Place and he has O.K'd Mr. Newmans' suggestion so that we are about to try to work out exactly what is needed for the two items referred to - the drain pipe and the hot water pipe. Unfortunately, Mr. Black who placed the order is not in this week and I am leaving on Saturday for my vacation

and, therefore, turning the matter over to Dr. North and asking him to take it up with Mr. Black when the latter returns. It would be a very great help to us here if, when materials are ordered or you are asked to order them through this office, we could have a definite statement as to what the order was for. For example, in the case of this pipe you ask us to duplicate a previous order and to send half as much of the hot water pipe as was sent before. It is exceedingly difficult for me to know what should be sent and to find out just what orders are referred to when directions are so vague.

I am sorry that Mr. Hill has felt it necessary to sever his connections with the University but I am sure it will mean a great saving in health and work for the rest of you.

With kind regards, I am

Sincerely yours,

LBM/MPG

燕京大學

CONSTRUCTION BUREAU

Haitien, Peking West.

Mr. Leslie B. Moss,
150 Fifth Avenue,
New York City.

PEKING

PEKING UNIVERSITY

(YENCHING TA HSUEH)

PEKING, CHINA.

August 31st, 1923.

My dear Mr. Moss:-

I am writing this brief note regarding a secretary and accountant. Some weeks ago we cabled for one and have had no reply. Since Miss Mason left at the first of the month the burden of the office has been almost more than one could struggle under. We have been looking for help and this week Mr. Stuart got in touch with a Russian woman who had done some typing for him some years ago. Her name is Miss Sigourovsky. She has had some schooling in an English School and her English is fair, her short hand not quite so good, and she has taken the book keeping quite seriously and persistently worked at the books for the last two days till she has balanced them.

I have therefor engaged her permanently unless there is some one on the way out before this letter gets to you, or unless you have gone so far in arranging with some one that there is no easy way to not send her out.

My feeling is that here is a woman who is used to China, has some family connections here, and will probably be as satisfied with living conditions and the situation in general as any one can hope for. We are not investing any transportation in her, she knows what she is worth and will not feel that she is being compared with secretaries at the Rockefeller Foundation or other places where they probably are paid more. Furthermore she can live with the Russian Forman's family and make some company for them, and if we should come to get other Russian help she will be a good interpreter for the office toward them. I write thus fully so you can have the whole situation before you if it comes to a difficult decision as to sending any one out.

Should it be that some one is about to leave when this letter gets to you and it is possible to cable, we here will have had a months experience with Miss F. and will know how well she is fitting into the situation here.

The committee had a long meeting yesterday and I will be writing you fully on Monday next regarding the meeting and the work in general.

Very sincerely yours

John M. Guggen Gibbs