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331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

W. L. SOMERVILLE  
HENRY J. MCGILL  
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TELEPHONE CENTRAL 4706.  
SHANGHAI OFFICE—UNION BUILDING

September 18, 1918.

RE GINLING COLLEGE.

REPORT OF CONFERENCE AT NANKING, SEPTEMBER 10, 1918,  
BETWEEN PRES. THURSTON, MR. MURPHY and MR. FORSYTH.

Mr. Murphy and Mr. Forsyth arrived Nanking 7:00 A.M., by sleeper from Shanghai, and left by 11:00 P. M. sleeper for Soochow. Spent morning inspecting site for new building, with Pres. Thurston; and conferred for 15 minutes, at noon, with Dr. A. J. Bowen, Pres. of Nanking University, at his office in the newly completed Swasey Hall. Spent afternoon conferring with Pres. Thurston on detailed Program of requirements.

The Boards co-operating in Ginling College (Ginling is old Chinese name for Nanking) are:

Women's American Baptist Foreign Mission Society.

Christian Women's Board of Missions.

Women's Foreign Mis. Soc. of the Methodist Episcopal Church

Women's Miss. Council Bd. of Mis., M. E. Church, South.

Board of For. Mis. of the Presbyterian Church in the U.S.A.

The Trustees of the University of Nanking are also the Trustees of Ginling.

The Ginling College Committee are:-

Dr. Robert E. Speer, (Chairman)

Miss Elizabeth R. Bender, (Sec'y). 150 5th Ave., New York City.

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Report of Conference Re Ginling College.

Mr. Russell Carter, (Treasurer)  
Miss Anna R. Atwater  
Miss Belle M. Bennett  
Miss Elizabeth Dearing Hanscome  
Miss Margaret E. Hodge  
Dr. Frank Mason North  
Mrs. Henry W. Peabody

Pres. Thurston (Mt. Holyoke College) is the widow of Lawrence Thurston, Yale '98, the Founder of Yale in China. The other foreign members of the Faculty are:-

Miss Elizabeth Goncher (Goncher College) absent in U.S.A.  
(Mr. Murphy is to consult Miss G. in New York).

Miss Frederica R. Mead, (Smith College) absent in U.S.A.

Miss Mary A. Nourse (Univ. of Chicago) " " "

Miss Marola E. Rivenberg (Vassar College) " " "

Miss Lydia B. Brown (Oberlin College)

Miss Ruth M. Chester, (Smith College)

Miss Mary Boyd Shipley (Bryn Mawr College)

Miss Cora D. Reeves (University of Michigan)

Ginling College, now in its third year of work, and the North China College for Women (at Peking) are the only colleges for women in China.

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- 3 -

Report of Conference Re Ginling College.

There is now available, in New York, the sum of \$40,000. Gold for building purposes; and Pres. Thurston is anxious to finish, at the earliest possible date, all the necessary study of General Plan, style and details of first buildings; so that an actual start can be made on construction as soon as it seems wise to exchange the money. By the vote of the Board of Control, they are at present committed to "buildings not over two stories high, with Chinese roofs." On this matter of style, Mrs. Thurston said in her letter of July 25th to Mr. Murphy:

"Personally I want them to be Chinese below the roof as well, if we go in for Chinese style at all. I think your sketches for the Yale-in-China Buildings are nearer to having a real Chinese look than any other buildings I have seen."

In H.K.M.'s reply to Mrs. Thurston, dated August 3, he said, on this matter of style:

"I sympathize entirely with your feeling that your buildings should also be Chinese below the roofs. The roof is, of course, the most distinctive feature of the Chinese style; but the essence of the style runs all through, in the fenestration, the relation of voids and solids, the mass and the detail. We feel that it is not worth while to attempt to get the spirit of these wonderful Chinese buildings at all, in modern work, unless we can work with something more than the top."

For the present, we are to use the Chinese style



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SEP 18 1918 [47]

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Report of Conference Re Ginling College.

in our sketches; although it is just possible that there may be a change in this before working drawings are started.

Before our next conference with Mrs. Thurston, which will be at our office in Shanghai on Sept. 19th, we are to make a careful ink tracing (from the large scale Survey by Mr. Baker) showing only contours, ponds, property lines, graves and trees; have this photographically reproduced at a scale of 100 feet to the inch; and have 50 copies printed. On these reduced surveys we are to have ready two or three different schemes for a General Plan; so that at the September 19th conference, we can, if possible, settle on one scheme, and draw it out carefully during the following two weeks. This General Plan will be sent to Miss Goncher, in New York by Mrs. Thurston, accompanied by an analysis prepared by us, and an explanatory letter by Mrs. Thurston. Copies of all these will also go at the same time to Murphy & Dana, in New York, for preliminary study. As soon as Mrs. Thurston hears from Miss Goncher, we are to make in our Shanghai Office, before Mr. Murphy's departure for New York, further studies of the General Plan, to incorporate, if

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Report of Conference Re Ginling College.

possible, criticisms and suggestions received from Miss Goncher and from Murphy & Dana, in New York, as well as the results of the further study to be made meanwhile by the authorities at Nanking and by Murphy & Dana in Shanghai. H.K.M. will take them back to New York; and Murphy & Dana, in New York, will then prepare the final drawings, (General Plan and large Birdseye Perspective) from which the reproductions are to be made for the financial campaign. If possible, H.K.M. will also take back to New York preliminary studies of the detailed arrangements of the buildings to be built first.

For areas, etc. see Schedule of Requirements prepared by Mrs. Thurston, and of which she will send Murphy & Dana a copy, to be typewritten in our Shanghai Office.

*Murphy & Dana*

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September 20th, 1918.

MEMORANDUM ACCOMPANYING  
PRELIMINARY STUDY NO. 1 FOR THE  
GENERAL PLAN OF GINLING COLLEGE.

From our study of the site, both on the ground and from the contour map, it seems that its dominant feature is the long east-and-west swale extending through the middle of the property; and that a group of buildings having as its main axis the center-line of this swale would realize the fullest possibilities, architecturally, of the site. Our "Preliminary Study No. 1" for the General Plan carries out this idea.

From a practical point of view, also, it seems best to put the buildings in a group on the plateau at the foot of the hills, rather than on the slopes or crests. The principal problem in such an institution, in the climate of Nanking, is winter comfort rather than summer; it is better, therefore, to have the shelter of the protecting hills, rather than the sweep of breezes on the hill-top sites, as the College is closed during the very hot season. It happens, also, that the finest view in the entire neighborhood is that toward the mountain peak to the Eastward, exactly on the line of the main axis shown on our plan.

For a Women's College, it is desirable that the Dormitory Group be as secluded as possible. We have

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therefore, placed the four Dormitory buildings so as to form a quadrangle at the Western-most end of the property; leaving only space for one additional Dormitory (to provide for possible future expansion beyond the 200 students now planned as a maximum). It is our idea that the grounds inside this Dormitory quadrangle should be treated in as Chinese a way as possible; and that everything should be done to make this part of the group very domestic.

The two Faculty Houses are placed slightly away from the College buildings proper, giving the desired privacy; while the two Recitation buildings are placed directly in front of the Dormitory group, equally accessible to both students and Faculty.

The two buildings to which the public should have most ready access are the Chapel, where various exercises will be held to which guests will be admitted; and the Library Building, in the lower part of which will be the offices of the President and others whom visitors would wish to see. These two buildings, therefore, are placed at the extreme Eastern end, nearest to the public road, flanking the approach in a dignified composition.

The Gymnasium is kept outside the main group, but composed with it to a certain extent; and is so placed as to be readily accessible from the Dormitories, and conveniently near to the grounds where the tennis courts, etc. will be laid out.

The orientation of the buildings is in accordance

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with the ideas we have found to be best in the other College groups we have laid out - ie., Dormitories with their long axis approximately East and West, and Recitation buildings with their long axis North and South. In the former, the great point is to get sun equally in all the rooms (one half in the morning, and the other half in the afternoon;) while in Recitation buildings, there are many rooms, such as Laboratories, etc., where the diffused North light is desirable.

The approach, so important in a College group, should work out very well as indicated on the sketch. By joining the three ponds now existing at the East side of the property, and spanning these artificial streams by little Chinese bridges, a most attractive landscape effect can be obtained; while from a practical viewpoint, the circular drive, enclosing the central ponds, will give a desirable circulation for vehicles coming up to the Chapel and Library.

It seems to us unnecessary, unless provision is to be made for the possibility of considerably more than 200 students, to buy much more land. We do feel, however, that it is important to secure absolute control at the Entrance, by buying the small piece of land so marked on our plan; we also feel that if it would be a help in securing this piece, the College could afford to exchange for it the piece now owned at the extreme Northeast corner of the property, and which is not essential to the present plan. The only other piece which we consider it absolutely essential to secure is the V-shaped piece immediately North West of the Dormitories, and which would form

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a most undesirable salient if controlled by others. With these additions, we feel that the property is admirably adapted as a site for a College group.

HKM/B

*Murphy Law*

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J. DUNCAN FORSYTH

January 20, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We are sending you enclosed a brief report of Mr. Dana's conference with your Committee last Saturday, for your approval. May we trouble you to let us know at once if there is anything in this report not in accordance with your understanding, or if there is anything important we have omitted from it?

Very truly yours,

*Murphy & Dana*

Enclosure.

Copy to - Murphy & Dana,  
Shanghai.



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January 20, 1919.

RE GINLING COLLEGE.

REPORT OF CONFERENCE AT OFFICE OF DR. SPEIR, 156 FIFTH AVENUE  
JANUARY 18, 1919.

Present - Building Committee  
Mr. Dana.

Mr. Dana was called to meet the American Building Committee of Ginling College. A sub-committee of three was appointed to confer with Murphy & Dana about their plans for the new buildings at Nanking:-

Miss Elizabeth R. Bender, Sec'y of Ginling College  
(150-5th Avenue, tel. Chelsea 3330)

Mr. Russell Carter, Treas. of Ginling College.

Dr. Speir.

All correspondence from Murphy & Dana's office (New York) should be sent to Miss Bender. Anything to do with money matters should be sent to Mr. Carter.

Mr. Dana is to let Miss Bender know just as soon as the approved block plan for the layout of the grounds arrives in China. This plan is to be a sketch plan made by Mr. Murphy and approved by Mrs. Thurston for a total of 400 students. After this plan has been inspected and approved by the sub-committee of three and Mr. Dana, a birds-eye view is to be drawn out in color to help raise funds; also plans and perspectives of the first four buildings to be built are to be drawn out, so that these buildings will be clear to donors who wish to give a whole building as a memorial.

RE GINLING COLLEGE.

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1-20-19.

With regard to these present buildings, it was decided that the following four would be needed for use September 1920:-

Two Dormitories (50 students each)

Recitation Building.

The Recitation Building should be arranged to have one room large enough to be used as a temporary Auditorium and Chapel, and also offices for the Administration.

Faculty Building.

It was decided that a sum of \$125,000 should be allowed for these first four buildings. \$30,000 of this is on hand now, and the rest is to be raised during a period of two years.

Mr. Dana is to cable Mr. Murphy at once to send over the approved plans and also information as to building materials, construction, colors, etc.

Mr. Dana explained Murphy & Dana's method of charges for missionary colleges in the East. Their system is to charge the actual expenses in their office plus a professional fee equal to these expenses; in other words, if the expenses for certain work came to \$500, the professional fee would be \$500, making a total charge of \$1000. The Committee are anxious to have these drawings for raising funds as soon as possible for if these first four buildings are to be completed by September 1920, they should surely be started by July 1919, which would mean that the working drawings should be started in May 1919 at the latest; preferably earlier.

It was decided that as much as the Committee would like to wait until Mr. Murphy's return in March, that it was important to get started before then.

Copies to - Miss Bender  
Mr. Scott  
Murphy & Dana, Shanghai.

R. H. Dana

RHD/K.

January 29, 1919.

Murphy & Dana,  
331 Madison Avenue,  
New York City.

Dear Sirs:-

I am in receipt of your communication of January 20th, with enclosed copy of a letter sent to Mr. Murphy in Shanghai. I beg to say that the report of your interview seems correct as I look it over. I would say, however, that the name of Miss Margaret E. Hodge should be added to the sub-committee appointed to confer with Murphy & Dana, making a committee of four instead of three; also that the full and correct name of the chairman of our Ginling College Committee, who is the last one named in your list of members of the sub-committee, is Dr. Robert E. Speer.

We were much pleased with our interview with Mr. Dana and are full of hope and courage for the future of Ginling.

Very truly yours,

MURPHY & DANA  
ARCHITECTS

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January 30, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We wish to thank you for your letter of January 29th, notifying us that the name of Miss Margaret E. Hodge should be added to the sub-committee appointed to confer with Murphy & Dana. Thank you also for sending us DR. Speer's initials.

We have just received a cablegram from Mr. Murphy saying that he is sailing on February 17th, and find that his boat is due in San Francisco on March 10th. We judge that he will, therefore, be in New York soon after March 15th.

We understand that your sub-committee does not wish to wait for his return before making drawings on which to raise money. Unfortunately we have had no mail from Mr. Murphy regarding Ginling or the revised plan, approved out there by Mrs. Thurston and her committee. As soon as we do, we will, of course, notify you.

Very truly yours,

*Murphy & Dana*

[17]

Rec'd Apr. 8

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SHANGHAI OFFICE—UNION BUILDING  
CABLE ADDRESS—MURDAN SHANGHAI  
TELEPHONE—CENTRAL 4706

re Ginling College.

REPORT OF CONFERENCE AT MURPHY & DANA'S SHANGHAI OFFICE.  
31st January, 1919.

Present— Mrs. Thurston  
H. K. Murphy (part time)  
J. D. Forsyth( " " )

In the afternoon Mr. Murphy and Mr. Forsyth went over with Mrs. Thurston the developments since the last Conference, when Mr. Murphy visited Nanking on the 4th November; including the points in Mrs. Thurston's letters since then, which had not been answered in detail on account of Mr. Murphy's expected visit to Nanking during January. In the evening Mr. Forsyth went over with Mrs. Thurston the new General Plan ("Preliminary Study No. 6") prepared after the afternoon conference; and settled on the immediate program of work,

Mrs. Thurston explained that the local Board of Control has approved of everything thus far done; that it is now settled that the General Plan is to provide for an ultimate total of four hundred students; and that Murphy & Dana are authorized to proceed with small-scale plans and elevations for the Chapel, Library, Faculty House, Science Building, Recitation Building and typical Dormitory. If possible, preliminary studies of these are to be sent to Mrs. Thurston in time to allow her to confer on them with her Faculty before she

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leaves Nanking for her 14th February Shanghai visit.

Each Dormitory is to be about 42' x 115' and to contain on the Ground Floor ten bedrooms, 10' x 15', and a Dining Room about 20' x 38', entered through a Social Room about 31' x 38'; and on the Second Floor 20 bedrooms and a small sitting room over the entrance. This will provide 30 bedrooms in each Dormitory, thus leaving five extra rooms for Faculty, guests, etc., in addition to the 50 students who would occupy twenty-five rooms. *[Lectures etc. provided for in the rooms]*

The Recitation Building is to be about 54' x 115', arranged in Class Rooms accommodating 20 and 25 students; with one <sup>Lecture</sup> room accommodating about 70.

The Science Building is to be of the same size as the Recitation Building, and is to be arranged in accordance with information to be sent to Murphy & Dana by Mrs. Thurston within the next few days.

The Library Building is to have Administrative Offices for the President, Dean, Secretary, Treasurer and Stenographer on the Ground Floor; with Faculty offices and Lounge, Book Room and Store Room occupying the remaining space on this floor. The Library itself is to occupy the Second Floor.

The Chapel Building is to be arranged in the same way, with the Chapel itself on the Second Floor, and Music Rooms and other small rooms on the Ground Floor. The Chapel is to seat 500.

The Faculty House is to provide ten suites, each containing Sitting Room, Bath, Bedroom and Closet; and four suites each containing Sitting Room, Bath, two Bedrooms and two Closets; thus providing for sixteen Faculty and two guests. There are also to be, on the Ground Floor, a Sitting Room and a Dining Room, opening together for

JAN 31 1917

entertaining.

Mrs. Thurston feels that it <sup>may not be</sup> (is not) necessary to go to the expense of fire-proof construction for the Dormitories or Faculty House; but that the Recitation Building, the Science Building, the Library Building and the Chapel Building might be fire-proof. Mr. Murphy feels that it is not worth while to make any of the buildings fire-proof unless all the buildings are made so.

Hot-air furnaces and registers are to be provided to heat the Library Building, Chapel Building and Faculty House; stoves in the Social Rooms of the Dormitories, and in the Dressing Room of the Gymnasium. No other heating is to be provided, except that the Sitting Rooms in the Faculty House are to have fireplaces.

As the cubage and cost figures given on the previous Schedules seemed inaccurate, the following new calculations have been made, based on the sizes of buildings called for on "Preliminary Study No. 6" of the General Plan, and using non-fireproof construction:

Dormitory A-	42' x 115' x 42' high	= 200,000 cu.ft. @ 14¢	= Mex. \$ 28,000.
" B-	" " " "	= 200,000 " " @ " "	= " 28,000.
" C-	" " " "	= 200,000 " " @ " "	= " 28,000.
" D-	" " " "	= 200,000 " " @ " "	= " 28,000.
" E-	" " " "	= 200,000 " " @ " "	= " 28,000.
" F-	" " " "	= 200,000 " " @ " "	= " 28,000.
" G-	" " " "	= 200,000 " " @ " "	= " 28,000.
" H-	" " " "	= 200,000 " " @ " "	= " 28,000.
Recit. Bldg.-	54' x 115' x 44' "	= 273,000 " " @ 13¢	= " 35,000.
Science "	" " " "	= 273,000 " " @ " "	= " 35,000.
Chapel (500)	50' x 100' x 45' "	= 225,000 " " @ 12¢	= " 27,000.
Library Bldg.	" " " "	= 225,000 " " @ " "	= " 27,000.
Faculty Hse.	{ 42' x 115' x 40' " }	= 235,000 " " @ 14¢	= " 33,000.
	{ plus wings }		
Gymnasium-	50' x 80' x 45' "	= 180,000 " " @ 11¢	= " 20,000.
Infirmary-	30' x 60' x 39' "	= 71,000 " " @ 14¢	= " 10,000.
		3,111,000 " " "	\$411,000.
Kitchens, Gate Houses, etc.-	(approx) 89,000 " "	(approx.)	9,000.
Completed group-	3,200,000 " "	@ 13-1/4¢	= \$420,000.

For fireproof construction about 12% to 15% should be added.

*Murphy & Lane*



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February 7, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
#150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We have just received a letter from Mr. Murphy, dated December 10th., saying that he was going to confer with Mrs. Thurston at Nanking on January 5th and "determine the procedure during the next six months".

If he receives the cable we sent him on January 11th., asking him to send the approved plans at once, we judge that he can probably send us pretty definite information after his conference on January 5th with Mrs. Thurston.

We, therefore, hope that by February 15th at the earliest and February 22nd at the latest, we should receive the approved plan of the grounds and also some letter with definite instructions as to their wishes out there. As soon as we receive this information we will, of course, at once notify you.

Very truly yours,

*Murphy & Dana*

MURPHY & DANA  
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March 31, 1919.

RE GINLING COLLEGE.

Miss E. R. Bender,  
#150 Fifth Avenue,  
New York City.

Dear Miss Bender:—

Mr. Murphy arrived from the Orient the latter part of last week; and can arrange to see you at your convenience regarding Ginling College, on which Mr. Dana understood from you that you would like as early a conference as possible. Thursday or Friday of this week would be convenient for us; if you will let us know (tomorrow, if possible,) what time you will come in.

Very truly yours,

*Murphy & Dana*

3:15  
1919

April 16, 1919.

Messrs. Murphy & Dana,  
331 Madison Avenue,  
New York City.

Gentlemen:-

Referring to Mr. Murphy's conference with the  
Ginling College Committee April 10th, I am taking the  
liberty of sending herewith enclosed a statement of the  
interview which I have drafted for incorporation in the  
Minutes and wish to ask Mr. Murphy to look over and cor-  
rect if I have made any mistakes in reporting the conference.  
I will ask him to revise the report in any way that may  
seem best to him. I shall be glad to have it returned  
at your early convenience for incorporation in the Minutes.

Sincerely yours,

[1]

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MURPHY & DANA  
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H. J. MCGILL  
J. D. FORSYTH

April 17, 1919.

RE GINLING COLLEGE.

REPORT OF CONFERENCE, APRIL 10th., OF MR. MURPHY WITH GINLING COLLEGE COMMITTEE.

(Revised April 17th by Mr. Murphy from first draft by Miss Bender).

Mr. Murphy of Murphy & Dana, Architects (just returned from China) made a general report on the work of his firm in connection with Ginling College plans. As the invitation to Mr. Murphy to attend this conference came only a few hours before the conference, he had not prepared a formal report; but described in a general way the successive steps taken in the various conferences between Mrs. Thurston, Mr. Murphy and Mr. Forsyth, leading up to the final scheme (General Plan #6), increased from 250 to 400; and left with the Committee a blue-print of this General Plan.

STYLE:--

Mr. Murphy explained that Mrs. Thurston and Murphy & Dana were agreed that the Chinese style should be followed throughout the buildings, and not confined to the roof as at first suggested; and that it was also agreed that the additional cost (perhaps 10%) of carrying out the buildings in this style, as compared with the foreign style, was felt to be fully justified.

BUILDING PRICES:--

Mr. Murphy explained that it was advisable to proceed at once with the drawings; as it seemed likely that building prices would be very favorable by the time the drawings were finished and it was possible to let contracts;

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that transportation costs were already greatly reduced; and that the cost of materials sent from America was likely to be somewhat less; that it is not wise to wait for much better exchange, as the bankers in the Orient had given it as their opinion that it was not likely that the gold dollar would be worth more than \$1.35 to \$1.40 for a long time; and perhaps never reach \$2.00, for which some of the Mission authorities in America were inclined to wait.

CONSTRUCTION:-

Referring to the vote of the Board of Control at Nanking on January 10, 1919, recommending the use of reinforced concrete "unless the cost exceeds the cost of brick by more than 20%", Mr. Murphy explained that it was not necessary to go into that matter at this time; that it is quite likely that the buildings will be built of reinforced concrete, faced with brick; but in any case the construction which is found to be most economical, considering durability, will be used.

FIRST GROUP OF BUILDINGS:-

Using the prices given to Mrs. Thurston by Murphy & Dana's Shanghai Office a few months ago, and taking into consideration the present rate of exchange, Mr. Murphy felt that it would be possible to erect the first group of buildings for about ~~\$~~175,000 Gold, including the necessary grading; also including payments to Murphy & Dana. This first group would consist of two Dormitories; Recitation Hall and Science Hall and Faculty House. At the prices named in Mr. Murphy's report of the conference between Mrs. Thurston, Mr. Murphy and Mr. Forsyth in Shanghai on 31st January, the cost of these buildings would be about Mex. \$ 160,000; and for fireproof construction about Mex. \$ 180,000. ~~\$~~175,000 Gold at the present rate of exchange would yield between Mex. \$ 215,000 and Mex. \$ 220,000; which should be enough to take care

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of such items as grading, Architects' fees, etc., *and build fireproof.*

IMMEDIATE PROGRAM OF WORK:-

Mr. Murphy explained that in order to start construction in the Spring of 1920, in accordance with the vote of the Board of Control at Nanking on January 10th., the following schedule would have to be carried out:-

April 15- June 1, 1919.

Preparation of Show Drawing for campaign purposes.

June 1- Sept. 1st.

Preparation of Working Drawings in New York

Sept. 1st - Working Drawings sent to China

October 1st -

Working Drawings received in China

October 1st - December 1st -

Working Drawings to be completed in Murphy & Dana's Shanghai office, in consultation with Mrs. Thurston, and specifications prepared.

December 1st -

Final plans and specifications sent out by Murphy & Dana's Shanghai office to Contractors for estimates

January 1, 1920 -

Estimates received

February 1, 1920 -

Contracts let

March 1, 1920 -

Construction started

Sept. 1, 1921 -

First group of buildings ready for occupancy

Mr. Murphy explained, in answer to Mr. Speer's question, that it is best to push the work forward rapidly, so as to carry out the above schedule; thus to be able to decide at the beginning of 1920 on definite bids from Contractors, whether to go on with the work at that time; that there was no loss in carrying out such a program, as the Working Drawings

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-4-

and specifications would ~~be~~ then be ready to use, without further expense, if it was decided to postpone construction to await more favorable conditions. In this connection Mr. Murphy also explained that not over 10% of the total ~~\$~~175,000 Gold would be needed between now and July 1, 1920; and that not more than 50% during the period from July 1, 1920 to December 31, 1920.

Mr. Murphy explained that for campaign purposes Show Drawings could consist either of a sketch Birds-Eye perspective, supplemented by separate detailed, perspectives of each building; or one larger Birds-Eye perspective, in which each building would be carefully detailed. Mr. Murphy recommended the latter; this ~~max~~ met with the approval of the Committee.

SUPERVISION:-

Referring to the vote of the Board of Control that the services of Mr. Small should be secured if possible, Mr. Murphy explained that it would be better to let this matter wait until he could have an opportunity to make a further study of the situation on his return to China in the Fall of 1919; and that as no Supervisor would be needed until the Spring of 1920, it was more than likely that before that time Murphy & Dana's Shanghai office would be equipped to handle the <sup>supervision</sup> construction more advantageously to all than would be possible through the employment of Mr. Small; but that some arrangement with the latter <sup>should</sup> still be kept in mind as a possibility.

HKM/H.

*Murphy & Dana*

2 copies to -- Miss Bender.



M-61

MURPHY & DANA  
ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

April 17, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
#150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

Your letter of April 16th is received, enclosing draft of paragraph covering Mr. Murphy's conference of April 10th with the Ginling College Committee, for incorporation in your minutes of that meeting.

In accordance with your request, Mr. Murphy has revised *and amplified* this report; and we are enclosing two copies herewith. Please note particularly that the working drawings must start June 1st -- not July 1st., as stated in the first draft.

Miss Goucher, who called at our office a day or two after the meeting, told Mr. Murphy that the meeting had decided, after he had left, to have us go on at once with the Birds-Eye perspective needed for campaign purposes. We are now starting this; but should be glad to have your confirmation of this decision for our files.

We need immediately for this perspective the blue-prints which Mr. Murphy left with your Committee, of the sketch floor plans made in our Shanghai office for the various buildings. Mr. Murphy explained when he left these that they were the only copies we have in this country; and understood that your Committee wished them for only a few days. Please

Miss E.R.Bender

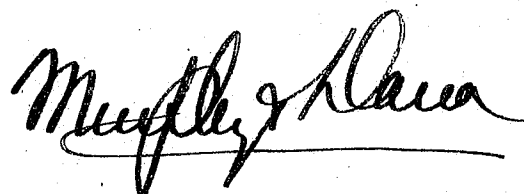
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4/17/19.

arrange to have these returned to us tomorrow, if possible, so that we may not be delayed on the perspective.

As each building in the Birds-Eye perspective will be small, it is not necessary to have a definite approval of the individual arrangements shown on these sketch floor plans, as these details will be worked out later when the actual working drawings are started. The only approval we need now is on the layout shown on General Plan #6, of which Mr. Murphy left a print with your Committee, and of which Mrs. Thurston and the other authorities in China have already approved.

Very truly yours,

A handwritten signature in cursive script, reading "Murphy & Lane". The signature is written in dark ink and is positioned below the typed name "Murphy & Lane".

April 28, 1919.

Murphy & Dana,  
331 Madison Ave.,  
New York City.

Gentlemen:

At the meeting of our Ginling College Committee, April 10th, action was taken authorizing certain drawings for use in our financial campaign. The minute of this action reads, "Expense not to exceed \$300."

This should have gone to you earlier and I must apologize for the delay. The explanation is that I was not quite sure as to some points in the action taken and asked for verification. It is this that I have been waiting for and, in the meantime, the importance of sending you the action slipped my mind. I trust that your plans come within this figure, and that no inconvenience has been caused you by the delay.

Very truly yours,

M-80.

MURPHY & DANA  
ARCHITECTS  
331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

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CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

April 30, 1919.

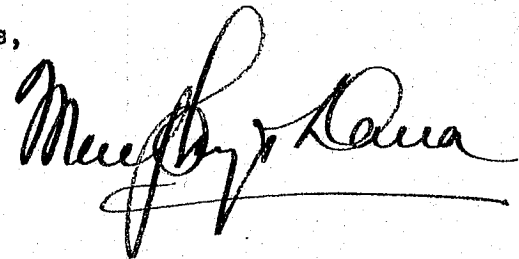
RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
#156 Fifth Avenue,  
New York City.

Dear Miss Bender:-

Your letter of April 28th is received, reporting the action taken at the April 10th meeting of your Ginling College Committee, authorizing us to prepare a Birds-Eye Perspective for use in your financial campaign, at an expense not to exceed \$300." We feel sure that the expense of this individual drawing will not exceed the amount named; as a great deal of the work which we are now doing, and which must precede the preparation of this "Show Drawing", is not properly chargeable to that drawing itself; but is a part of our general charge for the design of the buildings themselves.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Murphy & Dana", with a horizontal line underneath.

MURPHY & DANA  
ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

July 3, 1919.

RE GINLING COLLEGE.

REPORT OF THE MEETING OF GINLING COLLEGE COMMITTEE, JULY 2, 1919,  
AT DR. SPEER'S OFFICE, 156 FIFTH AVENUE.

Present - Dr. Robert E. Speer (156-5th Avenue)  
Miss M.E. Hodge (156-5th Avenue)  
" E.R. Bender (150-5th Avenue)  
Mr. Russell Carter (156-5th Avenue)  
Dr. John E. Williams (Vice-President Nanking Univ. 156-5th Avenue)  
Mr. Murphy)  
Mr. Hamlin) of Murphy & Dana's.  
Mr. Lu )

The Ginling College Committee met to hear a report from the Architects before dispersing for the Summer. Mr. Murphy explained in detail the few changes made on the General Plan which had been approved at the last meeting; the changes consisting principally in altering the position of the two further Dormitories, turning them at right angles, so as to make them fit the contours and compose better with the rest of the group. Miss Bender inquired about the Athletic Field and the position of the Tennis Courts; and Mr. Murphy explained that it had been thought best to leave open for general athletics, the two fairly large level tracts, and utilize for the Tennis Courts a portion of the land, at either side of the Entrance, which was not available for other athletics. Mr. Murphy also explained that the double avenue of trees leading from the gate to the Academic group would mask the Tennis Courts sufficiently so as not to detract from the general impression of dignity as the grounds are entered; also that he hoped to have the courts grass rather than clay.

Dr. Speer brought up the questions of water-supply and sewage-disposal, and Mr. Murphy stated that there were still to be settled; he hoped septic-tanks might be built partly as an object lesson to the Chinese. Dr. Williams said that at Nanking University there had been investigations made for Artesian wells, but that it was finally decided that the expense of drilling these wells would be too great. Mr. Murphy said that at Changsha, cisterns were used; but that he considered them unsatisfactory, and hoped that it would be possible to have Artesian wells at Ginling. Neither of these matters will affect the working drawings which Murphy & Dana are now preparing.

The plans and elevations of the Dormitories were gone over in detail. Mr. Murphy explained that although only shelves were shown, closets could be installed if desired. He said that Pres. Jones of Fukien University had recommended the use of shelves, as he felt that closets are likely to be left in too much disorder. Mr. Murphy also explained Mrs. Thurston's scheme for the Wash Rooms with separate compartments for each student.

The question of the design of the Students' Center was brought up; and Miss Bender reminded the Committee that the Students' Center was not included in the authorized "first group". Mr. Murphy explained that the Students' Center need not be included at the start, but that he felt very strongly that as a Social Center and Gymnasium, it should be built at the earliest possible opportunity. The building already sketched, has a very flexible plan, and if necessary, could be used at first entirely for Dormitory purposes. It was decided to do nothing further with regard to this building until Mrs. Thurston's arrival from China.

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Two schemes of the Faculty House -- one showing 16 apartments (approved by Mrs. Thurston in China); and one showing 9 apartments (designed in the New York office of Murphy & Dana, when it was decided to show on the Birds-Eye View, a President's House, and two houses for Foreign Faculty;) were both considered carefully. The question of the importance of the President's House as a place of entertainment for distinguished guests, as well as a place of residence for the President, is an important matter, and is closely bound up with the whole question of the future policy of the College with regard to the proportion of Chinese to Foreign Faculty. Miss Bender said that it was the expectation of the Authorities to lessen gradually the number of Foreign Faculty in the College, as Chinese women became sufficiently educated to assume the position of College teachers. Since this question is so complex, and since Mrs. Thurston had approved a scheme for the larger Faculty House, and had not yet seen the new scheme providing for a separate President's House, it was decided to do nothing further on the Faculty House drawings until Mrs. Thurston's arrival.

Mrs. Thurston is sailing from China on July 12th, and is expected to come directly East, arriving in New York sometime during the first week in August. Miss Bender is to write Mrs. Thurston at Vancouver, urging her to come to New York as soon as possible, in order that the working drawings may not be delayed any longer than necessary. Mr. Carter will be in New York during August. It was, therefore, decided that as soon as Mrs. Thurston arrived, Mr. Carter, Mrs. Thurston and Mr. Murphy should confer carefully upon the drawings, and also upon any matters that have come up or may come up later. The report of this conference is to be sent by mail to all the members of the Committee, and if possible their approval will also be by mail;



thus making it possible for Murphy & Dana to go on rapidly with the final drawings. The meeting of the whole Committee will be held as early in September as possible. The following decision was made with regard to the work to be done in the meantime:-

Murphy & Dana are to finish the working drawings of the Dormitory. They are to carry the drawings for the Recitation Building and the Science Building to final scale, but are not to start the final ink tracings of these buildings until Mrs. Thurston's arrival. No further work is to be done on the Faculty House, or the Students' Center, before the August conference with her.

Two Copies to - Miss Bender

One copy to - Murphy & Dana,  
Shanghai.

*Murphy and Dana*

July 30, 1919.

Messrs. Murphy & Dana,  
331 Madison Avenue,  
New York City.

Dear Sirs:-

I have received a telegram from Mrs. Thurston dated July 29th. She states that she is leaving Vancouver for Montreal that night and adds, "Voyage comfortable, but longer rest needed before attempting work. Will plan for New York trip soon." This evidently means that she will not stop in New York for consultation with you, as we had hoped. I think the best plan will be for you to get into correspondence with her and make such arrangements for a meeting as will be mutually satisfactory. I do not know her home address, but it will probably come in a few days in a letter which she sent me from Vancouver. I will send you the address as soon as I receive it. If you wish to communicate with her at once I would suggest that you write her c/o Miss Helen B. Calder, Congregational House, Beacon Street, Boston, Mass.

Our Ginling College Committee will probably have a meeting between the 10th and 20th of September. I assume that you will be in the city and will be available for conference. I will notify you as soon as the date is fixed.

Very truly yours,

July 31, 1919.

Messrs. Murphy & Dana,  
331 Madison Avenue,  
New York City.

Dear Sirs:-

You may remember that at our last Committee meeting we took up the question of additional copies of the birdseye view of Ginling College for publicity purposes. I was to find out from the co-operating Boards how many copies were needed. They are very slow in responding so I am taking the liberty of sending the order to you without waiting further. I will ask you to send one copy each, similar to the ones that we received at the time of our last meeting, to the following:

Mrs. Anna R. Atwater, College of Mission Building, Indianapolis, Ind.

Miss Belle Bennett, Richmond, Ky.

Miss Minnie M. Rumsey, Room 48, 17 N. State St., Chicago, Ill.

Miss Marcia Kerr, Room 818, 156 Fifth Avenue, New York City

Mrs. Short, Room 707, 816 Olive Street, St. Louis, Mo.

Mrs. Arthur W. Johnson, 920 Sacramento St., San Francisco, Cal.

Mrs. Fletcher Linn, 454 Alder St., Portland, Ore.

Miss Mary E. Allis, 501 Witherspoon Building, Philadelphia, Pa.

Miss Hessie E. Ogg, 104 S. Elliott Place, Brooklyn, N. Y.

I understand that the cost is small and I will ask you to charge it to the account of the College.

Very truly yours,

MURPHY & DANA  
ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

August 5, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We received today your letters to us of July 30th and 31st, and carbon of your letter of August 4th to the members of the Ginling College Committee.

In view of Mrs. Thurston's telegram to you of July 29th, stating her wish to defer for a short time her trip to New York, we shall, as you suggest, write her direct (% Miss Helen Calder, Hillside Road, Newton, Lower Falls, Mass.,) and arrange for an early conference with her on the Ginling College plans.

In the last paragraph of your letter of July 30th, you say "Our Ginling College Committee will probably have a meeting between the 10th and 20th of September". Our carbon of your letter of August 4th to the members of the Ginling College Committee states that there will be a meeting at 9:30 Saturday morning, September 20th, at Dr. Speer's office. We assume that this is the meeting referred to in your letter of July 30th; and Mr. Murphy will arrange to be present, as you asked.

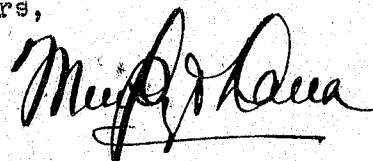
Miss E.R. Bender.

-2-

8-5-19.

In accordance with your letter of July 31st, we have ordered nine additional unmounted muslin-backed prints of our birds-eye perspective of the completed group; and shall send them to the addresses which you have given us.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Miss E.R. Bender", written in a cursive style with a horizontal line underneath.

Office

September 13th, 1919.  
Ginling College Office.

Meeting of the Nanking members of the Executive Committee and the  
Ginling College Board of Control.

Purpose: To get ready the material for outlining the program  
of the college for the next five years, for the  
Interchurch World Movement survey.

The meeting opened with prayer by Mr. Keen; Dr. Bowen presiding.  
Those present were: Miss Kelly, Miss Lyon, Miss Carnecross, Miss McCallum,  
Mr. Keen, Miss Brown, Miss Gundlach and Miss Griffiths, who is secretary  
to Mr. Ward, of the Survey Dept. of the Interchurch World Movement.

The Schedule for this year was discussed, including registrations,  
etc., and in the light of these facts, the future growth of the college  
considered.

The following estimates of the needs for the next five years were  
worked out.

1920-21 (First group of eight buildings on new property)

5 dormitories (including Kitchens)	\$150,000 ✓
1 Social Hall, Gymnasium and Auditorium	35,000 ✓
1 Recitation Building	35,000 ✓
1 Science Bldg.	35,000 ✓
	<hr/>
	\$255,000

Walls and Hedge, Gate House, Landscape  
Gardening, Walks, etc.

10,000 ✓

Furnishings for the five dormitories

5,000 ✓

" " Science Hall

5,000 ✓

" " Recitation Building

5,000 ✓

" " Social Hall

8,000 ✓

Equipment for all but the science bldg.

40,000 ✓

" " Science Bldg.

25,000 ✓

Power House (in joint ownership with  
Nanking University)

30,000 ✓

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128,000

1923-24 (Second group of buildings)

Chapel

35,000 ✓

Library

35,000 ✓

Faculty residences

35,000 ✓

Furnishings for the above three buildings

15,000 ✓

Library equipment \$2,000 annually

10,000 ✓

Musical equipment

30,000 ✓

---

160,000

Endowment

~~343,000~~

500,000

Upkeep and General Expenses \$2,400 annually

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12,000

\$ 1,055,000

# RE GINLING COLLEGE.

Tabulation of Areas and Cubical contents of Buildings shown on Preliminary General Plan No. 1, dated September 19th, 1918; based on areas given, for rooms only, on Pres. Thurston's "Schedule of Requirements," dated September 17th, 1918.

## ADMINISTRATIVE GROUP.

	<u>Floor Area Required.</u>	<u>Dimensions of Buildings.</u>	<u>Cubic Contents. (feet)</u>	<u>Approx- imate Cost.</u>
<u>Chapel.</u> (seating 500)	3200 sq.ft. 1 floor and Balcony.	40'x80' 42' high.	134,400	
<u>Library</u> (including Study Halls and Admin- istrative Offices)	6000 sq.ft. 2 floors.	40'x75' 42' high.	126,000	
<u>Recitation Bldg.</u> (including Faculty Offices)	9200 sq.ft. 2 floors.	50'x92' 45' high.	207,000	
<u>Science Bldg.</u> (including Facul- ty Offices.)	10720 sq.ft. 2 floors.	55'x98' 46' high.	247,940	

## DORMITORY GROUP.

Dormitories, (inc-  
luding Social Rooms  
and Dining Halls).

<u>Building No.1.</u> 50 students.	14500 sq.ft. 2 floors.	46'x158' 43' high.	312,524	
<u>Building No.2.</u> 50 students,	"	" "	312,524	
<u>Building No.3.</u> 50 students.	"	" "	312,524	
<u>Building No.4.</u> 50 students.	"	" "	312,524	

SEP 17 1918

Re Ginling College.

- 2 -

DORMITORY GROUP, CONTINUED.

	<u>Floor Area Required.</u>	<u>Dimensions of Buildings.</u>	<u>Cubic Contents. (feet)</u>	<u>Approx- imate Cost.</u>
<u>Kitchens.</u>	850 sq.ft.	25'x35'	17,500	
Building No.1.	1 floor.	20' high.		
Building No.2.	"	" "	17,500	

FACULTY GROUP.

Residence No.1.	11100 sq.ft.	(40'x100'-40' high)		
	two floors.	(35'x 50'-36' "	)	223,000
Residence No.2.	" "	" " " "		223,000

GYMNASIUM.

2400 sq.ft.	40'x60'	72,000
1 floor.	30' high.	

*M. J. Lane*

20.2



MURPHY & DANA  
ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

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W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

September 19, 1919.

RE GINLING COLLEGE.

MEMORANDUM BY H.K.M. OF REASONS FOR INCLUDING THE SOCIAL AND  
ATHLETIC BUILDING IN THE FIRST GROUP.

A very decided effort should be made to include the Social and  
Athletic Building among the first buildings of the new group to be built  
for Ginling College for the following reasons:-

Such a building would do more than anything else to increase the  
working efficiency of the College when it is first opened on the new  
site, as it meets, in an entirely satisfactory way, many of the demands  
which will arise as soon as the work is underway, and which are not met  
in the other buildings of the "First Group":-

- 1- Gymnasium providing for the much needed recreation, as well as  
for the physical examinations, physical education, and Physician's office  
and Dispensary.
- 2- Social Hall in which could be developed the enthusiastic College  
feeling, which is so important in the successful launching of this new  
stage of the Institution's development.
- 3- Places where the students could receive visitors in a dignified  
way, under proper supervision.
- 4- Meeting rooms for the College Y.W.C.A., with all its attendant  
efforts.

Possible

- 5- ~~Practical~~ solutions of difficult problems as follows, of the  
transition before the entire group is completed:-

SEP 19 1919

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A- Temporary Chapel. It is much easier to give a religious atmosphere to the Social Room in this building, than a Classroom or Lecture Hall in the Science Building.

B- Temporary Library. The alcoves in the Social Room are especially well adapted for Library uses, leaving the central portion free for use as a temporary Chapel.

C- Temporary Administration Offices. This building is most centrally located for this purpose; and during the early stages of the College a room could be spared to provide, satisfactorily, for these offices.

D- Temporary Classrooms and Studios for Music. It would be much better to include these in the Social and Athletic Building, than in the Dormitories or Science Building.

6- The Architectural effort of the group would be greatly enhanced by the inclusion, in the first group, of the Social and Athletic Building; it would give an adequate end to the vista of approach, as well as explaining the placing of the other buildings in the first group. As it is the largest, and in some ways the most impressive of the entire group, it would be a great help to have it included at the start, in its effect on the people of the neighborhood.

7- The inclusion of the Social and Athletic Building would make it possible to bring about, at the start, the separation between the Academic Group and the temporary group, and provide the much desired privacy for the rear or temporary portion of the Campus.

8- The cost of such a building, approximately \$40,000, is a small amount to add, in view of the great benefits enumerated above, both from the point of view of the students and of the Faculty.

9- If this building is built at a later date it would mean that the entire central portion of the Campus would be upset with fences and scaffolding, destroying absolutely the appearance of the group.

HKM/H.

3 copies to -- Mrs. Thurston  
1 copy to -- M&D Shanghai.

MURPHY & DANA  
ARCHITECTS  
331 MADISON AVENUE NEW YORK CITY

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CABLE ADDRESS — MURDAN

W. L. SOMERVILLE  
HENRY J. MCGILL  
J. DUNCAN FORSYTH

September 22, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
#156 Fifth Avenue,  
New York City.

Dear Miss Bender:-

In accordance with our understanding we are sending  
you under separate cover twelve muslin-backed prints, six of the  
Perspective and six of the plans of the Social and Athletic Building.

[see File # 127-2627]

Very truly yours,

*Murphy & Dana*

MURPHY & DANA  
ARCHITECTS.  
331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS — MURDAN

W. L. SOMERVILLE  
HENRY J. MCGILL  
J. DUNCAN FORSYTH

September 22, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
156 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We are enclosing a report of the conference at Dr. Speer's office on Saturday, September 20th. We were not sure of the exact name of the Committee with which we were meeting, and we do not recall the names of all those present. We have, therefore, merely put down under the list of those present the "Ginling College Committee". Should there be anything in this report that does not meet with your understanding, or if anything important has been omitted, kindly let us know.

Very truly yours,

*Murphy & Dana*

Enclosure.

*We apologize for the failure of our memory -*  
*M & D.*

(12-203)

# MURPHY & DANA ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

September 24, 1920.

RE GUILING COLLEGE.

REPORT OF CONFERENCE AT 100 FIFTH AVENUE, SEPTEMBER 20TH.

Present - The Guiling College Committee  
Mrs. L. Thurston  
Miss Elizabeth H. Bender  
Mr. H. K. Murphy  
Mr. T. F. Austin

Mr. Murphy explained to the Committee the work which Murphy & Dana have done upon the Guiling College drawings, and also in connection with the drawings, the revised estimate of probable costs, dated September 19th. He also explained the cause of the marked increase in the costs over those shown in the very preliminary estimate with which the Committee had been dealing, and on the basis of which they had made their financial plans. Mrs. Thurston also explained how necessary it had seemed to the Board of Control in China working in co-operation with Mr. Forsyth of Murphy & Dana's Shanghai Office, to increase the plan, so as to take care of 400 <sup>ultimately</sup> instead of 200 students ~~ultimately~~; and also to give exceedingly ample space for all academic purposes.

The question of the Social and Athletic Building was then discussed at some length, Mrs. Thurston stating the arguments for building it at once from the point of view of the life of the College, and Mr. Murphy adding those arguments which applied merely to architectural questions. As a result of this discussion, it was decided that it would be wise to obtain close estimates on it at the same time with the other buildings, and to decide on the question of its construction after the

(14)

(3)

SEP 22 1919

RE BUILDING COMMISSION.

-2-

financial campaign had been under way for sometime, and after the total cost of the building was known. The hope was expressed that some individual or group might feel moved to give the building entirely as one gift.

In view of these circumstances, the following action was taken:-

Murphy & Hann are to complete the working drawings of the Dormitory, Classroom Building, Science Building, Toilet Building and Kitchen; and to send these to Chicago where they will be sent out for estimates; the estimates to be based on entirely fireproof construction with alternates on non-fireproof construction. These figures are to be sent home at once to the Division Board here in New York, and if possible contracts will be let and the construction of the building started early in the spring of 1920, and the buildings completed ready for occupancy in the fall of 1921.

Murphy & Hann are to prepare working drawings of the Social and Athletic Building in accordance with the sketches already made, which are approved, and these working drawings are to be sent out for estimate at the same time with those of the other buildings.

Murphy & Hann are to send Miss Elizabeth H. Bender six copies each of the photographs of the plans and perspectives of this Social and Athletic Building.

Murphy & Hann are to have the blue-prints which they brought with them, and these are to be given to a committee consisting of Mrs. Thurston and Mrs. Peabody for more detailed and careful examination. This Committee will report directly to Murphy & Hann with their criticisms or recommendations as soon as possible during the coming week.

Three Copies to - Mrs. Thurston  
One Copy to - Miss Bender. One copy to R.D. Hall.

*Murphy and Hann*

Sept. 22, 1919.

Murphy & Dana,  
331 Madison Ave.,  
New York City.

Gentlemen:

I am writing to ask that, as heretofore, Mr. Murphy kindly write for the minutes of the Ginling College Committee a report of his interview with the Committee at their meeting on Saturday, Sept. 20th. I shall be glad to have it at his early convenience to incorporate in the minutes.

Some of the co-operating Boards have expressed a desire for a larger number of the Birdseye View of the College. It has been suggested that possibly a print will be less expensive than the view as submitted. We could possibly use 75 or 100. Please let me know what you think the best style for these views, also their probable cost.

Sincerely yours,

ERB/EM

MURPHY & DANA  
ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS — MURDAN

W. L. SOMERVILLE  
HENRY J. MCGILL  
J. DUNCAN FORSYTH

September 23, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
#156 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We are in receipt of your letter of September 22nd.,  
and in reply we would state that we have already sent you the report for  
which you ask.

With regard to your request for the print of the  
Birds-Eye view of the College, we would state that we have obtained  
prices for 100 copies of this Birds-Eye view, both as a half tone and as  
a photograph. The price for the half tone is only about one-third of  
that of the photograph.

We tried to get you on the telephone this morning, but  
you were out of town and our Mr. Hamlin spoke to Mr. Carter about these  
matters. Since the printing trade is threatened by a strike it seemed  
to us important that the order should be taken care of immediately and  
Mr. Carter authorized us to order 100 copies printed in half tone. The  
price for this will be approximately \$15. I hope our action will meet  
your wishes.

Very truly yours,

*Murphy and Dana*

*This engraving is being made by the Gill Engraving Co.*



MURPHY & DANA

M-406.

ARCHITECTS

331 MADISON AVENUE NEW YORK CITY

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

TELEPHONE—MURRAY HILL—5800  
CABLE ADDRESS—MURDAN

W. L. SOMERVILLE  
H. J. MCGILL  
J. D. FORSYTH

November 20, 1919.

RE GINLING COLLEGE.

Miss Elizabeth R. Bender,  
Secretary, Ginling College Committee,  
#150 Fifth Avenue,  
New York City.

Dear Miss Bender:-

We are sending you under separate cover one set of blue-prints of the completed Working Drawings for the Ginling College Group for the use of the Ginling College Committee. Should you desire extra prints of these drawings please let us know.

We have just sent to our Shanghai office all the original cloth tracings of these Working Drawings and we believe that the specifications which are being written in our Shanghai office, should be completed by the time they are received in Shanghai. It will then be possible to send out the drawings for estimates immediately.

Very truly yours,

*Murphy & Dana*

Copy to -- M&D Shanghai.

November 24th, 1919.

Murphy & Dana,  
331 Madison Ave.,  
New York City.

Gentlemen:

I have received the Working Drawings for the Ginning College group which you mailed November 20th. We expect to have a meeting of our Committee on December 5th and we will then take up the question you raised as to whether extra prints of these drawings will be needed.

I do not know that the consideration of building plans at our next meeting will require your presence. There are many other matters to discuss but I am sure building operations will receive consideration. If you can help us by being present I will let you know before the date or on the morning of the meeting.

Sincerely yours,

RECEIVED

A-307.

MAY 8 1920

MISS M. E. HODGE

Re - Ginling College

2 Jan. 1920.

REPORT OF H.K. MURPHY'S CONFERENCE AT NANKING.

25 - 26th Dec. 1919.

Present;

Miss Vautrin (Acting President)  
Miss Gundlach (Secretary)  
Miss Goucher (Sociology)  
Miss Reeves (Biology)  
Miss Chester (Chemistry)  
Miss Rivenburg (Bible)  
Miss Read (English)  
Miss Griest (History)  
Miss Brown (Music)

Dr. John F. Goucher  
Miss Pendleton (President of Wellesley College)  
Miss Conant (Dean of Walnut Hills School)  
Miss Calder  
Dr. Bowen (President of Nanking University)

As Mr. Murphy had been unable to carry out his original plan (as arranged at his interview with Miss Brown at Shanghai on 29th November) to stop at Nanking on his way to Peking, and discuss the question raised by Mr. Geo. T. Scott as to the desirability of the site chosen for the new buildings for Ginling College, he stopped at Nanking on his way down from Peking to Shanghai; arriving in the early afternoon of Christmas Day, and leaving by the same train the next day.

At the afternoon conference, at the new site, those present were Miss Vautrin (who has just come from the Christian Mission at Nantungchao to be Acting President during Mrs. Thurston's absence in America); Miss Goucher; Miss Reeves; Miss Mead; Miss Brown; Miss Pendleton, Miss Conant and Miss Calder (of the Visiting Delegation studying Women's Colleges in the Orient); Dr. Bowen; and Mr. Murphy. It was the unanimous opinion of those present that it is best to go on with the present site (rather than to try to get a site on higher ground, as had been suggested by Secretary Scott, of the Presbyterian Board, at the time of his visit to Nanking in the Fall); provided that proper drainage can be assured. Mr. Murphy, therefore, arranged with Dr. Bowen to have the University loan Ginling College the services of Mr. Small, to ascertain the exact relative levels of the site and the surrounding country, and determine whether the property can be thoroughly drained by running ditches and pipe-lines to a lower level; and how far it would be necessary to go for this. Dr. Bowen will also find out, through their "Land Buyer", whether arrangements can be made for carrying these drains across property owned by others. As soon as these two points have been determined, the Ginling authorities will write Murphy & Dana's Shanghai office; so they may go on with the work (if the report is favorable on both points); or if the report is unfavorable in either respect, Murphy & Dana are to make, at once, a re-study of the General Plan to see what can be done toward getting the buildings all on higher ground.

JAN 2 1920

-2-

At the conference the next morning, Miss Reeves and Miss Chester brought up several points on which they felt that changes should be made from the layout of the Science Building as drawn up by Murphy & Dana in New York during the summer of 1919, under the direction of Mrs. Thurston. As suggestions were also made for possible changes in the other buildings for which working drawings had been completed, Mr. Murphy advised that the Faculty at Ginling should go thoroughly over the blue-prints he was now leaving with them, and that another conference be arranged in February, when Mr. Murphy expected to be passing through Nanking again on another trip to Peking. This suggestion was adopted.

K.

COPY

RECEIVED

MAY 8 1920

MISS M. F. HODGE

Re - Ginling College.

21 Jan. 1920.

REPORT OF CONFERENCE AT MURPHY & DANA'S  
OFFICE IN SHANGHAI, 21 JANUARY, 1920.

## Present:

Miss Reeves (Head of Biology Department)  
H.K. Murphy

Miss Reeves, who is sailing for America tomorrow, called to discuss the changes she would like in the layout of the Science Building, in connection with the Biology Department; which changes, she explained, would be subject to the approval of the Building Committee at Nanking, with whom Mr. Murphy is planning to confer next month.

Miss Reeves considered the arrangements for museum display unsatisfactory; the recess in the Main Corridor, formed by pushing back the Auditorium opposite the Entrance, on the ground Floor, being too dark to be of much value. Mr. Murphy, therefore, sketched out, and Miss Reeves approved, a scheme for enlarging the spaces available for display cases near the Main Entrance; which is to be given the maximum of daylighting by introducing windows at each side of the Main Entrance doors. This shifting of the Museum will make it possible to replace the Auditorium in its original position, doing away with the recess in the Hall opposite Entrance, and the consequent expensive construction to carry the Second Story.

Miss Reeves wishes the area-way at the rear of the Building enclosed in glass to serve as an Incubator Room for Botany; with entrances added, at each end, from the outside.

There are no important changes to make in the Laboratory arrangements, but sinks should be shown in the Preparation Room, Biological Laboratory, Bacteriological Laboratory and Dark Room.

K.

GINLING COLLEGE.

RECEIVED

MAY 8 1920

Building Committee  
March 15, 1920.

MISS M. ...

A meeting of the building committee of Ginling College was held at the College March 15th. Those present were Mr. Keen, presiding, Miss Kelly, Mr. Wilson, Miss Vautrin and Miss Goucher. Mr. Murphy and Miss Brown also met with the committee. The following report is respectfully submitted to the Ginling College Committee.

Voted: That the following actions of the informal meeting of February 19 be reaffirmed; That in the kitchen buildings the roof be set slightly higher, to give an Attic for drying clothes, with headroom only down the middle; that on the first floor one end be partitioned off as a laundry, no doorway from the Kitchen, but with stairs up to the attic out of the laundry; that there be six set-tubs across the dividing wall; that the kitchen have a Chinese range across the outer end of the room, arranged with five fires. (See sketch by H.K.M.); that the building be 20' x 20'; that two kitchen buildings are enough for the whole group. That we authorize Mr. Murphy and Mr. Merrow to proceed with plans for an infirmary and submit the same to the building committee.

Voted: That the plans for the social and dining rooms in the dormitory be accepted as drawn already.

Voted: That between the Bedrooms adjacent to the social room and dining room there be no doorways.

Voted: That working drawings of the second floor plan for the science building be revised and blue-prints be sent immediately to the Ginling College Committee for approval, together with the building committee's reasons for the changes as suggested by the science department.

Voted: That working drawings for the infirmary be made and submitted to the building committee and on their approval sent to the Ginling College Committee.

Voted: That the specifications be written for the whole first group, that these be based on the October 18, 1919, plans for the second floor of the science building, and that the infirmary be included.

Voted: That Murphy and Dana's Shanghai office secure tenders as soon as possible, and that the amounts be cabled to the Ginling College Committee for action.

After conference with Mr. Small, who kindly met with the committee, it was VOTED: That the level of the buildings be raised sufficiently to secure proper drainage to be determined by a survey by Mr. Small.

A-297.

RECEIVED  
MAY 8 1920  
MISS M. F. MURPHY

Re - Ginling College.

March 31, 1920.

Miss Ruth M. Chester,  
% Ginling College,  
Nanking, China.

Dear Miss Chester:-

We have your letter of 29th March, enclosing copy of the minutes of the 15th March meeting of Ginling College Building Committee, at which Mr. Murphy was present.

We note that it was your understanding that Dr. Reeves was to take up with Mr. Murphy at the time of her conference with him in Shanghai last January, the matter of transferring the Lavatory from the second to the first floor of the Science Building. This, however, was not mentioned at that conference.

As we said in our letter of 23d March to you, we do not see how it is possible to introduce a lavatory on the first floor without seriously compromising the plan; but shall take this matter up with Miss Reeves on Mr. Murphy's arrival in America this summer and try to find a place for it on the 1st floor. We note that if the lavatory must go on the second floor you prefer Scheme No. 1 proposed in our letter of 23d March; using as a lavatory the small space marked "Office" next to the "Library" in our October 1919 plan. Meanwhile we are going on with the specifications; and shall get tenders on the October 1919 plans just as they stand.

Very truly yours,

K.

RE GINLING COLLEGE.

RECEIVED

MAY 8 1920

April 2, 1920.

MISS VAUTRIN

Miss Vautrin,  
Acting President, Ginling College,  
Nanking, China.

Dear Miss Vautrin:-

We are enclosing three blue-prints of our revision, dated 1st April (and called "1A") of our drawing No. 1 - Plot Plan of Ginling College. On this drawing we have followed the contour and property lines as shown on the blue-print you sent us a few days ago of the "Topographical Map of Ginling College Site", made from drawing at 50' = 1" dated "March-April 1918" by Henry E. Baker of Juling; Map by Chas. T. Gee. This is doubtless more accurate than the maps we have been following heretofore; and will make it possible to lay the buildings out very accurately, from the plan we are now enclosing.

You will note that we have raised the levels of all the buildings some five to six feet higher than previously shown; and by filling up around them afterwards to the levels indicated on the enclosed plan, enough fall will be provided, from the Westerly end of the group, down towards land to the East, to ensure proper drainage for the site. For this change in levels, we have based our calculations on the data given to Mr. Murphy by Mr. Small at the time of Mr. Murphy's last conference in Nanking on 15 March. We suggest that you give Mr. Small one of the enclosed blue-prints, so that he can check up this matter.

We shall take up later the matter of revising the landscape treatment, paths, drives, etc., about the buildings; which will now have to be considerably changed from the arrangement shown on our original Drawing No. 1 of the General Plot Plan.

We find no reports were sent to you of Mr. Murphy's conference at Nanking on 25-26 December, 1919, or of his conference with Miss Reeves at Shanghai on 21 January. We are, therefore, enclosing one copy of each of these Reports, for your files.

Very truly yours,

K.



MURPHY & DANA  
ARCHITECTS

HENRY KILLAM MURPHY  
RICHARD HENRY DANA, JR.

*Return to Miss Hodge*

MAIN OFFICE — NEW YORK CITY  
331 MADISON AVENUE

TELEPHONE—MURRAY HILL 5800  
CABLE ADDRESS—MURDAN, NEW YORK

HENRY J. MCGILL  
TALBOT F. HAMLIN

ORIENTAL OFFICE — SHANGHAI  
UNION BUILDING, No. 4 THE BUND

TELEPHONE — CENTRAL 4706  
CABLE ADDRESS—MURDAN, SHANGHAI

J. DUNCAN FORSYTH

RE GINLING COLLEGE.

N.Y. May 7, 1920.

Miss Margaret Hodge,  
156-5th Avenue,  
New York City.

RECEIVED  
MAY 8 1920  
MISS M. E. HODGE

Dear Miss Hodge:-

In accordance with the telephone conversation between yourself and Mr. Hamlin on May 5th, we are sending you enclosed copies of the following reports received from the Shanghai office:-

Report of Mr. Murphy's conference at Nanking, December 25th and 26th, 1919.

Report of conference at M&D's Shanghai Office, Jan. 21, 1920.

Report of the meeting of the Building Committee in Nanking, March 15, 1920.

Letter to Miss Vautrin, April 2, 1920.

Letter to Miss Ruth Chester, March 31, 1920.

Description of Ginling College without date; evidently written for some pamphlet.

Very truly yours,

*Murphy & Dana*

Enclosures.

Copy to M&D-Shanghai.

December 13th, 1920.

STATEMENT OF FUNDS IN BUILDING ACCOUNT  
GINLING COLLEGE

Board Gifts thru New York Treasurer plus interest on investments .....\$45,842.41

Gifts as follows:

Mrs. N. B. Chester	12.00	
Rice Institute	100.00	
Mr. Howard Crosby Foster	60.00	
Crescent Ave. Church, Plainfield, N.J.	1300.00	
Woman's Bd. of Philadelphia	100.00	
Woman's Bd. of New York	50.00	
Mrs. Lewis S. Wolff	50.00	
Mt. Holyoke College	602.36	
Jessie Manger	25.00	
F. O. W. Cowans	75.00	
Amer. Oriental Banking Co. of Shanghai	25.00	
Ethel Colton	4.00	
Rose L. Alling	100.00	
Eric L. Alling	100.00	
Katharine H. Notman	25.00	
Mrs. James De Graff, Plainfield, N.J.	1000.00	
Mrs. Emily Mayo Schell, New York City	500.00	
Mrs. Samuel Thorne, Jr. Harrison, N.Y.	500.00	
Luella C. Dunn	250.00	
Mrs. Celena W. Miller	250.00	
Clara C. Gilbert	25.00	
Miss Brainerd	10.00	
Anonymous	1.00	
Lois Barnard Vickers	10.00	
Elizabeth W. Stone	10.00	
Miss Mary R. Crosby	10.00	
Emeline C. Bates	10.00	
Irene Nye, New London, Conn.	10.00	
		5,214.36
		\$51,056.77

Sent to the Field 10,500.00

Architects 5,457.65 15,957.65

Balance in account ..... \$35,099.12

*Cash raised from 12/12 to 1/7/21*  
*Philips direct to Ginning*  
*Ginning thru fund gift*  
*Cash for " " " "*

1484.  
1750.  
5000  
18240.  
22  
52,078

February 24th, 1921.

STATEMENT OF GINLING COLLEGE PROPERTY FUNDS.

Gifts thru New York Treasurer plus interest on investments .....	\$45,842.41	
Individual gifts direct to Ginling .....	6,878.36	
" " thru International Xmas Gift .....	8,240.00	
\$20,000 paid by the cooperating Boards on the field, less the \$10,000 returned to New York, and included in the above \$45,842.41 .....	10,000.00	
From the Baptist Board .....	15,000.00	
Pledges of individuals outstanding direct to Ginling .....	11,804.00	
" " " " thru International Xmas Gift .....	9,500.00	
Pledges of the co-operating Boards		
Methodist .....	\$15,000	
Southern Methodist .....	30,000	
Presbyterian .....	35,000	
Disciples .....	15,000	
	<u>95,000.00</u>	\$202,264.77
One-half of the above amount from the Rockefeller Foundation		<u>101,132.38</u>
Total .....		\$303,397.15
Deducting from this the \$10,000 retained on the field, 11,500 sent to the field <u>6,483 paid to Murphy &amp; Dana (Architects)</u>		<u>27,983.</u>
Balance <del>now</del> available for building purposes .....		\$275,414.15

17  
Certified to  
1/2  
Less fund  
\$136.500  
68.250  
204.750  
30.000  
184.750

*Buildings*

May 5, 1921

Messrs. Murphy & Dana  
311 Madison Avenue  
New York City.

Gentlemen:

I am enclosing a copy of the plan for the completed plant of Ginling College which your firm drew some time ago. I understand that a later drawing was made showing a revised sketch of the Social and Athletic Building. Is this correct? If so, have you a copy of the later plan which I can have? We are printing publicity material for Ginling and should like to include the picture of the full college group, and would prefer to have the latest plan.

Very truly yours,

GINLING COLLEGE BUILDING FUNDS

Available 1921

As reported by the Treasurer

June 22nd, 1921

Available June 22nd

Gifts plus dividends to December 13th, 1920 .....	\$45,842.41	
Dividends on Investments from Dec. 13th, 1920 to June 22, '21	1,513.81	
Additional gifts direct to Ginling from December 13th, 1920 to June 22nd, 1921	13,238.65	
Designated gifts thru Joint Committee	8,325.00	
Pro rata of Undesignated Gifts thru Joint Committee	31,618.63	
Baptist Board	15,000.00	
Methodist Episcopal Board	15,000.00	
Presbyterian Board	35,000.00	
United Christian Missionary Society	5,000.00	
Methodist Board South	2,500.00	
Received from Laura Spelman Rockefeller Memorial 50% of Ginling designated gifts in Certification of \$500,000	43,711.43	\$222,560.15
Less invested in securities	10,000.00	
paid to architects	8,714.03	
sent to field prior to May 4th	15,500.00	
drawn by Field thru Shanghai	102,000.00	124,214.03 154,214.05
Balance on hand June 22nd, 1921 .....		\$ 88,346.10

Available later in the year

Securities maturing Nov. 1st, 1921	10,000.00	
Gifts to come from International Xmas Gift (Rec'd between Apr. 23rd and June 22nd, 1921)	278.00	
50% of receipts between May 4th and June 22nd, 1921 to come from Laura Spelman Rockefeller Memorial (Estimated)	3,165.24	
Pledges direct to Ginling	10,304.00	
Pledges thru International Christmas Gift	9,500.00	
50% of pledges for Ginling both direct and thru International Christmas Gift to come from Laura Spelman Rockefeller Memorial	9,902.00	43,149.24

Total ..... \$ 131,495.34

GINLING COLLEGE  
Nanking.

*Building*

517

July 9, 1921.

To the members of the Board of Control:--

On July 4th I signed the preliminary agreements with Ah Hong, the Shanghai contractor to whom the Building Committee voted to give the work on the Ginling buildings. The Nanking Contractor was lower in his November bids but he increased them 25% in April altho those bids were based on lower foundations which should have lowered the cost by about 10%. When Mr. Murphy came up to confer with him as to details of specifications it was very clear that he was not following them at all closely and altho he was given time to figure more closely he did not produce figures based on drawings and specifications and it was finally decided to go ahead with Ah Hong whose figures on the three academic buildings were lower than Chen Ah Ming's, taking foundation levels into account. We feel that we are more sure of getting the work done as we want it with the Shanghai man. He has lowered his bid on dormitories and the contract includes the six buildings of the group approved at the meeting of the Board in March.

The total for six buildings, with two Kitchens and two Bath buildings is Shanghai Taels 348,877. The agreement signed allows for "the omission of one Dormitory if the College is unable to build all three at this time". The figures are based strictly on drawings and specifications. The specifications were not clear as to wood floors and "it is understood that the only wood floors included are in the Social Hall and Gymnasium of the Social and Athletic Building; all other floors are cement except where Terrazzo is specified".

The agreement promises completion of work within twenty-three months from the beginning of work on the site. A road must be improved- practically a new road made- before materials can be delivered. This might have been foreseen but there has been no money until this spring to make such work possible and the necessity has not been made clear until the question of actually beginning work was under discussion.

A carefully prepared schedule of possible reductions is appended to the agreement giving unit prices for deductions and for additions. These cover variation in foundation levels: changes from concrete to brick columns: from cement to lime concrete in foundations: change from local stone to artificial stone base in buildings: changes from cement to wood floors: omission of wood panelling: omission of distemper on plaster walls and ceilings: using Ningpo in place of foreign varnish: etc. Some very big possible reductions are provided for, if they must be made, in this list. In the case of the Recitation Building, for instance, a saving of approximately 5,450 taels can be effected by applying all the changes.

The largest reduction, and one in every way desirable, is made by changing back to natural levels, lowering the height of foundation walls. In the case of some buildings it amounts to between \$ 5,000. and \$ 6,000.. The architects are convinced that the land drains by natural slope to the north-east, the lowest corner being eight feet below the level on which the main quadrangle is planned. To add five feet above natural levels would add not less than \$ 25,000. to the cost of this group, including grading up to the artificial level. It will appear now as a reduction since the bid was made on the high foundations. Mr. Griffing of the University, who has had charge of agricultural work on the Ginling campus for nearly two years, and knows actual conditions in all kinds of weather has given figures over the central section on which buildings are to be built which clear up the question of drainage.

The question of Sunday work was not touched upon in the specifications. It was discussed with the architect and the contractor and is entered in the list of possible deductions and additions. It will cost us an additional \$ 10,000. if no Sunday work is done at the site. We ought to be willing to pay for our convictions on such a subject. If we can get the contractor to make a careful study of his actual expenditures and his calculated expenditures for labor we might be able to convince him, as employers have been convinced at home, that it really does not cost more to give men a rest day, or to work them shorter hours. He is open minded on the subject, which is more than can be said of some Christian employers of labor in America.

JUL 9

1921

[37]

I have already reported to you the action of the Ginling College committee in their April meeting approving the program outlined in the March meeting of the Board of Control. The form which this action took, placing a restriction on the amount, in Mexican, which should be used for the group, has caused me no little embarrassment. The estimates we used for our March program were those obtained in October and November when exchange was about \$1. gold = \$1.40 Mex. (\$1 Mex. = \$.70g). Revised estimates in April showed an increase amounting to about 25%. Cement had in the meantime increased in price 50%. The March figures were not complete estimates and did not include certain big items, excluded by the specifications, on which estimates had not then been called for. This should have been made clear in the Minutes. The Board left the matter to the Building Committee and increases were expected. The items of Steel, Plumbing, Heating, Electric fixtures, & Hardware are now estimated at \$ 62,850. for the six buildings. We also did not include any amount for Architects fees and Superintendence except as some part of the contingent fund of \$35,000. Mex would cover. Cost of Kitchen and Bath Buildings is also not included in the total given in the Minutes- another item of \$ 15,276.

The cost of six buildings in the March estimates (based on the lowest November bid) is Mex. \$401,500. (\$ 289,080.). If we add to this the cost of outbuildings we have a total of \$ 304,356. The contract is signed for \$ 348,877., which is less than 15% advance on the figures quoted in our Minutes. The revised program, including everything that can be known at this stage is as follows:

#### INCLUDED IN THE SIGNED CONTRACT

	Taels
Recitation Building	58,650.
Science "	61,400.
Social and Athletic B'ld'g	59,450.
Dormitories (3)	154,101.
Kitchens (2)	7,580.
Bath Buildings (2)	7,696.

---

\$ 348,877.

#### ESTIMATED

Steel	18,000.
Plumbing	11,500.
Heating	11,500.
Electric Fixtures	10,500.
Hardware	11,300.

---

\$ 62,850.



JUL 9

1921

[47]

4

## ESTIMATED (continued)

	Taels
Architects Fees (6% on above)	25,000.
Superintendence	7,000.
Grading, Drainage, &c.	10,000.
Contingent Fund	20,000.
	<u>\$ 62,000.</u>

1 Tael- \$0.65 gold

Shanghai taels  
gold473,727.  
\$ 308,000.

On the credit side of the account the figures stand as follows:

Balance of 1915 Fund (Feb. 24, 1921)	Gold	\$27,859.41
Board Pledges (new)		
Baptist	\$15,000.	
Christian	15,000.	
Methodist N.	15,000.	
Methodist S.	30,000.	
Presbyterian	35,000.	
		<u>110,000.00</u>

International Christmas Gift (March 28, 1921)		
Designated Gifts \$	8,335.00	
*Undesignated	29,254.96	Ginling share
*Designated Pledges	9,500.00	
*Undesignated	18,000.00	" "
		<u>65,089.91</u>

Individual Gifts (Feb. 24)	6,878.36	
Individual Pledges "	11,804.00	
*Harkness Gift	25,000.00	
*Smith Campaign (April)	6,284.00	
*China Medical Board	5,000.00	
		<u>54,966.36</u>
		257,915.68

Laura Spellman Rockefeller Fund		
Expectations Feb. 24		101,132.38
50% on total other funds \$202,264.77		
Expectations on later gifts to April 23		
50% on \$83,633.91*		41,816.95
	Gold	<u>\$ 400,865.01</u>

tic

Additional gifts from the Smith Building fund which is being raised among their 7,000 alumnae and some results in China from our own Alumnae campaign can be counted on to increase the total assets for Building and Equipment

\* This \$83,633.91 includes also a small addition to Designated Gifts reported in Mr. Carter's statement of March 8.

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Leaving out for the present the question of Equipment and Furnishings, and comparing the totals on the two sides of the account, a clear margin of \$100,000. gold is left when the part of the Architects fees already paid (\$8,713. gold) is deducted. The item \$ 25,000. is an estimated 6% on the whole group. If the total in the March program (again omitting the items for Equipment and Furnishings) of Mex. \$436,500. is stated in gold at the November rate of exchange (\$1 Mexd -\$0.70 gold), on which rate prices given then were based, it comes to gold \$305,550. The present total, at present exchange (1 tael-\$0.65 gold), \$473,727--\$308,000. gold. It seemed to me I was acting in the spirit of the action taken by the Ginling College Committee, if departing from the letter, when I signed the contract. The one thing which cannot be allowed now is delay. With a gold balance in the Building Fund of \$100,000. gold I felt justified in taking the step and I make this report to you expecting that you will approve.

The question of Equipment and Furnishings cost needs to be considered more carefully than it has been considered in any estimates so far given. We have at present a very modest working equipment for seventy students, which has cost us, up to January 1, 1921, about \$8,672.30 gold. Our new buildings will provide for 200 students when we add the fourth dormitory. On the basis of this unit of cost we should need about \$17,000. gold additional for furnishings and equipment for 200 students. These items are reckoned in America at about 10% the cost of buildings, which would make the amount for this group of buildings about \$30,000. gold. Somewhere between these two figures it will be safe to rest in our present estimate. We must begin to know definitely what will be needed, and what it will cost, to equip these buildings, which at last begin to seem real- a dream come true.

Will you send in your vote on this revised program as soon as possible so that I may be assured of your approval.

Respectfully yours,

( Mrs. Lawrence Thurston )

Matilda C. Thurston

JUL 9 1921

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## ADDITIONS OR DEDUCTIONS

"I agree to make any or all of the following changes from the Plans and Specifications, if desired by the Owners, for the additions or deductions named below:-

	<u>ADD</u>	<u>DEDUCT</u>	<u>PER UNIT</u>
(A) For changing reinforced concrete columns on exterior to brick in cement mortar, covered with cement stucco 3/4" thick --		Tls. 25	per fong
(B) For deductions to amount of concrete in foundations-----		75	" "
If 3 ft. below natural grade line-----		95	" "
(C) For changing cement concrete to lime concrete -----		25	" "
(D) For changing cement floors to Terrazzo Tls. 4			
(E) For changing cement floors to edge O grain 2" x 7/8" T. & G. Oregon pine -----	" 30		" "
(F) For changing cement floors to 2" x 7/8" T. & G. Jap. oak-----	" 40		" "
(G) For omitting alcove screens from Social Hall -----	"	170	Lump Sum
(H) For doing additional reinforced concrete to increase beams and slabs supporting Gym. floor enough to allow omission of concrete posts in Social Hall; Pwner to supply additional steel required-----	60		" "
(I) For changing Oregon pine to Jap. Oak in Gym. floor-----	10		Per fong
(J) For omitting sash and glass in transoms of doors -----		2	each opening
(K) For omitting panelling on walls of Social Hall in Social-Athletic Bldg.-----		70	Lump Sum
For Omitting panelling on wall of Social Hall in Dormitory-----		200	each Bldg
For adding inside folding shutters to Dormitory windows -----	20		each wind

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(L) For omitting all out stone work in Kitchens and Bath Buildings -----		600	Lump Sum
(M) For chaining interior painting in Dormitories to 2 coats Ningpo varnish		195	per. bldg.
(N) For omitting all distemper on plaster walls and ceilings:			
(3) Dormitories-----		450	Lump Sum
(2) Baths -----		30	" "
(2) Kitchens -----		40	" "
Recitation Building		170	" "
Social-Athletic Building		160	" "
Science Building		170	" "
(O) For changing 3-ply to 2-ply roofing paper for whole group of buildings-----		460	" "
(P) For chaining Nanking local stone base for whole group of buildings, to Jap. artificial stone		3630	" "
(Q) For omitting openings from Social Hall to Bedrooms-----		20	per door
(R) If not Sunday work is allowed add at the site -----		10.000	Whole group

## SINLING COLLEGE.

After four months building plans are in final shape and the contract was signed on July 4th for six buildings. There have been times during the period when I was ready to conclude that the easiest part of building in China was raising the money! The responsibility for important decisions has been shared with the Building Committee and the Architect. So much is involved that affects the future life of the college for which these buildings are to be the body. We want them to express the spirit of the college. They are an attempt in their architecture to prove that the beauty of old China can serve modern uses. What is good we must keep and use not only in architecture but in social structure. The college aims to do this and we believe that here in China, in touch with the throbbing life of their own peoples our students get a training which fits them to serve China better than any they can get in a foreign land. When we are in these new buildings, the gift of friends across the sea, we shall be better able to offer what these eager students need.

### Building Program.

July 1921.

	Cash
Recitation Building	\$44,500
Science	47,400
Social and Athletic Building	47,800
Dormitory, A.	56,700
" B.	56,700
" C.	56,700
Kitchens & Bath Houses (2)	12,800
	<u>\$285,500</u>
Contingent Fund	37,500
Total	<u>\$323,000</u>

These figures include the contract signed for Cash \$248,577-  
Cash \$26,770 and estimates for other things necessary to complete  
the buildings.

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GINLING COLLEGE

Nanking, China

1 September 1921

Six months have passed since my return to China. What is their record of progress toward the goal of the new buildings - the goal which becomes more and more desirable as the walls bulge and the floors rot and the roofs leak in our present home? The past summer has been very rainy, and I am sure a visitor to-day would realize that college life in this tumbling house had difficulties not fully compensated by moon doorways and picturesque vistas. Two years looks like a long time to wait for airy, sunny rooms and wider spaces for work and play.

The contract was signed on July 4th for six buildings, three in the academic group and three dormitories. Two years from now we hope to be opening college with a Science Building, a Recitation Building, a Social and Athletic Building, and three dormitories - one of the latter to be used temporarily as a faculty residence. We hope to begin life on the new campus with one hundred students. / With a 25% annual increase (a reasonable expectation), we shall need to be building another dormitory and a faculty residence about 1925. This will be the full group for two hundred students asked for in our appeal.

There have been times during the past six months when I have been ready to conclude that the easiest part of the whole project of building in China was getting the money - this in spite of my discouragement a year ago when our campaign ship struck rough weather and the financial typhoon threatened to swamp us. Part of the trouble may be traced to that delay, for my letters as late as

SEP 1 1921 [2]

December could give no hope of building this spring and it seemed useless to continue to get estimates and make final plans. When I got back we tried to make up for lost time, but China is still "the East" and Kipling's warning came often to mind. The branch road to our new property had to be put in repair, unwilling graves waited for actual upheaval of earth around them, and the heavens poured down rain, even in the dry season, preventing work on the road, on the moving of graves, and on foundations.

The buildings are costing more in local currency than they would have cost a year ago. This increase is balanced in part by a better rate of exchange. A year ago \$1.00 gold brought \$1.00 Mex. We exchanged in April at \$2.10. The Building Program, based now on the contract for six buildings and careful detailed estimates of extras outside the contract, is as follows:

Recitation Building	Gold \$44,300.
Science Building	47,400.
Social and Athletic Building	47,800.
Dormitory, A.	36,700.
Dormitory, B.	36,700.
Dormitory, C.	36,700.
Kitchens and Bath Houses (2)	<u>12,800.</u>
	262,500.
Contingent Fund	<u>37,500.</u>
	\$ 300,000.

SEP 1 1921

[3]

To this must be added the amount necessary for equipment and furnishings for which there is some margin in the funds on hand. We are given courage to face all the difficulties by the glad gratitude that our friends have made all this possible.

We must not forget that this is only a part of the First Group necessary to provide for 200 students, to complete which two additional buildings must be erected. And we must face the more distant future when the buildings of the Second Group will be needed. A strong tide in favor of higher education of women is moving here in China. Government schools are opening to women and mission colleges for men are responding to a popular demand in favoring co-education. More and more young women will be wanting a college education and one-fourth of all the possible college women of the world are here in China. We know that we can give them some things here in Ginling which the Government Universities cannot give, and things better suited to the special needs of women students than can be offered even in Christian co-educational colleges whose first thought must inevitably be for their men students. We know also that we can give them a better training for service in China than the best colleges abroad; the record of our twenty-one alumnae will bear comparison with the record of any equal number of returned students. Our only difficulty is that at the end of each school year we have graduates to fill only about one-fifth of the positions for which college trained women are wanted.

(signed)

Mathilda C. Thurston

(Mrs. Lawrence Thurston,  
President.)



GINLING BUILDING FUNDS

REPORT OF TREASURER

November 1st, 1921.

Balance on hand June 22nd, 1921 .....		\$88,346.10
Amount transferred from General Funds Account into Permanent Equipment Fund after caring for two debit items		<u>3,375.43</u>
		\$91,719.53
Less amount drawn on field July 8th, 1921 .....	\$43,750.00	
" difference between cost and face		
value of U.S. Certificate of Indebtedness	<u>238.42</u>	<u>\$43,988.42</u>
		\$47,731.11

Available later

Securities maturing Nov. 1st, 1921	10,000.00	
Gifts to come from International Xmas Gift (Receipts to June 22nd)	278.00	
50% of receipts between May 4th and June 22nd, 1921, to come from Laura Spelman Rockefeller Memorial Fund (Estimated)	3,165.24	
Gifts direct to Ginling since June 22nd	6,624.83	
50% of receipts direct to Ginling since June 22nd to come from Laura Spelman Rockefeller Memorial	3,312.41	
Pledges direct to Ginling	10,300.00	
Pledges thru International Xmas Gift	4,500.00	
50% of pledges for Ginling both direct and thru International Xmas Gift	<u>7,400.00</u>	<u>\$45,580.48</u>
		\$93,311.59

To Mr. Carter  
6/19/22

JUN 19 1922

SCHEDULE OF PROBABLE PAYMENTS DUE UNDER THE VARIOUS CONTRACTS  
NOW LET

<u>June 1st</u>	<u>Taels</u>	<u>Gold \$</u>
Ah Hong & Co.	25,000	
Asia Engineering Corp.		5300.00
<u>July 1st</u>		
Ah Hong & Co.	38,000	
Asia Engineering Corp.	1,000	1000.00
General Electric Co.	700	
<u>Aug. 1st</u>		
Ah Hong & Co.	38,000	
Asia Eng. Corp'n	1,000	1000.00
General Electric Co.	700	
<u>Sept. 1st</u>		
Ah Hong & Co.	22,000	
Asia Eng. Corp'n	1,000	1000.00
General Electric Co.	700	
<u>Oct. 1st</u>		
Ah Hong & Co.	14,000	
Asia Eng. Corp'n	1,000	1000.00
General Electric Co.	1,400	
Hardware	1,000	3000.00
<u>Nov. 1st</u>		
Ah Hong & Co.	11,000	
General Electric Co.	2,800	
<u>Dec. 1st</u>		
Ah Hong & Co.	13,000	

GINLING BUILDING FUNDS

REPORT OF TREASURER

July 12th, 1922.

Balance on hand November 1st, 1921 .....	\$47,731.11
Amount received from Miss Hilda L. Olson, Asst. Treas. representing gifts which had been sent her in order to secure Rockefeller credit .....	34,018.78
Interest .....	1,500.00
Coupons from Securities .....	275.00
United Kingdom of Gt. Britain & Ireland Bonds, maturing Nov. 1/21, 10,000.00 Difference between cost and face value of United Kingdom of Great Britain and Ireland Bonds .....	193.75
Gifts received since Nov. 1st .....	<u>10,345.30</u>
Total Receipts .....	\$104,063.94
Less bills paid for printing .....	\$311.50
and .....	<u>65.00</u>
	376.50
Drawn on field against cable authorization of May 10th, 1921 .....	3,090.55
Amts. transferred to Miss H. L. Olson, Asst. Tr. to secure Rockefeller Credit .....	<u>10,345.30</u>
	<u>13,812.35</u>
Balance on hand July 12th, 1922 .....	\$ 90,251.59
..... Balance undrawn .....	<u>40,659.45</u>
on original authorizations .....	\$ 49,592.14

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WHO HAVE REMITTED TO TREASURER OF CINGLING COLLEGE.

DATE	NAME	AMOUNT
Jan. 23, 1919	Mrs. N. B. Chester, 55 Forest Ave., Caldwell, N.J. ....	\$ 10.00
August 15, 1919	Rice Institute, Houston, Texas .....	100.00
Oct. 29, 1919	Howard Crosby Foster, 71 Broadway, New York .....	60.00
Dec. 11, 1919	Mt. Holyoke College, South Hadley, Mass. ...	212.90
June 25, 1920	" " " " " " " " ...	389.46
Apr. 24, 1920	Thru Presbyterian Board: Crescent Ave. Church, Plainfield, N.J. ...	1300.00
	Woman's Board of Philadelphia, .....	100.00
	Woman's Board of New York .....	50.00
May 24, 1920	Mrs. Lewis S. Wolff, 12 East 70th St., New York City .....	50.00
	(Rec'd thru Mrs. Samuel J. Mills)	
Aug. 13, 1920	Jessie Manger (thru Frederica R. Mead) .....	25.00
Aug. 19, 1920	Ethel Colton .....	\$ 4.
	Rose L. Ailing .....	100.
	Eric L. Ailing .....	100.
	Katharine H. Notman .....	25
	(Rec'd thru Frederica R. Mead)	229.00
Oct. 28, 1920	Mrs. James DeGraff, 1099 Central Ave., Plainfield, N.J. ...	1000.00
	(Thru Mrs. F. G. Mead)	
Nov. 3, 1920	Mrs. Wm. P. Schell, 70 W. 55th St., N.Y.C. ...	500.00
June 2, 1921	" " " " " " " " ...	500.00
	(For Smith College Building)	
Nov. 6, 1920	Mrs. Samuel Thorne, Jr., Harrison, N. Y. ...	500.00
	(Thru Mrs. Thurston)	
Nov. 16, 1920	Mrs. Frank C. Dunn, Elm St., Gardner, Mass. *	250.00
Apr. 17, 1922	" " " " " " " " .....	250.00
Nov. 16, 1920	Mrs. W. D. Miller, Ashburnham, Mass. ....	250.00
Jan. 17, 1921	" " " " " " " " .....	250.00
Nov. 22, 1920	Anonymous .....	\$1.00
	Miss Brainerd .....	10.00
	(Thru Mrs. Thurston)	
	Carried forward .....	\$6,037.36

July 25th, 1922.

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<u>DATE</u>	<u>NAME</u>	<u>AMOUNT</u>
	Ant. brought forward ..	\$6,037.36
Nov. 26, 1920	Clara C. Gilbert (Thru Mrs. Thurston) .....	25.00
Nov. 30, 1920	Lois Bernard Vickers 315 Maple St., Syracuse, N.Y. .... (Thru Mrs. Thurston)	10.00
Nov. 30, 1920	Elizabeth W. Stone, 40 Allen Place, Hartford, Conn. For Smith College Bldg. .... (Thru Mrs. Thurston)	10.00
Dec. 2, 1920	Miss Mary R. Crosby, 43 East 30th St., New York City. ....	10.00
Dec. 9, 1920	Emeline C. Bates, 1216 N. State St., Chicago, Ill. .... (Thru Mrs. Thurston)	10.00
Dec. 10, 1920	Irene Nye, Connecticut College, New London, Conn. ....	10.00
Dec. 13, 1920	Miss Katherine Knight, 310 E. 18th St., N.Y.C. Pledge of \$5.00. Rec'd and entered in Ledger .....	1.00
Dec. 16, 1920	Emma R. Southworth .....	10.00
Dec. 30, 1920	Vernette L. Gibbons .....	20.00
Dec. 31, 1920	Mrs. Dwight W. Morrow .....	1000.00
	Englewood, N. J.	
Dec. 31, 1920	M. R. Goldsmith .....	100.00
Dec. 31, 1920	Lake Erie College, W. R. Badolizio, Treas. ....	18.00
Jan. 5, 1921	Miss Helen R. Thayer .....	25.00
Jan. 5, 1921	Lydia M. Storey .....	10.00
Jan. 16, 1921	Mrs. John Sinex, 17th & Chestnut Sts., Phila., Pa. ....	10.00
Jan. 21, 1921	Mrs. F. G. Platt, Grove Hill, New Britain, Conn. ....	15.00
Jan. 27, 1921	Christian Endeavor, Caldwell Presbyterian Church, Caldwell, N. J. ....	20.00
Feb. 2, 1921	Mrs. Theo. A. Greene, 18 West 47th St., N. Y. C. ..	5.00
Feb. 10, 1921	Mrs. Seth M. Millikin, 951 Madison Ave., N.Y.C. ....	100.00
	Carried forward .....	\$7,446.36

July 26th, 1922.

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DATE	NAME	AMOUNT
	Am't. brought forward	\$7,446.36
Feb. 10, 1921	Mrs. J. E. Goldthwait, 1 Charles River Square, Boston, Mass. ....	25.00
Feb. 14, 1921	Mrs. Randall Emerson, 56 William St., Worcester, Mass. .... \$50. rec'd and entered in our records .... \$50. " and forwarded to Miss Olson before making entry.	50.00
Feb. 17, 1921	Miss May J. Johnston, 640 E. 46th St., Chicago, Ill. ....	5.00
Mar. 24, 1921	Mrs. L. Seyer (Thru N. Y. Woman's Board) .....	50.00
Apr. 16, 1921	Mrs. Morris S. Shipley, Haverford, Pa. Proceeds from \$50.00 U.S. Liberty Bond plus coupons	46.44
May 5th, 1921	Smith College (Thru Ellen F. Cook) For Smith College Ginning Fund .....	1319.49
June 2nd, 1921	Mrs. D. D. Gamble, for Smith Ginning Fund ..... 4 Westmoreland Place, Pasadena, Cal.	3000.00
June 2nd, 1921	Bleeker Van Wagenen and family ..... 34 Gramercy Park, N. Y. C.	1000.00
Feb. 14, 1922	Gifts rec'd thru Presbyterian Board of Foreign Missions: Woman's Society, Crescent Ave. Church Plainfield, N. J. .... \$ 250. Woman's Bd. of Philadelphia .... 208. Woman's Board of " ..... 1003. Julia S. Huggins, Pasadena, Cal. 100. Woman's Society, Babcock Mem'l Church, Baltimore, Md. .. 50. 1513.00	
Apr. 12, 1922	The Girls' Latin School, Baltimore .....	50.00
Apr. 20, 1922	Thru Presbyterian Board: From Westminster Guild ..... \$3000. Appropriation as Kansas City Peace Building ..... 173. Woman's Board ..... 519.30 3792.30	
June 5, 1922	Foreign Missionary Society, M. E. Board North .....	4640.00
	Total .....	\$23,528.59

We would report also the gift of F. O. W. Cowans ..... \$75.00  
 and the American Oriental Banking Co. Shanghai .... 25.00 \$100.00  
 (Thru Miss Frederica R. Mead for multigraph  
 for Ginning)

The following gifts were received by us and immediately  
 forwarded to Miss Olson. They do not appear in our  
 ledger except as returned to us by Miss Olson.

July 13, 1921	Thru Miss Bender	\$ 30.00
August 9, "	Miss Ellen P. Cook	
	(Smith College Ginning Fund)	984.85
	Miss Ellen P. Cook	
	(Smith College Ginning Fund)	500.00
August 10, "	Northampton National Bank,	
	from Miss Ellen P. Cook	102.00
Oct. 21st, "	Mrs. F. G. Mead, Plainfield, N.J.	5000.00
Nov. 12th, "	Miss Caroline Hazard,	
	Peace Dale, R. I.	500.00
Dec. 15th, "	Mrs. Rose L. Pugh,	
	720 Hoffman Ave.,	
	Monterey, Cal.	10.00
Jan. 3rd, 1922	Crescent Ave. Church,	
	Plainfield, N. J.	
	(thru A. J. Beers, Treas.)	
	If there is to be a N. J.	
	Bldg. Fund this amount to	
	go for that.	1000.00



COPY

December 4, 1922

Miss Elizabeth R. Bender  
150 Fifth Avenue  
New York City

My dear Miss Bender:

The report of the Building Committee on the field gave the estimated cost for the six buildings as \$516,500 Mex. Figuring the average cost of the Mexican as 60¢, this amounts to \$309,900 gold. September 27th, when the last building fund statement was drawn up, we showed total receipts of \$281,896. Since September 27th to date, we have received \$20,124 - a total of \$302,020. Some \$3714 of this was paid in New York to the architects and \$13,500 was sent to the field prior to May 4, 1921, and some or all of this may have been used in the purchase of land. We have had no report concerning this, and we do not know whether these two items were included in the field estimate of cost. If not, this \$3714, and the \$13,500 and the shortage above of \$7,880, leaves \$30,094 yet to be provided on the contract for the first group of buildings.

We have the following funds in sight toward the additional dormitory now cabled for:

Methodist Episcopal Board.....\$20,000 received today and being forwarded today to Miss Olson

Methodist Episcopal Board  
Additional amount to be received  
by Dec. 31, 1922, probably..... 15,000

United Christian Missionary  
Society  
\$10,000 balance of pledge,  
counting in year 1923 ..... 5,000

Methodist Episcopal Board South  
Balance of pledge \$27,500  
counting in year 1923..... 2,500

Funds in Miss Olson's hands designated for Ginling but not yet paid over to the Treasurer of Ginling..... 20,000  
\$62,500

Balance on first group of buildings.....\$30,094  
Cost of fourth dormitory..... 40,000 \$70,094

I should think, therefore, that we were warranted in cabling a further expenditure of \$40,000 gold. It seems to me that we should include in the cable a request for full report on property expenditures, unless you have received such. I have received absolutely nothing.

Very sincerely yours,  
(signed) Russell Carter, Treasurer



150 Fifth Avenue  
New York City  
December 6, 1922

Members of the Ginling College Committee:

I am enclosing a copy of a cablegram that has been received from Mrs. Thurston; it is not quite clear whether the \$40,000 gold asked for is to provide a residence or an additional dormitory. After talking the matter over with Miss Head I am inclined to think that it may be for the residence, which Miss Head thinks very desirable. Miss Hodge, who as you know was in China last summer, feels that it would be a good thing for the additional building to be erected at this time if funds make it possible.

You will also find enclosed, a copy of a letter from Mr. Carter showing the financial situation and giving his judgment on the question raised by the cablegram. This morning he received the following telegram from Miss Olson: "Net balance credit Ginling College \$28,000, of which \$9,000 is part payment on \$25,000 bona fide pledge." This would indicate that we may expect at least \$39,000 from the treasury of the Joint Committee.

As it seems impossible to get a meeting of the Ginling College Committee at this time, I am submitting by correspondence, the question raised by the cablegram from Hanking. You will see that the additional building is authorized by the Board of Control. Will you kindly send me your vote at the earliest possible moment so that a cablegram may be sent to Mrs. Thurston?

Sincerely yours,

COPY OF CABLEGRAM RECEIVED FROM CHILING  
November 23, 1922.

COBUN--Buildings will be finished by the

RYJOS--end of June

YAFAN--What are the total receipts likely to be

COJOG--available for building

ADJIN--additional

HYOJH--territories

PIJRY--40,000 American Gold Dollars

JHSYN--immediately

BEAMH--in order to save

PEIDH--5000 tons

ADVAY--accommodation is very limited

GOVIZ--It is very desirable that contract for building be made at  
earliest date; please cable authority

DIRIN--authorized

DIRUZ--Board of Control

The Board of Foreign Missions  
of the  
Presbyterian Church in the U.S.A.  
156 Fifth Avenue  
New York

OFFICE OF SECRETARY

December 18, 1922

Miss Elizabeth R. Bender,  
150 Fifth Ave.,  
New York City.

My dear Miss Bender:

I wish we had little clearer knowledge as to what the \$40,000. gold is wanted for, but under the circumstances, I think we should trust the Board of Managers on the field, if we are sure we have in hand or in sight ample funds to cover this new requisition and also to meet all the charges of the buildings now under way.

Very cordially yours,

*Robert K. Speer*

RES-KC.

December 15, 1922.

Miss Elizabeth R. Bender,  
150 Fifth Avenue,  
New York City.

Dear Miss Bender:

I am sending you the delayed Building Program, showing the things in addition to those included in our contracts, which were approved by the Board of Control at the recent meeting; their action being that the program was approved, to be followed as funds were made available. I have put the figures into Gold at what has been our average rate of exchange; that is, G. \$1.00 equals \$1.45 equals M. \$2.00. We hope that exchange will approach this average in the early spring of 1923, which seems to be the high point in the exchange curve. We were certainly fortunate in the rate we got in the spring of 1921. Not all the items in this program are over and above the G. \$300,000 which was reported in July 1921, and printed in the report for the sixth year. I am sending you one of two extra copies of the letter written in July 1921 and explaining the situation at the time the contracts were signed. It may help to make clear some of the matters which are discussed now in the minutes, and which are included in this Building Program. No comments on this letter were ever made in correspondence from New York. Mr. Carter had the letter when he was here in China in the summer, and a copy of it was sent to you some time during the summer. The letter was approved by the Board of Control by correspondence.

The saving on foundations is not so large as we had hoped. It was necessary to do more than the original plans called for, partly on account of soil conditions. We have not yet settled the amount of the reductions which will apply on this account, but it will not be so large as the figures estimated in the letter of July 1921.

The largest single item under "Additions to the Contract" is \$ 10,000, which we paid in order that no Sunday work should be done on the premises. The Equipment budget is not complete, but the figures given in the final paragraph of the

DEC 15 1922

Miss Bender

--- 2 ---

letter of July 1921 --- G. \$17,000 as a minimum, and G. \$30,000 as a maximum ---are, I am sure, sufficient to cover what will be necessary to furnish and equip the buildings for two hundred students, in addition to our present equipment. It is very hard to get people to work on estimates, and it is not easy to find out what things are going to cost until one is actually in a position to order the things made or the work done. If I were free to give my whole time to building business, I could be more businesslike.

I trust that this material will cover the points in the minutes, and give you what is necessary for the Ginling College Committee meeting in January. The sending forward of this last installment has been delayed by my having to take some time off on account of a bad cold. It will be very much easier to make connections next year, with the Board of Control meeting at least two weeks earlier. If we could know beforehand the earliest date at which the Ginling College Committee meeting would be held, it would also help us in planning.

Very sincerely yours,

Matilda C. Thurston

(Mrs. Lawrence Thurston)

B U I L D I N G   P R O G R A M .

1922

Grading, roads etc.	Gold \$	5,000.00
Fence and Gate House		2,000.00
Drainage,            Mex. \$ 4,500.00		2,500.00
Water Systems		12,000.00
Pump House Mex. \$ 6,200.00		
Reservoir     "     " 7,700.00		
Well           "     " 3,500.00		
Pipes          "    " 4,400.00		
Cisterns (2) "     " 1,700.00		
Electric Plant		7,000.00
Covered Ways		10,000.00
Dormitory D		40,000.00
		<hr/>
	Gold \$	78,500.00

Note

Spent to November 15, 1922     \$ 319,777.09 and G. \$15,003.17

Dues on contracts                    102,515.77     "            1,766.00

---

\$ 422,292.86            G. \$ 16,769.17

At 1.54, the rate at which we estimated in 1921 this represents a total of G. \$ 290,970.00 and would leave a balance of G. \$ 9,030.00 toward the advance program. Figured at 1.45 which is the average for the exchange over the whole period the expenditures and liabilities on contracts amount to \$ 306,770 which is an excess of G. \$ 6,770. over the G. \$300,000. estimated in July 1921 and will leave no margin for the above Building Program

Additions to contracts amount to G. \$ 13,000. included in the above totals. The loss on exchange amounts to about \$ 20,000. gold and this amount would have been sufficient nearly to cover the first four items in the Building Program.

# RECEIPTS

April 30, 1918 .....	\$ 3,000.	
July 25, 1918 .....	2,000.	
Feb. 8, 1921 .....	15,000.	\$20,000.00

Nov.	27,	1916	.....	\$ 2,000.
Oct.	1,	1917	.....	7,000.
Apr.	4,	1921	.....	7,500.
Apr.	16,	1921	.....	7,500.
June	5,	1922	.....	4,640.
Nov.	21,	1922	.....	20,000.
Dec.	4,	1922	.....	20,000.
Dec.	29,	1922	.....	8,940.
Dec.	30,	1922	.....	733.69
				78,313.69

Apr. 29, 1921 .....	2,500.00
---------------------	----------

Oct. 2, 1917	.....	\$ 8,000.
Mar. 8, 1921	.....	25,000.
Mar. 29, 1921	.....	<u>10,000.</u>
		\$43,000.

Woman's Soc'y, Crescent Ave. Church, Plainfield, N. J. ....	\$ 250.	
Woman's Board of Philadelphia .....	1,313.	
Julia S. Huggins, Pasadena, Cal. ....	100.	
Woman's Soc'y, Babcock Mem'l Church, Baltimore, Md. ....	50.	
Westminster Guilds .....	3,000.	
Woman's Board, New York, for Kansas City Peace Building .....	266.	
Woman's Board New York .....	1,018.80	
Crescent Ave. Church, Plainfield, N. J. ....	1,300.	
" " " " " " ....	2,000.	
	<u>\$ 9,299.80</u>	52,299.80

From Return to New York of the \$20,000 paid on the field prior to 1916 as shown in the brackets under each Board. 10,000.00

Feb. 13, 1917	.....	\$ 1,000.	
June 22, 1917	.....	2,000.	
Sept. 29, 1917	.....	2,000.	
Apr. 22, 1918	.....	3,000.	
Apr. 29, 1921	.....	5,000.	13,000.00

(Paid on the field prior to 1916, \$2,000.)	
Receipts carried forward .....	<u>\$176,113.49</u>



Jan. 3rd, 1923.

STATEMENT OF GINLING COLLEGE BUILDING FUNDS

Mrs. Thurston sends two statements apparently on the Building Account to November 15th, 1922. One shows receipts of \$227,561 gold received from New York, which with interest amounted to \$334,000 taels. This makes the tael about 69¢. Of this amount July 15th, she had expended all but 15,184 taels. She sends also a gold account showing total receipts of \$256,000. gold as compared with \$227,561 on the other statement, and showing all expended but \$12,086. gold, but she gives no report as to the amount of outstanding obligations on account of this first group of buildings, so that we have not a report which gives us any information as to whether they are keeping within the total amount which I understand has been authorized, namely, \$516,500 Mex. which at 60¢ for the Mex. (and I imagine it will not average as high as this) would amount to \$309,900. If we understand that these buildings are not to be completed until June, and this report is as of Nov. 15th, it really seems as though there would be more than \$44,000 that would be called for on the first group, especially as this estimate of \$516,500 Mexicans was supposed to cover furnishings and all contingencies.

The expenditures are not detailed and I cannot tell, therefore, whether the amount paid in New York to the architects and the expenditures for land are being included by them on the field within this \$516,500. Mex. In other words, this statement does not help me an iota in checking up the estimate which I tried to make to show whether we could safely guarantee their proceeding with an additional dormitory. It may be perfectly safe just as we estimated it, but inasmuch as our experience has been that Mrs. Thurston takes some liberties in these matters, personally I rather wish we had not given the authorization. I rather feel that we might well go to the expense of cabling:

|| "Cable amount required in addition to expenditures of  
\$244,000 gold reported November Fifteenth to complete  
and furnish first group buildings including grading, walks,  
everything. Delay contract fourth dormitory until you  
receive our reply."

It is true that your Methodist Gifts have been considerably in excess of what we figured and there may be other gifts of which at that time we did not know, especially this Harkness pledge to which Mrs. Thurston refers, and which I have never included because I have never received any advice regarding this pledge, though I have referred to Mrs. Thurston that the Treasurer had no knowledge of the pledge. On the other hand, it seems that the Board of Control voted to transfer the \$5116. from Building Account to Current Expense Account and this means, of course, that we will have to return to the Foundation a check for one-half of this amount, losing thereby \$2558. to the Building Account.

RC:M

Russell Carter,  
Treasurer



Jan. 4th, 1923.

GINLING BUILDING FUNDS

Available in addition to what Mrs. Thurston reports as received  
November 15th, 1922, \$256,000.

M. E. Board Nov. 21, 1922 .....	\$20,000.00
Woman's Presby. Bd. Nov. 4, 1922 .....	124.50
	<u>\$20,124.50</u>

for which draft  
was sent to the  
field Nov. 25, 1922.

Monies received since our last draft to field  
Nov. 23rd, 1922.

M. E. Board Dec. 4, 1922 .....	\$20,000.00
M. E. Board Dec. 29, 1922 .....	8,940.00
Gift of Crescent Ave. Church, Plainfield, N.J. rec'd thru Presby. Bd. Dec. 29, 1922	2,000.00
Gift of Woman's Presby. Bd. Dec. 29, 1922	125.00
M. E. Board Dec. 30, 1922 .....	733.69
	<u>\$31,798.69</u>

These three amts.  
sent Miss Olson  
Dec. 29, 1922 - not  
yet returned to us.

Funds in sight:

M. E. Board South.  
Balance due on pledge of \$30,000,  
\$27,500.  
Counting in year 1923 ..... 2,500.00  
United Christian Missionary Society  
Balance due on pledge of \$15,000.,  
\$10,000.  
Counting in year 1923 ..... 5,000.00  
  
~~Pledge of Mr. Harkness ..... 25,000.00~~  
Pledge of Mr. Laing - Bal. due of pledge  
of \$25,000. .... 16,000.00  
Miss Hilda L. Olson ..... 23,000.00  
of which \$9,000. is part payment on  
\$25,000. pledge (Mr. Laing).

46 500  
71,500.00

\$123,423.19

\* 98,423.19

Complete report on Ginling Building Funds  
December 26, 1916 to January 1, 1923.

- 2 -

Receipts brought forward .....\$176,113.49

Receipts (Cont'd)

Smith College - May 5th, 1921 (For Smith Ginling Fund) .....\$ 1,810.49

Amounts received thru Joint Campaign

Mar. 29, 1921 Gifts designated for Ginling .....\$ 8,335.00

Mar. 29, 1921 Ginling's pro rata of cash thru  
International Christmas Gift ..... 29,254.91

May 10, 1921 Ginling's share from Laura Spelman  
Rockefeller Mem'l appro. of  
\$250,000. on designated gifts ... 37,353.46

May 10, 1921 Ginling's share from L.S.R.  
Mem'l appro. of \$250,000 on  
undesignated gifts ..... 14,721.69

Dec. 23, 1921 Designated gifts for Ginling ..... 34,018.78

Dec. 31, 1922 " " \$8,853.76  
less amount paid by R. C. to  
Ginling in error thru double  
Certification of Baptist  
\$15,000. .... \$7,500.00      1,353.76      \$125,037.60

Amount transferred to Building Acct. from General Funds Acct.      5,116.90

Income from temporary investments ..... 7,405.24

Interest on Bank Balances ..... 2,994.42

Individual Gifts

<u>Name</u>	<u>Year Rec'd</u>	
Mrs. N. B. Chester	1918 (Thru Miss Hodge)	\$ 12.00
" " "	1919	10.00
Rice Institute, Houston, Texas	"	100.00
Howard Crosby Foster	"	60.00
Mount Holyoke College	"	212.90
" " "	1920	389.46
Mrs. Lewis S. Wolff	"	50.00
Jessie Munger	" (Thru Miss F. Mead)	25.00
F.O.W. Cowans	" " " " "	75.00
Amer. Oriental Banking Co. Shanghai	" " " " "	25.00
Ethel Colton	" " " " "	4.00
Rose L. Ailing	" " " " "	100.00
Eric L. Ailing	" " " " "	100.00
Katharine H. Notman	" " " " "	25.00
Mrs. James DeGraff	" (Thru Mrs. F.G. Mead)	1000.00
Mrs. Wm. P. Schell	" (Smith College Bldg.)	500.00
" " " "	1921 " " "	500.00
Mrs. Samuel Thorne, Jr.	1920 (Thru Mrs. Thurston)	500.00
Mrs. Frank C. Dunn	"	250.00
" " " "	1922	250.00
Mrs. W. D. Miller	1920	250.00
" " " "	1921	250.00
		<u>4,678.36</u>

Receipts carried forward .....\$323,156.50

Complete report on Ginling Building Funds  
December 26, 1916 to January 1, 1923.

- 3 -

Receipts brought forward .....\$323,156.50

Individual Gifts (Cont'd)

<u>Name</u>	<u>Year Rec'd</u>		
Miss Brainnerd	1920	(Thru Mrs. Thurston)	\$ 10.00
Anonymous	"	" " " "	1.00
Clara C. Gilbert	"	" " " "	25.00
Lois Barnard Vickers	"	" " " "	10.00
Elizabeth W. Stone	"	(For Smith College Bldg.)	10.00
Miss Mary R. Crosby	"	(Thru Mrs. Thurston)	10.00
Emeline C. Bates	"	" " " "	10.00
Irene Nye	"	" " " "	10.00
Katherine Knight	"	" " " "	1.00
Emma R. Southworth	"	" " " "	10.00
Vernette L. Gibbons	"	" " " "	20.00
Mrs. Dwight W. Morrow	"	" " " "	1000.00
N. E. Goldsmith	"	" " " "	100.00
Lake Erie College	"	" " " "	18.00
Miss Helen R. Thayer	1921	" " " "	25.00
Lydia M. Storey	"	" " " "	10.00
Mrs. John Sinex	"	" " " "	10.00
Mrs. F. G. Platt	"	" " " "	15.00
Christian Endeavor, Caldwell	"	" " " "	
Presbyterian Ch. " N.J.	"	" " " "	20.00
Mrs. Theo. A. Greene	"	" " " "	5.00
Mrs. Seth M. Millikin	"	" " " "	100.00
Mrs. J. E. Goldthwait	"	" " " "	25.00
Mrs. Kendall Emerson	"	" " " "	50.00
" " "	1922	(Smith Ginling Fund)	50.00
May J. Johnston	1921	" " " "	5.00
Mrs. L. Seyer	"	" " " "	50.00
Mrs. Shipley (Proceeds from sale of U.S. Liberty Bond)	"	" " " "	44.31
Mrs. D. B. Gamble	"	(For Smith Ginling Fund)	3000.00
Mr. Bleecker Van Wagenen & Family	"	" " " "	1000.00
Girls' Latin School, Baltimore	1922	" " " "	50.00
Mrs. Willard Straight	"	" " " "	10000.00
Miss Frances Grace Smith	"	(Science Bldg.)	40.00
			<u>\$ 15,734.31</u>
Total Receipts .....			\$338,890.81

Complete report on Ginling Building Funds  
December 26, 1916 to January 1, 1923

- 4 -

Receipts brought forward ..... \$338,890.81

EXPENDITURES

Drafts sent to the field from N.Y. Office  
and Drafts from Shanghai accepted in N.Y.

Apr. 25, 1918	\$ 1,500.	
June 8, "	2,500.	
Apr. 10, 1919	3,000.	
Apr. 11, "	1,000.	
Aug. 12, "	1,500.	
June 2, 1920	1,000.	
Jan. 12, 1921	1,000.	
Mar. 31, "	1,000.	
Apr. 26, "	1,000.	13,500.
May 7, "	✓ 102,000.	
July 8, "	✓ 43,750.	
May 18, 1922	✓ 2,000.	
May 18, "	1,090.55	
June 24, "	1,463.90	
July 12, "	17,500.	
Oct. 6, "	19,000.	
Nov. 25, "	20,124.50	
		\$220,428.95

Cable Drawings from Shanghai Treasurer

June 23, 1922	No. 18	✓ \$17,000.	
July 22, "	No. 23	✓ 24,437.50	
July 31, "	No. 25	✓ 21,373.50	
			\$ 62,811.00
			\$283,239.95

Paid to Architects in New York

May 2, 1919	\$ 1,600.	
Oct. 20, "	3,857.65	
Dec. 20, 1920	1,025.76	
Mar. 7, 1921	2,230.62	8,714.03

Invoices paid in New York

Nov. 21, 1921	Vermont Printing Co. (Booklets)	\$ 311.50	
Mar. 21, 1922	" " " "	65.00	
Aug. 7, "	P. & F. Corbin (Hardware)	3,089.17	3,465.67

Payment to Miss F. Mead May 2, 1919 for purchase of  
Hastings Encyclopedia

63.00

Ginling College Booklet Account  
Building Campaign Account

401.27

1,342.20

\$297,226.12

Balance in Building Account as of Jan. 1, 1923 ..... \$ 41,664.69

January 18th, 1923.

REPORT ON BUILDING FUND - GINLING COLLEGE  
FOR CALENDAR YEAR 1922.

RECEIPTS

Balance brought forward January 1st, 1922 .....\$95,407.14

Methodist Episcopal Board

June 5th, .....	\$ 4,640.00	
Nov. 21st .....	20,000.00	
Dec. 4th .....	20,000.00	
Dec. 29th .....	8,940.00	
Dec. 30th .....	<u>738.69</u>	54,313.69

Presbyterian Board

Women's Soc'y, Crescent Ave. Church, Plainfield, N.J. ....	250.00	
Crescent Ave. Ch. Plainfield, N. J. ....	2,000.00	
Women's Bd. Philadelphia .....	1,213.00	
Julia S. Higgins, Pasadena, Cal. ....	100.00	
Women's Soc'y, Babcock Mem'l Ch. Baltimore	50.00	
Westminster Guilds .....	5,000.00	
Kansas City Peace Building .....	218.00	
Presby. Women's Bd. ....	294.50	
" " " .....	124.50	
((\$50. of \$124.50 is for Kansas City Peace Building)		<u>7,849.00</u>

Individual Gifts

Miss Frances Grace Smith, for Science Bldg.	40.00	
Girls' Latin School, Baltimore .....	50.00	
Mrs. Frank C. Dunn .....	220.00	
Mrs. Kendall Emerson (Smith Ginling Fund)	50.00	
Mrs. Willard Straight .....	<u>10,000.00</u>	10,390.00

Interest on Bank Balances

1,494.42

Funds received by Miss Olson designated for Ginling\$8,853.76

Less amount paid by R. C. to Ginling in  
error through double certification of

Baptist \$15,000. ....\$7,500.00

1,353.76

Total Receipts .....\$168,808.81

Report on Building Funds  
GINLING COLLEGE  
For Calendar Year 1922

- 2 -

January 18th, 1923.

RECEIPTS FOR'D .....\$168,808.81

EXPENDITURES

Building Drafts sent to the Field

July 12th, 1922 .....	\$17,500.00
Oct. 6th, 1922 .....	19,000.00
Nov. 23rd, 1922 .....	<u>20,124.50</u>
	\$56,624.50

Building Drafts accepted in H. Y.

No. 4641 .....	1,090.55
No. 4648 .....	2,000.00
No. 4649 .....	<u>1,463.90</u>
	\$ 4,554.45

Telegraphic Drafts from Associated Mission

Treas., Shanghai, representing monies  
drawn by Ginling for buildings:

June 23, 1922, No. 18 .....	\$17,000.00
July 22, " No. 23 .....	24,437.50
July 31, " No. 25 .....	<u>21,373.50</u>
	\$52,811.00

Invoices:

P. & F. Corbin for Hardware .....	\$ 3,059.17
Vermont Printing Co. for 2000 Ginling Booklets .....	<u>65.00</u>
	\$ 3,124.17

\$127,144.12

Balance in Building Account as of Dec. 31st, 1922 ..... \$ 41,664.69

# GINLING COLLEGE

Nanking, China

## BUILDING FUND to March 1, 1923, Gold Account

		Gold	
Receipts:			
To Nov.15, as reported,		\$256,000.00	
Nov.15 to March 1		<u>55,404.64</u>	\$311,404.64
Expenditures:			
Building, Tael's acct.	\$252,561.00		
Asia Engineering Co.	13,414.00		
Current Expense Acct.	<u>6,116.90</u>	272,091.90	
Balance March 1,		<u>39,312.74</u>	311,404.64

## Tael's Account (Through Voucher #70)

	Tael's	Tael's	Tael's
Receipts:			
To Nov.15 G.\$227,561.00 . . . . .		329,904.07	
" " Int. . . . .		5,057.76	
Nov.15 to Mar.1 Int. . . . .		288.03	
" " " " 1 G.\$25,000		<u>34,937.71</u>	370,187.57
Expenditures:			
Buildings			
Ah Hong	314,615.77		
Am. Trading Co.	13,500.00		
Asia Engineering Co.	12,196.65		
General Electric Co.	4,651.95		
Hardware	1,164.57		
Insurance	1,006.25		
Architects and			
Superintendence	19,442.31		
Grounds and Road	8,917.40		
Land	2,163.00		
Permanent Equipment	3,195.46		
Current Expense Account	<u>730.50</u>		
	381,583.86		
Deficit . . . . .			<u>11,396.29</u> 381,583.86



REPORT ON GINLING BUILDING FUNDS

Jan. 1, 1923, to April 12, 1923

Building Funds as reported Jan. 1, 1923 .....\$338,890.81

Received since Jan. 1st,-

Methodist Episcopal Board .....	\$2,407.14
Presbyterian Woman's Board .....	1,906.00
Miss Amy Ferris, N. Y. ....	500.00
Mrs. Kendall Emerson (Completing pledge of \$100. for "Smith Ginling") .....	50.00
Girls Latin School, Baltimore, Md. ....	50.00
Net amount from Miss Hilda L. Olson, Asst. Tr. Joint Committee .....	\$46,193.29

51,106.43  
\$389,997.24

Disbursements prior to Jan. 1, 1923 .....\$297,226.12

Disbursements since Jan. 1st,-

Drafts to the Field .....\$92,564.69

Telegram to Miss Olson .....	.84	<u>92,665.53</u>	<u>\$389,991.65</u>
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Balance in Permanent Equipment Account .....\$ 105.59



STATEMENT FOR GINLING COLLEGE  
COMMITTEE

April 6th, 1923.

The Ginling College Committee has obligated itself for the first group of six buildings, which we understand from late field advice and from the Minutes of the Board of Control of Nov. 15th, 1922, (Page 20) with cost of \$306,770, and for a fourth dormitory of \$40,000, a total of \$346,770. We have sent this entire amount to the field, some of it in March, but have a balance of \$14,850.85 as of March 15th, 1923 to be added to the appropriation made by the Joint Committee April 3rd to give to Ginling its full quota of the three million fund- namely \$600,000, estimated to be \$254,150.80. The Joint Com- mittee will probably have some \$150,000 or \$200,000 for later distribution of which Ginling quota would be approximately \$40,000. This makes today \$269,001.65 available for further building authorization: with another \$40,000, expected within four months.

The Ginling College Committee authorized the first group of buildings at a cost of approximately \$300,000, with the understanding that this amount included furnishings and equipment. The contracts as let for \$306,770, include noth- ing for furnishings and equipment we understand. The estimate given us now for furnishings and equipment reads from \$17,000 to \$30,000 Gold. Suppose we include this at.....\$25,000. Perhaps this is not enough. I notice in the yellow booklet on Ginling College that equipment and furnishings of the first group of buildings are estimated to cost \$65,000. There are a number of items not included in the original contracts or in furnishings and equipment which ought to be provided at once-these appear on Page 20 of the Minutes of the Board of Control of Nov. 15th, 1922, as the build- ing program to complete the first group; as follows:

Grading Roads.....	\$ 5,000.
Fence and gate house.....	2,000.
Drainage.....	2,500.
Water Systems.....	12,000.
Electric Plant.....	7,000.
Covered ways.....	10,000.
Making a Total of.....	\$53,500.

I should think that all of the above items should be authorized now so that they could be finished before the for- mal opening in the Fall. I am sorry to say that I fear they are preceeding with some of these items even though we were very careful to advise the field that they were not to commit us to a

April 6th, 1923

dollar in excess of the \$306,770. plus \$40,000 for the fourth dormitory, a total of \$346,770. Under instructions of the Committee appointed with power, I wrote to Mrs. Thurston under date of January 22nd: "At present we must ask you, your Building Program Committee and the Board of Control to hold strictly to the \$306,770 and the \$40,000 for the fourth dormitory. Nothing else is to be contracted for until you receive further word from the Board of Trustees." Then explaining how we were trying to push matters at this end so as to advise them at the earliest possible moment of the availability of further sums, I added: "With \$54,000 short today on what we have authorized and with uncertainties that there are regarding the conditions under which some of these gifts have been made, we feel that we must ask you at this time to definitely limit your expenditures of \$346,000." Mrs. Thurston's letter received a day or two ago reads: "Your instructions setting the limit of \$306,000 Gold rather ties things up. If we follow you literally, it means that we leave undone now some things which cannot well be done for another year, - such things as grading, planting, etc., also completing work on the water system. It was very hard for the Building Committee to know what to do, as they hesitated to take the responsibility for going against your instructions. We feel that it is absolutely necessary to proceed with the platform of the covered ways and that in the strip from the kitchen to the students' dormitories the cover also is a necessity. It would be a tragedy to have to put up a mat shed roof along a covered way connecting such buildings as these we have built. We hesitated since the contract is not yet signed for dormitory D and considered deferring that but decided finally that if the estimates from the contractor were reduced there was such a big saving in sight, if we build now, that it was right to go ahead."

(This letter was written March 7th though we cabled authority for the fourth dormitory Dec. 18th, 1922.)

Another item which I should report indicating the danger of expenditures in excess of what we are counting upon appears in Mrs. Thurston's letter of Feb. 26th. "Our contractor is ahead of his schedule in payments because the work is really ahead of contract time. We have been worrying for some weeks about a bonus clause in the contract but we have now the contractor's word for it that he does not intend to press the claim.

The recommendation is that the authority for the \$63,000 be cable at once and the Committee called together as soon as possible to consider further authorization. I would also like to suggest that for the present at least we set aside a sum of \$30,000 to \$50,000 the interest of which shall be used in the upkeep of buildings and grounds. They are going to be short on current expenses and this will provide some relief.

57

Re: GINLING COLLEGE

April 19,  
1923

Memorandum of Total Expenditures in  
Connection with First Group of Buildings  
for Ginling College at Nanking, China.

Note :The following figures were prepared by Mr. Murphy from data in New York Office of Murphy, McGill & Hamlin, at the request of Mr. Russell Carter, Treasurer of Ginling College Fund, and cover all expenditures handled through the architects, from the beginning of the job in the Fall of 1918 up to March, 1923. The buildings included in this "First Group" are the Social-Athletic Bldg; Science Bldg; Recitation Bldg; Three Dormitories.

Items already authorized on "First Group":-

	Miscel. Currency	=	Gold Dollars
<u>Contractors</u> , with Extras and Credits authorized to Jan 1, 1923 (Tls. 401,140.99 (including Gen.Conts., ReinfSteel ( G.\$16,680. Ht.& Pl; Elec.wiring; Hardware; Insurance)			G. \$280,798.00 16,680.00
<u>Architects</u> , Paid in Shanghai on bills up to 31 Oct. 1922 Mex.\$37,005.27			18,500.00
Paid in New York on bills up to G. \$9,518.08 31 Mar. 1921			9,518.08
			G. \$325,496.08

Additional items required to complete "First Group" (approximated) :-

<u>Contractors</u> -Painting; Lighting fixtures)			
Miscel. Extras	Tls. 15,000		G. \$10,500.00
3 Bath Bldgs; 2 Kitchens	15,000		10,500.00
Roads, Grading, Landscape treatment, etc.	10,000		7,000.00
Fence and Gate House	3,000		2,100.00
Water System	15,000		10,500.00
Electric Plant	10,000		7,000.00
Covered Ways	12,000		8,400.00
<u>Architects</u> -To be billed -Shanghai for work after 31, Oct. 1922 Mex.\$ 10,000			5,000.00
To be billed-New York for work after 31 Mar. 1921 G. \$ 1,000			1,000.00
New furniture and Equipment (from 15 Nov./22 Minutes of Brd. of Control)	Mex.\$ 20,000		10,000.00
			G. \$72,000.00

APR 19 1923

(27)

#2

Items required to complete Fourth Dormitory (approximated)

<u>Contractors</u> (cabled from Architect's Shanghai Office)	Tls. 58,000	- G. \$40,600. 00
<u>Architects</u>	Mex. \$ 7,000	3,500. 00
Furniture and Equipment	Tls. 3,000	2,100. 00
		<u>\$ 46,200. 00</u>

S U M M A R Y

Items already authorised - "First Group"	G. \$325,496.08
Additional items required to complete "First Group"	72,000.00
Items required to complete Fourth Dormitory	<u>46,200.00</u>
	\$ 443,696.08

MEMORANDUM

July 31, 1923

\*

R. C. GINLING FILE

Mrs. Thurston's report of May 26, 1923, shows the following report on property expenditures:

	<u>Spent</u>	<u>Due</u>	<u>Total</u>	<u>Authorized</u>
First Group of 6 Buildings ----	\$286,117.	\$41,452.	\$327,569.	\$306,770.
4th Dormitory ----	----	35,700.	35,700.	40,000.
Water, drainage, Elec. Plant, Grading, etc. ----	----	44,670.	37,670.	38,530.
Equipment -----	----	25,000.	25,000.	25,000.
Land -----	----	----	27,700.	----
Total -----	\$27,700.	-----	\$453,639.	\$410,270.

*added by R. C.*

*Special Land  
must belong  
to it.*

They on the field have not been thinking that the expenditure for land had to be provided within the amounts authorized to be expended for the first group of buildings or the 4th dormitory. Eliminating, therefore, the \$27,700. for land, the estimated expenditure will be \$426,000. as against \$410,270. authorized. I notice, however, that there appears to be a difference between what Mrs. Thurston estimates for the architect's expenses on the first group of 6 buildings and Mr. Murphy's estimate of April 19, 1923. Mrs. Thurston's figures are \$26,929.31 and Mr. Murphy's \$34,018.14, a difference of approximately \$7,000.

Again, Mr. Murphy's estimate of April 19 on the total expense of the first group, 4th dormitory, and the additional items required to complete the first group, was \$443,696. He only included \$10,000. for equipment whereas Mrs. Thurston's estimate includes \$25,000. Adding, therefore, to Mr. Murphy's estimate the additional \$15,000. makes Mr. Murphy's total estimate \$458,696. Mrs. Thurston's report of May 26, 1923, makes the total cost \$426,000. That is under Mr. Murphy's estimate by \$32,000.

April 23, 1923 - including the \$10,000. sent direct to the field by the cooperating Boards prior to 1916, \$400,000. of building funds have been sent to the field, and Miss Olsen sent forward a letter of credit of \$41,500., a total of \$441,500. On the basis of authorizations as above of \$410,270. for buildings and an expenditure for land of \$27,700. we have a total of \$438,000. authorized and \$441,500. made available.

RC-W

*copies sent to*  
*Mrs. Hodge*  
*Mrs. Sheen*  
*Mrs. Benner*  
*Dr. Hurd*  
*7/31/23*  
*and 91 omitted.*

57

REPORT ON BUILDING FUND - GINLING COLLEGE.

JAN. 1st, 1923 - APRIL 24th, 1924.

RECEIPTS

Balance on hand Jan. 1st, 1923 ..... \$41,584.69

Methodist Episcopal Board

Jan. 18th, 1923 .....	\$2,407.14	
Nov. 2nd, " for Hutchison Mem'l .....	\$,010.00	
Dec. 14th, " " " " .....	270.00	\$,327.14

Presbyterian Women's Bd.

Jan. 30th, 1923 .....	1,906.00	1,906.00
381. for Kansas City Pence Bldg.		
1,000. " room in the new bldg. to be		
named in honor of Seattle		
Presbyterian women		
100. to furnish room in memory of		
George A. Stanton, Jr.		
100. to furnish room in memory of		
Frank A. Mc Carthy		
100. to furnish room in memory of		
Rosemond Hart McCartha		
255. designated "Ginling College"		
\$ 1,906.		

Presbyterian Board - Gifts rec'd for Ginling  
under Women's Union Christian Colleges in  
the Orient May 1st, 1923:

176.50

Individual Gifts:

Jan. 22nd, 1923	Miss Amy Ferris, New York City.....	\$500.00	
Feb. 24th, "	Mrs. Wendell Emerson, Worcester, Mass.	50.00	
April 11th "	Girls' Latin School,		
	T. W. of Baltimore.....	50.00	500.00

Funds received by Miss Olson designated for Ginling:

Feb. 3rd and 10th, 1923 .....	\$37,914.79	
Mar. 20th to July 9th, 1923 - Ante. toward		
Laying Mem'l. Building .....	14,000.00	
Jan. 18th, 1924 .....	158,650.80	
Mar. 6th, " .....	105.50	
" 17th, " .....	14,870.40	
		\$265,539.59

Letter of Credit issued by Miss Olson in favor of

"Ginling College"..... 41,500.00

Interest for year 1923 ..... 238.65

Total Receipts ..... \$357,974.77

1923-1924

(27)

RECEIPTS brought forward ..... \$357,074.77

DISBURSEMENTS

Building drafts sent to the field:

Jan. 23rd, 1923 .....	\$30,000.00
Feb. 1st, " .....	5,280.14
Mar. 23rd, " .....	29,000.00
Apr. 10th, " .....	22,000.00

Building draft accepted in N. Y. Feb. 5, 1923 6,384.65

\$92,664.69

Letter of Credit representing amounts being  
disbursed by Mrs. Thurston on the field ..... 41,500.00

Amount invested in securities ..... 211,560.00 X

Telegrams	Feb. 1st, 1923 .....	\$ .64
	Apr. 14th, " .....	.54

1.38

Total Disbursements ..... \$545,726.15

Balance in Permanent Equipment Account, April 24th, 1924 ..... \$ 11,348.62

$$\begin{array}{r}
 11,348.62 \\
 \underline{18.12} \text{ Inv.} \\
 11,330.50 \\
 \underline{5.18} \text{ amt. from Specimen} \\
 11,335.68 \text{ (Int. on Securities)}
 \end{array}$$

11,335.68



# Building Fund Statement

May 31, 1924

## Gold Account

Receipts			
Total Gold			Gold
			403,904.64
Expenditures			
Buildings Account, Taels	G\$ 347,607.74		
" " Gold	13,680.00		
Mexican Account	42,052.32		
	<u>403,340.06</u>		
Balance unsold	564.58		
			<u>403,904.64</u>

## Taels Account

Receipts			Taels
Gold \$347,607.74	\$ 495,358.77		
Interest	5,574.89		
Mexican Account	<u>16,235.64</u>		
			\$ 517,169.30
Expenditures			
Buildings	\$ 382,727.34		
Insurance	11,831.25		
Architects and Superintendence	31,928.92		
Dormitory D	35,720.85		
Grounds and Roads	22,570.59		
Water System	9,513.33		
Electric Plant	9,470.77		
Miscellaneous	<u>12,604.08</u>		
	506,367.13		
Permanent Equipment	6,377.16		
" " tael checks	242.72		
	<u>512,987.01</u>		
Balance in Bank	4,182.29		
			\$ 517,169.30



GINLING COLLEGE

Building Statement  
May 31, 1924

Expenditures -- Taels	Taels	Taels
Buildings:		
Ah Hong	344,120.67	
Asia Engineering Co.	14,395.00	
General Electric Co.	9,098.80	
American Trading Co.	13,500.00	
Miscellaneous and Hardware	<u>1,612.87</u>	382,727.34
Insurance		1,831.25
Architects and Superintendence		31,928.92
Dormitory D		35,720.85
Electric Plant		9,470.77
Grounds and Roads:		
Fence	1,029.55	
Grading	10,861.32	
Drainage	2,957.24	
Public Road	3,861.17	
Campus Road	<u>3,861.31</u>	22,570.59
Water System		9,513.33
Miscellaneous:		
School Kitchen and Laundry	1,991.32	
Gate Houses	2,836.82	
Covered Ways	5,467.52	
Gas Plant and P.E. Biology	1,439.29	
Land	277.41	
Incidentals	<u>591.72</u>	12,604.08
		<u>506,367.13</u>

July 1921 -- Jan, 1924

Expenditures -- Mexican Account	Taels	
Architects and Superintendence	2,282.79	
Grounds and Roads	484.87	
Water System	79.92	
Miscellaneous	297.66	
Plumbing	297.50	
Electric Plant	15.10	
Moving Expenses	<u>153.29</u>	3,611.13
		<u>509,978.26</u>

Expenditures -- Gold

Payments in China		\$ 13,680.00
" " U.S.A.		11,803.20
" Taels and Mexican acctg.	509,978.26*	356,984.92
Total payments to May 31, 1924		<u>G\$ 382,468.12</u>

\*Exchanged at \$ 1.00 = G\$ 0.70

## Exchange Record on Building Fund

[3]

			Gold	Taels	Mex
1921					
April	12	To Taels acct	47,000	71,755.72	
"	20	" " "	55,000	84,942.08	
June	4	" " "	43,750	66,413.66	
1922					
April	20	To Mex acct	2,000		3,705.61
Sept.	1	" " "	1,000		1,767.35
Oct.	17	" " "	426.83		789.64
			11.50		20.48
Nov.	9	To Mex acct	1,000		1,879.03
Dec.	23	" " "	1,678.57		3,194.73
June	23	To Taels payments	17,000	21,518.99	
July	26		23,437.50	30,000.00	
Aug.	2		21,373.50	27,490.03	
Nov.	20		20,000	27,783.59	
Dec.	21		10,000	13,916.08	
Dec.	30		15,000	21,021.63	
1923					
March	2	To Taels acct	5,280.14	7,004.99	
"	8	" " "	4,032.60	5,262.21	
May	17	" " "	10,000	13,311.04	
"	29	" " "	20,000	26,577.63	
April	26	To Mex acct	5,000		9,194.29
July	18	To Taels acct	10,000	14,163.71	
"	23	" " "	9,000	12,724.69	
"	"	" " "	10,000	14,113.48	
"	"	To Mex acct	10,000		19,585.04
Nov.	6	To Taels acct	6,734	9,537.83	
Nov.	28		5,500		9,450.61
					945.06
Nov.	30	To Taels acct	5,000	6,815.07	
Dec.	24	" " "	5,000	6,838.49	
"	17	To Mex acct	5,000		9,362.26
"	6	" " "	435.42		822.47
& Nov. 30)					
1924					
Jan.	8	To Taels acct	2,500	3,537.23	
"	14	" " "	2,500	3,556.15	
April	16	" " "	5,000	7,074.47	
Jan.	8	To Mex acct	2,500		4,930.80
"	14	" " "	2,500		4,944.25
"	29	" " "	5,000		9,827.36
			389,660.06	495,358.77	80,418.98
Gold payments			13,680.30		
Balance			564.58		
			403,904.94		

13680.

Cost of Land, Buildings and Equipment

June 30, 1924

	Gold
Land and Improvements	\$55,720.00
Buildings	306,325.00
Furniture	11,097.00
Apparatus	
(Of which Music has \$2,019.00)	11,385.00
Library (Books only)	4,786.00
Museum (Collection of birds etc.)	527.00
	<u>432,641.00</u>

This includes all expenditures in Permanent Equipment Accounts since 1915, and the expenditures in Building Account 1921-1924 as per Statement of May 31, 1924.

Fund on Hand in New York, April 1924

Invested	\$211,560.08
Balance Permanent Equipment	<u>11,348.62</u>
	<u>222,908.70</u>

(of this \$5,000 was sent in July and I am now asking for \$5,000 to be cabled out to you.)

BUILDING FUND - GINLING COLLEGE COMMITTEE

April 24, to August 15, 1924

RECEIPTS

Balance on hand April 24th, 1924 .....	\$11,348.62
Income Account (From Bankers Trust Co. June 30th)	3,002.79
Securities Account - Accrued interest on \$8000. Cleveland Union Terminals from Spencer Trask & Co. (Not taken into account on statement Apr. 24th)	5.18
	<hr/>
	\$14,356.59

DISBURSEMENTS

Apr. 14th - Davies Turner & Co. Invoice covering expenses in connection with shipping books (Omitted thru oversight from statement Apr. 24th)	17.32
Apr. 24th - The Woman's Press	.80
May 5th and 9th - Books purchased and charged to Interest Perm. Equipment Acct.	112.67
May 14th - Maitland Coppel & Co. for securities	10,242.82
June 19th - Amount cabled to Shanghai thru Presbyterian Bd. Cable charges	5,000.00 4.10
	<hr/>
	\$15,377.71
Debit balance in Permanent Equipment Acct. ....	\$ 1,021.12

Sept.30th,1924.

GINLING BUILDING PROGRAM

The Ginling College Committee authorized the first group of buildings at a cost of approximately \$300,000. with the understanding that this amount included furnishings and equipment. The contracts as let for this group at \$306,770. included nothing for furnishings and equipment, we understand. \$306,770.00

Later the Comittee authorized the fourth dormitory .40,000.00 and later an additional \$63,500. covering

Equipment. . . . .	\$25,000	
Grading roads. . . . .	5,000	
Fence and gate house. . . . .	2,000	
Drainage. . . . .	2,500	
Water systems . . . . .	12,000	
Electric Plant . . . . .	7,000	
Covered ways. . . . .	10,000	\$63,500.00

a total for Buildings and Equipment of . . . . . \$ 410,270.00

We understand that the land has cost,figured at 60¢ for the Mex.,the average rate obtained on all new property remittances . . . . . 27,700.00  
Total authorizations for land and buildings . . . . . \$ 437,970.00

Amount sent to the field by co-operating Boards prior to 1916 . . . . . \$10,000.00

Drafts sent to the field by the Treasure of Ginling College Committee from 1916 to May 7th,1921 13,500.00

Drafts sent to the field by the Treasure of Ginling College Committee for buildings from May 7th, 1921 to June 1st, 1924 . . . . . \$ 403,904.64

Payment for building expenditure June 19/24 5,000.00

"	"	"	"	Aug.19/24	\$5,000.00
Total amount made available for land and buildings. . . . .					\$437,404.64

Sept. 30th, 1924.

GINLING BUILDING PROGRAM

The Ginling College Committee authorized the first group of buildings at a cost of approximately \$300,000. with the understanding that this amount included furnishings and equipment. The contracts as let for this group at \$306,770. included nothing for furnishings and equipment, we understand. \$306,770.00

Later the Committee authorized the fourth dormitory ... 40,000.00 and later an additional \$63,500. covering

Equipment .....	\$25,000.	
Grading roads .....	5,000.	
Fence and gate house .....	2,000.	
Drainage .....	2,500.	
Water systems .....	12,000.	
Electric Plant .....	7,000.	
Covered ways .....	<u>10,000.</u>	<u>63,500.00</u>

a total for Buildings and Equipment of ..... \$ 410,270.00

We understand that the land has cost, figured at 60¢ for the Mex., the average rate obtained on all new property *very strange price 1921*

remittances ..... 27,700.00

Total authorizations for land and buildings ..... \$ 437,970.00

Amount sent to the field by co-operating Boards prior to 1916 ..... \$10,000.00

Drafts sent to the field by the Treasurer of Ginling College Committee from 1916 to May 7th, 1921 13,500.00

Drafts sent to the field by the Treasurer of Ginling College Committee for buildings from May 7th, 1921 to June 1st, 1924 ..... 403,904.64

Payment for building expenditure June 19/24 5,000.00

" " " " Aug. 19/24 5,000.00

Total amount made available for land and buildings .....\$ 437,404.64

GINLING.

#5.

<u>Size</u>		<u>Inscription.</u>	<u>Building.</u>
#1B	Alcove	Catherine Frazer Lindsay	Library Alcove.
\$1	Room	Presbyterian Women Seattle	
#1	Room	Mrs. John W. Wagner	
#1	Room	Paul Wilbur Graff Elizabeth R. Smith	
\$1	Room	Mrs. Manley J. Breaker	
#1	Room	Jennie Robinson King	
\$1	Room	Mary D. Myler	
\$1	Room	David W. Hoyt	
#1	Room	Mark Williams	
\$1	Room	Martha Ella Long	
#1	Room	Martha Hocker Jenkins	
\$1	Room	Mary Clokey Porter	

Note: Size #1 = 9" x 2 $\frac{1}{2}$ "  
#1B = 15" x 2 $\frac{1}{2}$ "

GINLING.

12.

<u>Size</u>	<u>Inscription.</u>	<u>Building</u>
#3	Given by the Women of New Jersey	Dormitory
#3	Kansas City Peace Building "For He is our Peace" Eph. 11:14	Dormitory
#3	The David Draper Dayton Building	Dormitory
#3	Bacon Hall	Dormitory
#4	JANE REYNOLDS LAING 1818-1908  A Mother whose life was marked by a sense of responsibility to a higher power by loyalty to her own highest vision, and by devotion to others, --- is commemorated in this memorial by her son and daughters.	Dormitory
#3	Smith-Ginling Social and Athletic Building	Social and Athletic

Note: Size # 3 = 12 3/4" x 8 1/4"



Wording of Sage Legacy tablets

This Building is the Gift of  
Margaret Olivia Sage  
through her Legacy to the Women's  
Board of Foreign Missions of the  
Presbyterian Church in the U.S.A.

Erected 1923

The size of the tablets ~~about~~ 24" x 18"

## Notes on Enclosures.

- No. 1. Map showing relation of Simling campus to other institutions. scale should be  $1/8" = 100 \text{ ft.}$  (S) = Swasey Hall
- No. 2 Map showing contours & boundaries. Scale  $1" = 100 \text{ ft.}$   
 Rectified boundaries - land already bargained for and in part paid for are added approximately in ink - near N.E. corner, on west spur & on east slope of south hill. Ponds are merely holes made to hold water & not deep.
- No. 3. Report of first Conference with architects - notes made by Murphy & Dana in Shanghai Office. You will see from p 4 that the plans now submitted are to be passed on in New York before any definite decision is reached or any work begun.
- No. 4. Explanation of plan sent herewith (No. 6) with advantages of location chosen set forth and some recommendations regarding purchase of land. Personally I should be glad if we owned the whole N.E. corner to the east road and the whole valley between the west spur & the south hill and more land up on the west spur. The west & south salients are ours, practically, and the N.E. trapezium. Exchange of land already ours is hardly feasible, if desirable.
- No. 5. Areas as approved by the Board of Control in March & cubical contents based on same, halls, stairs &c added. Cost

of building in Nanking shown on page from <sup>1916-1917</sup> last  
 President's Report - University of Nanking. The total  
 cubical content is about 2,200,000 ft. At 16¢ per  
 cu. ft. the whole group if built now would  
 cost \$352,000. Max. This includes Faculty houses.  
 I have not attempted to check up the figures in this  
 tabulation.

No. 6. "Preliminary Plan No. 1" submitted by Murphy & Dana Oct 20th  
 This is quite fully explained in No. 4. When  
 one sees how the buildings spread out it becomes  
 clear that no plan adapted to "Chinese style", or  
 any style of quadrangle grouping is possible on  
 higher land. One advantage not noted by Mr. Murphy  
 is that there are practically no graves to be reckoned  
 with on this arrangement. Practically no grading  
 is necessary except for Faculty Residence No. 1 & it  
 might easily be on a slightly higher level. The  
 dormitory quadrangle level might be 5' to 8'  
 above the front buildings. Personally I have  
 come to want the faculty residences pushed back  
 50' or 60' (1/2 inch) to be more closely related to  
 the student residence group and I do not care  
 for the shape indicated but such details are not yet  
 settled, by any means.

## Notes on Enclosures

Nos 1-6.

m.c.T.

[illegible]