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APR 8 1935

REPORT OF THE JOINT COMMITTEE ON COOPERATION IN NANKING

MISS M. E. HODGE

The Joint Committee on Cooperation has held one meeting during the year, on January 4, 1935, at the home of President Chen of the University of Nanking. The Reverend Z. T. Kaung was elected chairman and action was taken in the following matters:

1. Approval was given to the various forms of cooperation already effected.
2. Approval was given and recommendations made for further cooperation along the following lines:
 - a. Instruction in Sociology and Economics, in History and Church History, in Philosophy and Religion, in Education and Religious Education, and in Chinese;
 - b. The addition of a Pre-Theological Minor to the curriculum of the University and of Ginling, in cooperation with the Nanking Theological Seminary;
 - c. Religious lectures, services, and fellowship;
 - d. Social studies and experiments;
 - e. The development of libraries;
 - f. Provision for a class-room building approximately half-way between the University of Nanking and Ginling College;
 - g. A closer concentration of plants;
 - h. The yearly appointment of a Committee on Cooperation. (The Board of Directors of Ginling College are asked to appoint members to this Joint Committee annually.)
3. The Joint Committee on Cooperation also appointed a sub-committee to study the details of cooperation and especially to look into the question of a possible new site for the Nanking Theological Seminary nearer to the University and to Ginling.
4. The next meeting of the Joint Committee was fixed for April 11th, just before the meeting of the Board of Directors of the University of Nanking.

Respectfully submitted,

W. P. ROBERTS,

Secretary.

RE NEW HANKOW ROAD

APR 8 1935

MISS M. E. HODGE

At a Special Meeting of the Executive and Building Committee (Nanking Members) held on February 22, 1935, it was VOTED

1. That the Executive Committee, having learned with great concern that the Municipal Government has planned to include a section of land belonging to Ginling College in the development of the Fourth Residential Section, feels that this matter must be referred to the Board of Founders.
2. That an earnest request be made to the Municipal Government that the road plan be changed so as to leave the college campus generally intact either by curving the road to the north of the campus or by omitting that section of the road which was planned through the college grounds.
3. That President Wu and Mr. Ing be asked to prepare a statement in Chinese to the above effect for presentation to the Municipal Government.
4. That Mr. Mills be asked to approach Mr. Peck, Councillor of Legation, and Minister Nelson Johnson, asking them to take up informally with the Ministry of Foreign Affairs the proposal of the Municipal Government to take from Ginling land for the residential area.

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These Minutes were not provided,
but the Bd. of Directors adopted
these recommendations & they
are incorporated with slight
changes of wording in printed
minutes of Feb 20, 1937

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GINLING COLLEGE
Special Committee on Housing, Retirement, Sabbatic Leave, Etc.
January 20, 1937

The Special Committee appointed by the Executive Committee (Nov. 28, 1936) to study the questions of age of retirement, pensions, sabbatic leave and the problems involved in the faculty living in self-containing houses, met at the College on January 20, 1937. The following persons were present: Dr. Li Tien-lu, Chairman, Miss Anna E. Moffet, Dr. Yi-fang Wu, Miss Elsie Priest.

SELF-SUSTAINING FACULTY HOUSES. The President presented the questions involved in the proposal made by the Board at its annual meeting in 1936 (D. 3619) that all faculty houses should be independent of the College in the matter of service, food, heat, light and water; and called attention to the action of the Board of Founders at its meeting on April 23, 1936 (B.F. 82) suggesting a possible salary adjustment, in case the proposal of the Board of Directors were put into effect.

Voted: That we recommend to the Board of Directors that the policy of having all houses for the Ginling College faculty independent of the College in the matter of service, food, light, heat and water be put into effect beginning with September 1937. It is understood that this means not that none of the items specified might be secured from the College, but that the faculty houses would pay in full for whatever service or commodity the College provided.

Voted: As a result of a study of the comparative salary and allowances of the western members of the Ginling College staff and those of single women missionaries of the cooperating missions, this committee would express its judgment that no adjustment in the salary of western staff members is necessary at this time.

Voted: In regard to the salaries of Chinese staff members, the committee would recommend to the Board of Directors that because of the low salary scale, an adjustment in salaries be made, beginning with September 1937, to cover the additional living costs for light, heat, water and service in self-sustaining faculty houses.

RETIREMENT AGE. The President reported the action of the Board of Founders (B.F. 86) in regard to age of retirement (D. 3628). After careful consideration it was

Voted: That we recommend to the Board of Directors that, in the case of both Chinese and Western members of the staff, provision be made for a possible extension of service beyond the retiring age of 65 years, for not more than three years, decision to be made year by year, and after securing medical advice in each case.

RETIREMENT GRANTS. The President presented the problem of retirement grants, together with certain factual information regarding the policy and practice of other institutions.

Voted:

1. Policy: That, in so far as funds permit, Ginling College will endeavor to make some provision for retirement grants for members of the faculty and staff, or to give some assistance in case of disability or death during service in the College.

2. Retirement Grants:

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- a. All staff members are eligible for retirement grants.
- b. The age for retirement from active service in the College shall be sixty-five years. The date of retirement in each case shall be the first day of September nearest the attainment of the age of sixty-five.
- c. In cases where staff members shall have served for forty consecutive years but shall not have reached the age of sixty-five years, the term of forty years of service shall be considered the equivalent and such persons may then retire from the service of the College.
- d. The amount of retirement grant made to each staff member eligible for retirement grant shall be one year's salary, the amount to be determined by the salary at the date of retirement.
- e. No person who has been in the employ of the College for less than ten years shall be eligible for the retirement grant, even though the age of sixty-five may have been reached.
- f. Retirement grants shall be made to members only if they shall have served the full term of forty years or reached the age of sixty-five.

3. Total Disability or Death in College Service:

In the case of the death or total disability of a staff member during active service in the College, provision shall be made as follows:

- a. After five years of service, but less than ten years, an amount equivalent to salary for 3 months.
- b. After ten years of service, but less than twenty years, an amount equivalent to salary for 6 months.
- c. After twenty years of service, but less than forty years, an amount equivalent to salary for 9 months.
- d. After forty years of service, the usual retirement grant shall be made.
- e. Any other allowance shall be considered as a special grant, each case to be considered on its merits.
- f. The College will be the sole judge as to what constitutes total and permanent disability as regards the benefits provided by this plan.
- g. In any case of death or total disability where in the judgment of the College there is a question as to the need for a death or disability grant, the College will be the sole judge concerning the payment.

SABBATIC LEAVE POLITY. The President presented the question of policy in regard to Sabbatic leave.

Voted: That we recommend that members of the College Faculty with the rank of instructor or above, who have served the College for six consecutive years, and are planning definitely for advanced study, be granted sabbatic leave for one year on half-salary. It is understood that such members of the faculty will continue in the service of the College for at least five years, and will by this sabbatic leave and study be of increased value to the institution.

Respectfully submitted,
ANNA E. MOFFET, Secretary.

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Respectfully submitted,
ANNA E. MOFFET, Secretary.

REPORT OF THE BUILDING COMMITTEE February 19, 1937

At the Executive Committee meeting on June 8, 1936, Mr. W. P. Mills was elected Chairman of the Building Committee to take the place of Mrs. Thurston who resigned preparatory to her furlough. At the same time a faculty sub-committee was formed consisting of Miss Chester, Mrs. Tsen and Miss Vautrin. The latter was elected Chairman of the sub-committee and a member of the College Building Committee. The understanding was that she would also take over Mrs. Thurston's work of supervision during building construction. The following gives the work of the two committees and the present status of the building program to date.

June 6, 1936. The Executive-Finance Committee approved the tearing down of the two former gatehouses and appropriated \$500.00 for the rebuilding into an additional unit in connection with the Power Plant, this unit to provide for the carpenter shop and storage rooms. This work was completed in the summer. At the same meeting the revised plans of the South Hill Faculty Residence were approved and a total sum of approximately \$30,000.00 was appropriated for the building, including heating, plumbing and lighting. Rough plans were presented for the Terrace Faculty Residences and it was voted to ask Mr. Carter to make available \$35,000.00 Chinese currency for the building. During the summer Mr. Carter forwarded \$12,000.00 American currency which was exchanged into \$39,587.62 Chinese currency.

July 4, 1936. Mr. Creighton and Mrs. Thurston held a conference in Tientsin on the matter of the Terrace Residences and bungalow. Mr. Creighton was expected to submit revised plans but was unable to do so because of unexpected work in Manchuria.

September 28, 1936. In the morning a conference was held between the Faculty sub-committee and Mr. Creighton at which time it was approved of making the central apartment three stories, which would add three additional bedrooms and one guestroom. In the afternoon of the same day the College Building Committee met with Mr. Creighton and approved of the Terrace Faculty Residence as revised in Tientsin and by the sub-committee. A tentative sum of \$44,000.00 was approved as follows:

Terrace Residences (5 residences)	\$34,000.00
Bungalow	6,000.00
Grading, roads and paths	1,500.00
Removing of graves	500.00
Furnishings	2,000.00
TOTAL	\$44,000.00

After the above meetings, Mr. Creighton spent several days in Nanking revising and checking plans for Scheme "A" and Scheme "B" and making more accurate estimates. Revised estimates showed that Scheme "A" would cost approximately \$33,500.00 and "B" approximately \$39,000.00.

October 19, 1936. The Faculty sub-committee met and after careful study strongly urged Scheme "B" since the bedrooms are of medium

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size. They further recommended the addition of fireplaces in living rooms.

October 30, 1936. The College Building Committee met and with certain minor changes approved Scheme "B", recommending that the plan be revised and that it, together with the bungalow plan be sent to the Board of Founders for approval. A revision in estimates was made as follows:

Terrace residences (5 residences)	\$40,000.00
Bungalow	6,000.00
Grading, road, paths, planting	1,500.00
Removal of graves	500.00
Furnishings	2,000.00
Contingencies	5,000.00
TOTAL	\$55,000.00

In order to begin building as early in the spring of 1937 as possible, a cable was requested. At the same meeting the following were recommended if funds are available:

- a. A suitable residence for the President.
- b. A residence for the unmarried men members of the staff.

November 7, 1936. The Infirmary was considered complete and was formally opened and dedicated.

November 28, 1936. The Executive Committee voted approval of the above appropriations. In addition they asked the Board of Founders to add to the above amount the sum of not more than \$12,000.00 Chinese currency for the house for the unmarried men members of the faculty. The site is available for the latter and the plans are now complete.

January 12, 1937. Cable was received from the Board of Founders approving the sum of \$55,000.00.

January 21, 1937. Cable received "Regret no funds available unmarried men's building or additional land".

Present status: The working drawings for the Terrace Residences are practically complete. They are to be submitted to the Building Committee and to Mr. Creighton for final approval and then steps will be taken to secure bids and a building permit.

Completion of the Terrace Residence will fully provide for all women on the faculty--South Hill Faculty House: 14 faculty bedrooms, 3 guestrooms, 1 first floor guestroom with bath (for men guests) 6 small studies; Bungalow: 2 faculty bedrooms; Terrace House: 16 faculty bedrooms, 3 guestrooms, 1 first floor guestroom (for men guests). This is a total of 32 faculty bedrooms, while 29 are needed at present, not counting Miss Spicer's and Dr. Reeves' bungalows.

Respectfully submitted,
MINNIE VAUTRIN,
For Building Committee.

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Respectfully submitted,
MINNIE VAUTRIN,
For Building Committee.

Minutes of the Meeting of the
Board Committee on Practice School

Ginling College

January 31, 1948

The second meeting of the Board Committee on Practice School was held in Miss Spicer's House on January 31, 1948 at 3 o'clock.

The members present were--

Miss Mary C. C. Chen

Miss Mary Kesler

Dr. Lewis Smythe

Absent--Miss Marian Bih

Mrs. W. S. New

Dr. Wu Yi-fang, ex-officio

Miss Chen Yu-djen, ex-officio

The opening prayer was led by Miss Mary C. C. Chen.

Miss Mary Chen asked Miss Kesler to act as chairman for this meeting.

Business: Miss Chen Yu-djen presented the matter of a proposed new building to be used as library, laboratory, and preparation room for teachers.

BCPS 48-3. Voted: To build a "semi-temporary" building to the south of the Soong Memorial Building so that it will be the east half of the first floor of a future permanent building. The foundations and main walls should be of the same construction as the east half of the Soong Memorial Building, i.e., 40' x 50', but only one story high and with temporary roof.

BCPS 48-4. Voted: To request the Ginling College Board of Directors to allow the Practice School to build the Vautrin Memorial Building (a 3-story Building, 140' x 65') to the west of the above two buildings and facing east. This will require a gate for the Practice School to be opened later on Ninghai Road.

BCPS 48-5. Voted: To approve the removal of the present temporary dining-room building to clear space for the building approved in BCPS 48-3.

BCPS 48-6. Voted: To request the College to allow the Practice School to use the present chicken shed for a dining hall while the building in BCPS 48-3 is being constructed.

BCPS 48-7. Voted: To request the Board Finance Committee to loan the US\$690.40 raised in China for the Vautrin Memorial Building to be used toward building the whole first story of the building in BCPS 48-3.

BCPS 48-8. Voted: To request the Alumnae Association to loan US\$2,000 from the Vautrin Social Service Memorial Fund to be used toward building the whole first story of the building in BCPS 48-3.

Respectfully submitted

Lewis Smythe
Secretary