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COLLEGE FILES  
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Hangchow  
Administrative  
Field Board of Control-minutes  
1931, 1936, 1938

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Hangchow Christian College

Field Board of Control

Minutes

Annual Meeting

Shanghai  
May 2, 1931.

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## FIELD BOARD OF CONTROL

### Officers

|                    |                   |
|--------------------|-------------------|
| Dr. H. H. Kung     | Honorary Chairman |
| Dr. V. W. Wu       | Chairman          |
| Dr. R. J. McMullen | Vice-Chairman     |
| Dr. S. B. Chang    | Chinese Secretary |
| Rev. K. Van Evera  | English Secretary |

### Members

|                     |                       |      |
|---------------------|-----------------------|------|
| Dr. C. L. Hsia      | Founders              | 1933 |
| Dr. Y. K. Chen      | Founders              | 1932 |
| Rev. A. V. Wu       | Founders              | 1931 |
| Rev. T. L. Ching    | Ning-Shao Presbytery  | 1932 |
| Rev. C. L. Chiu     | Hangchow Presbytery   | 1932 |
| Rev. D. W. Chu      | Soochow Presbytery    | 1931 |
| Rev. Y. K. Pao      | Kashing Presbytery    | 1930 |
| Mr. L. C. Niu       | Alumni Association    | 1933 |
| Dr. V. W. Wu        | Alumni Association    | 1932 |
| Dr. S. B. Chang     | Alumni Association    | 1931 |
| Dr. J. M. Blain     | Mid China Mission     | 1932 |
| Dr. R. J. McMullen  | Mid China Mission     | 1931 |
| Rev. C. W. Worth    | Mid China Mission     | 1930 |
| Rev. F. R. Millican | Central China Mission | 1933 |
| Rev. K. Van Evera   | Central China Mission | 1932 |
| Mr. R. M. White     | Central China Mission | 1931 |
| Dr. H. H. Kung      | Co-opted by Board     | 1932 |
| Mr. King Chu        | Co-opted by Board     | 1931 |
| Mr. B. E. Lee       | Ex Officio President  |      |
| Mr. S. C. Wang      | Ex Officio Dean       |      |

### Executive Committee

|                    |                   |
|--------------------|-------------------|
| Dr. V. W. Wu       | Chairman          |
| Dr. S. B. Chang    | Chinese Secretary |
| Rev. K. Van Evera  | English Secretary |
| Rev. C. L. Chiu    |                   |
| Rev. Y. K. Pao     |                   |
| Dr. R. J. McMullen |                   |
| Dr. J. M. Blain    |                   |

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## MINUTES OF THE ANNUAL MEETING OF THE FIELD BOARD OF CONTROL OF

### HANGCHOW CHRISTIAN COLLEGE

May 2, 1931.

The Annual Meeting of the Field Board of Control of Hangchow Christian College met at 512 the Missions Building, Shanghai, at 9.00 a.m. May 2, 1931.

Present: Dr. V. W. Wu, Chairman, Dr. S. B. Chang, Mr. L. C. Niu, Mr. V. D. Tsiang, Dr. Y. G. Chen, Rev. A. V. Wu, Rev. Y. K. Pao, Rev. C. L. Chiu, Rev. T. L. Ching, Rev. J. M. Blain, Rev. C. W. Worth, Rev. R. J. McMullen, Rev. F. R. Millican, Mr. R. M. White, Rev. K. Van Evera, Mr. Baen E. Lee, President of the College, Mr. S. C. Wang, Dean, Rev. E. L. Mattox, Bursar.

The meeting was called to order by the Chairman, Dr. V. W. Wu.

Rev. Y. K. Pao led in the opening prayer.

The Minutes of the Executive Committee, five meetings, May 12, 1930 to Jan. 2, 1931 which had been printed and sent to each member of the Board, were approved.

The docket presented by the President of the College was adopted.

The following officers were elected:

Honorary Chairman, Hon. Dr. H. H. Kung  
Chairman..... Dr. V. W. Wu  
Vice-Chairman..... Dr. Y. G. Chen  
Chinese Secretary..... Rev. C. L. Chiu  
English Secretary.... Rev. Kepler Van Evera

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The following communications were read:

1. A telegram from Dr. H. H. Kung expressing regret that he was unable to attend the meeting on account of the pressure of official duties.

2. A letter from Dr. R. F. Fitch resigning from the College staff.

3. A letter from Mr. R. M. Wilson resigning from the Construction Committee.

4. A letter from President Baen E. Lee tendering his resignation as president of the College.

The following committees were appointed:

Faculty Minutes: Rev. R. J. McMullen, Rev. Y. K. Pao, Mr. V. D. Tsiang, Mr. R. M. White.

Resolutions: Rev. C. W. Worth, Rev. F. R. Millican, Mr. L. C. Niu, Dr. V. W. Wu.

Auditing Committee: Rev. J. M. Blain, Rev. C. L. Chiu, Dr. S. B. Chang, Dr. Y. G. Chen.

Reports.

1. President Lee presented a very complete report of the work of the College for the year.

**Voted,** to receive the report, and the Chairman expressed to Mr. Lee the thanks and approval of the Field Board for the work of the year.

2. Trustees of the East China Federated University. The report was presented by Rev. R. J. McMullen.

**Voted,** that the report be received.

3. Report of the Council on Higher Education: The report was presented by Rev. R. J. McMullen.

**Voted,** that the report be received.

4. Report of the Executive Committee of the Field Board.

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**Voted,** to receive the minutes of the Executive Committee of the Board as printed.

5. Report of the Auditing Committee; Mr. Van Evera reported that the College books had been audited and found correct.

**Voted,** to receive the report of the committee. (See Appendix A)

6. Report of the Construction Committee. Mr. Lee prefaced his report with a statement of the assets of the College. He reported that the plans for the Library had been somewhat altered since they were approved by the Executive Committee of the Board in February in order to meet the cost of building, that the site remained the same as approved at that time and that \$25,000 was in hand for the construction, the total cost of which was to be \$26,700.

**Voted,** that the change in the plans and the immediate construction of the Alumni Library be approved.

7. The Chinese name of the College. Mr. Lee reported that the Chinese name of the college is S Lih Ts Kiang Wen Li Hsieh Yuan. (私立之江文理學院)

**Voted,** that the adoption of this name be approved.

Attention was called to the fact that the reply of the Mission Boards to the requests of the Field Board for an annual subsidy were not in accord with Action 20 section 2 of the 1930 Minutes or with Art. V. Sections 5 and 6 of the agreement with the Original Founders.

**Voted,** that the Agreement with the Original Founders, Art. V. Sections 5 and 6 be corrected so as to accord with the reply of the Mission Boards.

General Board Actions.

**Voted,** to approve of planning for the erection on the campus of a suitable memorial to the late Rev. J. H. Judson.

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( 4 )

**Voted,** to accept the resignation of Dr. R. F. Fitch and to instruct the Resolutions Committee to prepare a resolution expressing appreciation for his services to the College.

**Voted,** to accept the resignation of Mr. J. M. Wilson and to appoint Dr. R. F. Fitch a full member of the Construction Committee.

**Voted, not** to accept the resignation of Mr. Baen E. Lee from the Presidency of the College.

It was the unanimous feeling of the Board that the entire constituency of the College, both Chinese and Foreign, had the greatest confidence in the special fitness of Mr. Lee as President of the College and that it would be most unfortunate for the College should he be released at this time.

**Voted,** that the modified plans for the Alumni Library be approved.

The Recommendations of the Administrative Faculty on the reduction of Departments was discussed and under School of Science, No. 3 was corrected to read Civil Engineering (Structural).

**Voted,** to approve the recommendations for the reduction of departments. (See Appendix B)

**Voted,** to approve of the construction of a Science Hall at an approximate cost of \$35,000.00 under charge of a Building Committee consisting of B. E. Lee, S. C. Wang, V. W. Wu, B. Y. Hsu and R. F. Fitch.

**Voted,** that \$20,000.00, approximately the estimated balance on hand at July 31, 1931, in the current account, be appropriated toward the construction of the Science Hall.

**Voted,** that we accept the preliminary plans for the Science Hall submitted by the Construction Committee.

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**Voted,** to cable and write the Trustees for approval to proceed with the construction of the Science Hall, according to the plan, with minor modifications, and on the site previously approved.

The question of the lease of the T'ah R Yang property and the moving of the Middle School to that site was brought up for discussion. The difficulties of effecting a lease, of securing funds for the repair of the Tah' R Yang buildings, of conducting the middle school far removed from the College, focussed the attention of the Board on the suggestion that it would be a more feasible plan to sell the T'ah R Yang property and use the proceeds towards the erection of a Middle School plant on the College campus. It was the opinion of some members of the Board that this plan would receive favorable consideration from the Board in New York and that the concentration of the plant on one campus would elicit support from individual donors in the South.

**Voted,** to request the Mission Board through the China Council to approve of selling the T'ah R Yang Property and of using the proceeds toward the construction of a middle school plant on College Hill.

The Committee on Resolutions presented the following resolutions which after discussion and amendment were approved.

1. Taking advantage of the visit to the U. S. A. by Dr. C. Y. Cheng, Chairman of the Board of Founders of Hangchow College, to attend the meeting of the General Assembly of the Presbyterian Church in the U. S. A., we request him to make a report of the condition and needs of the College to the Board of Trustees and to arrange for a greater degree of support for the College so that it may develop according to its present plans. We further request that Dr. Cheng endeavor to secure the signature of

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the Trustees to the Agreement with the time extended to 1935.

2. Since the preparation of the Original Agreement between the Founders and the Original Founders there have been some changes made in the terms with regard to the number of missionaries and the subsidies furnished by the cooperating missions. Originally the missions agreed to furnish sixteen foreign teachers and an annual grant of Mex. \$16,000. which has now been changed to twelve teachers and Gold \$10,000.

3. The Field Board of Control of Hangchow Christian College learns with regret of the resignation from the College of Dr. R. F. Fitch. Since Dr. Fitch feels strongly called to enter a new field of Christian effort, for which he is eminently qualified, we reluctantly accept his resignation, but take this opportunity for expressing our affection for Dr. Fitch and our appreciation for his many years of faithful and helpful service for the College. We feel sure that although Dr. Fitch is severing official relations with the College, he will continue to give the College the benefit of his advice and support.

4. The Field Board of Control of Hangchow Christian College learns with regret of the passing away of Dr. J. H. Judson who gave so much of himself to the development of the College in its early years. We take this opportunity of expressing our appreciation of his devotion to the College and his sacrificial service in the cause of Christian education in China. We also wish to extend our heartfelt sympathy to Mrs. Judson and the many friends and relatives of Dr. Judson in this bereavement.

We are glad to learn that friends of Dr. Judson are taking steps to establish a fitting memorial to him at the College. We wish to endorse this effort. We direct that the new Science Hall shall be dedicated to the memory of Dr. Judson.

5. Resolved: that the Chairman of the Board and the President of the College act as a committee to approach the Christian Literature Society with a view to arranging for some practical basis of cooperation between their editorial work and the Department of Literature of Hangchow College.

6. In view of the fact that the General Assembly of the Church of Christ in China at its meeting in Canton, last year, adopted resolutions designating Hangchow College as a center for the training of Christian literary workers, therefore we request the China Council for a favorable reply to our proposal that a part of the proceeds of the sale of the Presbyterian Mission Press in Shanghai be set aside for the College to start this line of work as soon as possible.

**Voted,** to appoint the following Executive Committee: Dr. V. W. Wu, Rev. C. L. Chiu, Rev. Y. K. Pao, Dr. S. B. Chang, Rev. R. J. McMullen, Rev. J. M. Blain, Rev. Kepler Van Evera.

**Voted,** to appoint the following representatives on Boards:

East China Christian Educational Association  
Mr. Baen E. Lee.

East China Federated University  
Mr. King Chu.....1932  
Dr. V. W. Wu..... 1933  
Dr. R. J. McMullen.....1934

Council on Higher Education:

Dr. R. J. McMullen.  
Dr. R. F. Fitch.  
Mr. Baen E Lee.

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the Trustees to the Agreement with the time extended to 1935.

2. Since the preparation of the Original Agreement between the Founders and the Original Founders there have been some changes made in the terms with regard to the number of missionaries and the subsidies furnished by the cooperating missions. Originally the missions agreed to furnish sixteen foreign teachers and an annual grant of Mex. \$16,000. which has now been changed to twelve teachers and Gold \$10,000.

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We are glad to learn that friends of Dr. Judson are taking steps to establish a fitting memorial to him at the College. We wish to endorse this effort. We direct that the new Science Hall shall be dedicated to the memory of Dr. Judson.

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5. Resolved: that the Chairman of the Board and the President of the College act as a committee to approach the Christian Literature Society with a view to arranging for some practical basis of cooperation between their editorial work and the Department of Literature of Hangchow College.

6. In view of the fact that the General Assembly of the Church of Christ in China at its meeting in Canton, last year, adopted resolutions designating Hangchow College as a center for the training of Christian literary workers, therefore we request the China Council for a favorable reply to our proposal that a part of the proceeds of the sale of the Presbyterian Mission Press in Shanghai be set aside for the College to start this line of work as soon as possible.

**Voted,** to appoint the following Executive Committee: Dr. V. W. Wu, Rev. C. L. Chiu, Rev. Y. K. Pao, Dr. S. B. Chang, Rev. R. J. McMullen, Rev. J. M. Blain, Rev. Kepler Van Evera.

**Voted,** to appoint the following representatives on Boards:

East China Christian Educational Association  
Mr. Baen E. Lee.

East China Federated University  
Mr. King Chu.....1932  
Dr. V. W. Wu..... 1933  
Dr. R. J. McMullen.....1934

Council on Higher Education:

Dr. R. J. McMullen.  
Dr. R. F. Fitch.  
Mr. Baen E. Lee.

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**Voted,** to ask Mr. King Chu to continue as a member of the Board for one year.

**Voted,** to refer the assignment of houses to the Executive Committee.

The meeting adjourned with prayer by Dr. Blain.

KEPLER VAN EVERA,  
*English Secretary.*

**East China Christian Educational Association**

Mr. Baen E. Lee

---

**Trustees of East China Federated University**

Mr. King Chu.....1932

Dr. V. W. Wu.....1933

Dr. R. J. McMullen.....1934

---

**Council of Higher Education**

Dr. R. J. McMullen

Dr. R. F. Fitch

Mr. Baen E. Lee

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**Auditing Committee**

Rev. C. F. Chiu

Rev. Kepler Van Evera

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Rev. Geo. T. Scott

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MINUTES OF SPECIAL MEETING OF THE FIELD BOARD  
OF CONTROL OF HANGCHOW CHRISTIAN COLLEGE

Nov. 14, 1936.

A special meeting of the Field Board of Control of Hangchow Christian College was called to order by the Chairman S. C. Leung, at the National Committee Y M. C. A. Building in Shanghai at 9 A. M. Nov. 14, 1936.

Present: Mr. S. C. Leung, Chairman, Miss L. D. Lyon, Mr. D. K. Tong, Dr. J. U. Ly, Mr. Z. K. Zia, Rev. A. V. Wu, Dr. W. H. Hudson, Rev. E. M. Smith, Dr. O. C. Crawford (alternate for Dr. R. F. Fitch), Rev. C. H. Chu, Mr. K. I. Loh, Rev. K. Y. Fan, Mr. Z. T. Gee, Mr. W. Z. Ku, (alternate for Rev. K. S. Mao), and Miss N. C. Moffett.

President Baen E. Lee sat with the Board.

Dr. O. C. Crawford led in the opening prayer.

President Lee then presented a very interesting and encouraging report of conditions at the College

26-23 *PRESIDENT'S REPORT.*

VOTED: to receive this report with appreciation.

The docket as presented by President Lee was then taken up.

26-24 *COMMITTEE ON FACULTY RESIDENCES.*

VOTED: that the President, Dean and Comptroller of the College, the Principal of the Middle School and a member of the Field Board of Control resident in Hangchow be appointed a committee to control the assignment of and to make regulations concerning faculty residences and minor repairs on

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the same, the President of the College to be chairman of this committee. Mr. D. K. Tong was appointed Board representative on this committee.

**26-25 PROPERTY COMMITTEE.**

VOTED: to appoint a committee of five to make a study of the property situation at the College— inclusive of major repairs and insurance—and also the future property development. Also to make a careful study of the relationship between the Board of Trustees in New York and the Board of Control on the Field.

COMMITTEE: Rev. E. M. Smith, Dr. W. H. Hudson, Mr. Z. T. Gee, Dr. J. U. Ly, Rev. A. V. Wu, with chairman of the Field Board of Control ex-officio.

**26-26 MISSIONARY FURLOUGH VACANCIES.**

VOTED: that missionary furlough vacancies on the College faculty be referred to the missions involved, through their representatives on the Board, for consideration and action.

**26-27 REQUEST FOR MCMULLEN'S EARLY RETURN TO THE COLLEGE.**

VOTED: to instruct the Secretary to write Dr. McMullen urging the return of Dr. and Mrs. McMullen to the College as soon as possible in the spring to relieve President Lee of the extra administrative work which he has been carrying.

**26-28 ATHLETIC PRIZE.**

VOTED: to approve of a special annual prize of \$10.00 being given in the name of the Board to

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the class which makes the highest score in the intramural annual athletic meet.

29-29 *TRUE MODEL SCHOOL*

VOTED: that the Board take over the True Model School on condition that the name of the school be changed and that the control of the school be completely turned over to the Board; but the recognition be given the original name by placing it on a memorial tablet to be placed in the school, and by inserting it in the constitution.

26-30 *TRUE MODEL SCHOOL*

VOTED: that Mr. D. K. Tong and President Lee be appointed a committee to negotiate the above transfer, and if consummated, to take over the school in the name of the Field Board of Control of the College

26-31 *TRUE MODEL SCHOOL*

VOTED: that if the True Model School be turned over to the College, the question of the use or disposal of the property be referred to the committee especially appointed to consider the College property question with respect to any plans for the enlargement of the school.

26 32 *STANDING COMMITTEE ON FINANCE.*

VOTED: that the Board appoint a Standing Committee of five on finance to take hold of the problem both from the standpoint of the future and the present. The following committee was appointed:

Dr. J. U. Ly, Chairman, Dr. C. W. Shaw, Dr.

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S. B. Chang, Dr. R. F. Fitch, Mr. K. S. Li  
Alternate, Mr. K. I. Loh. Ex-officio-President  
Lee, Dr R. J. McMullen.

A rising vote of thanks was given the National Com-  
mittee of the Y. M. C. A. for the use of their building for  
the meeting and to Mr. Leung for his hospitality in enter-  
taining the Board at dinner.

On motion of Dr. O. C. Crawford the meeting ad-  
journed.

Natalie C. Moffett,  
English Secretary.

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Answered .....

MINUTES

FIELD BOARD OF CONTROL  
HANGCHOW CHRISTIAN COLLEGE

1. List of Board Members.
2. Agenda for Annual Meeting.
3. Minutes of Annual Meeting, May 31, 1938.
4. Minutes of Executive Committee Meeting, June 10, 1938.
5. Minutes of Executive Committee Meeting, July 1, 1938.
6. Minutes of Executive Committee Meeting, July 19, 1938.
7. Minutes of Joint Meeting of Executive Committee of Board and Faculty, July 1, 1938.
8. President's Annual Report 1937-1938.
9. Minutes of Policy Committee Meeting.
10. Finance Report for 1937-1938.
11. Finance Report for Spring 1938.
12. Budget for 1938-1939.

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**List of Members of the Field Board of Control  
of Hangchow Christian College**

1938-1939

|                        |     |                               |
|------------------------|-----|-------------------------------|
| Dr. H. H. Kung ...     | ... | Honorary Chairman             |
| Madame Chiang Kai-shek |     | Honorary member               |
| Dr. C. T. Wang ...     | ... | Honorary member               |
| Dr. J. Usang Ly ...    | ... | Co-opted                      |
| Dr. C. Y. Cheng ...    | ... | Co-opted                      |
| Mr. S. C. Leung ...    | ... | Founders                      |
| Mr. Andrew V. Wu       | ... | Founders                      |
| Mr. Sing-sen Chu       | ... | Founders                      |
| Dr. W. H. Hudson       | ... | Mid-China Mission             |
| Miss N. C. Moffett     | ... | Mid-China Mission             |
| Mr. C. W. Worth        | ... | Mid-China Mission             |
| Dr. R. F. Fitch ...    | ... | East China Mission            |
| Mr. K. Van Evera       | ... | East China Mission            |
| Miss Lois D. Lyon      | ... | East China Mission            |
| Mr. K. Y. Fan ...      | ... | Hangchow Presbytery           |
| Mr. K. S. Mao ...      | ... | Kashing Presbytery            |
| Mr. C. H. Bao ...      | ... | Ningshao Presbytery           |
| Mr. C. H. Chu ...      | ... | Kiangnan Presbytery           |
| Mr. T. T. Chang...     | ... | Alumni Association            |
| Mr. Charles T. Gee     | ... | Alumni Association            |
| Mr. K. I. Loh ...      | ... | Alumni Association            |
| Dr. S. B. Chang ...    | ... | Alumni Association            |
| Dr. Lowry Davis...     | ... | Alternate, Mid-China Mission  |
| Dr. O. C. Crawford     | ... | Alternate, East China Mission |
| Mr. W. D. Koo ...      | ... | Alternate, Kashing Presbytery |
| Mr. T. Y. Li ...       | ... | Alternate, Alumni Association |
| Mr. B. Y. Hsu ...      | ... | Alternate, Alumni Association |
| Mr. B. S. Chang...     | ... | Alternate, Alumni Association |

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*Officers:—*

Chairman ... .. Mr. S. C. Leung  
Vice-Chairman ... .. Dr. R. F. Fitch  
Chinese Secretary ... .. Mr. K. I. Loh  
English Secretary ... .. Mr. C. W. Worth

*Executive Committee:—*

S. C. Leung... .. Chairman  
R. F. Fitch ... .. Vice-Chairman  
K. I. Loh ... .. Chinese Secretary  
C. W. Worth ... .. English Secretary  
S. B. Chang... .. Member  
K. Van Evera ... .. Member  
Andrew V. Wu ... .. Member  
J. Usang Ly ... .. Alternate  
Lowry Davis ... .. Alternate

**Aganda for the Annual Meeting of the Field Board  
of Control of Hangchow Christian College.**

Date: May 31, 1938, 10:00 a.m.

Place: General Secretary's Office, National Committee  
Y.M.C.A., 131 Museum Road, Shanghai.

1. Meeting Called to Order
2. Roll Call
3. Approval of Minutes of Previous Meetings of the Board
4. Approval of the Suggested Agenda
5. Appointment of Nominating Committees:—
  - a. Board Officers (Honorary Chairman, Chairman, Vice-Chairman, Chinese and English Secretaries)
  - b. Executive Committee
  - c. Honorary and Co-opted Members
  - d. Representatives to Council of Higher Education
6. Appointment of Committee on Reading Faculty Minutes
7. Reports:—
  - a. President's Report
  - b. Finance Report
  - c. Other Reports
8. Reports from Committees:—
  - a. Committee on Reading Faculty Minutes
  - b. Nominating Committee
9. Election of Board Officers
10. Appointment of Members of Executive Committee

11. Appointment of Honorary and Co-opted Members
12. Appointment of Representatives to Council of Higher Education
13. Appointment of Property Committee
14. Appointment of Finance Committee
15. Recommendations from College Policy Committee
16. Running Senior and Junior Middle Schools in Shanghai Taking in Girl Students
17. Approval of Budget for Year 1938-1939
18. Approval of Issuing Certificates to Special Students
19. Other Business

MINUTES OF ANNUAL MEETING OF FIELD  
BOARD OF CONTROL  
HANGCHOW CHRISTIAN COLLEGE

May 31, 1938.

Meeting: Annual Meeting of the Field Board of Control  
Date: 10 o'clock, a.m. to 5 p.m. Tuesday, May 31, 1938.  
Place: General Secretary's Office, National Committee,  
Y. M. C. A., 131 Museum Road, Shanghai.  
Present: Founders—S. C. Leung, A. V. Wu, Sin-Sen Chu.  
East China Mission—R. F. Fitch, E. M. Smith,  
O. C. Crawford (alternate for K. Van Evera).  
Mid China Mission—Miss N. C. Moffett, C. W.  
Worth, Lowry Davis (alternate for W. H. Hud-  
son).  
Kiangnan Presbytery—Chung-hwa Chu.  
Kashing Presbytery—W. D. Koo (Alternate for  
K. S. Mao).  
Alumni—S. B. Chang, K. I. Loh, T. T. Chang,  
T. Y. Li (alternate for Chas. T. Gee).  
Co-opted—J. Usang Ly.  
Ex officio—President Baen E. Lee.  
Presiding: S. C. Leung, Chairman.

**ACTIONS.**

Meeting was called to order by Chairman, Mr. S. C. Leung, and was opened with prayer by Dr. O. C. Crawford.

*K. I. Loh Elected Secretary Pro Tem.*

27-1 VOTED: To elect Mr. K. I. Loh to be Chinese Secretary pro tem. in absence of Mr. K. Y. Fan.

*Minutes of Meetings Adopted.*

27-2 VOTED: That the Minutes of previous meetings of the Field Board be adopted as circulated.

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*Docket of Annual Meeting Adopted*

27-3 VOTED: That the proposed agenda of Annual Meeting be adopted.

*Nominating Committee Appointed.*

27-4 VOTED: That a Nominating Committee consisting of Dr. R. F. Fitch, Dr. Lowry Davis, Mr. Sinsen Chu and Mr. Baen E. Lee be appointed to nominate the following:

1. Officers of the Board—Honorary Chairman, Chairman, Vice-Chairman, Chinese and English Secretaries,
2. Executive Committee,
3. Honorary and Co-opted Members, and
4. Representatives to the Council of Higher Education.

*Appointment of Committee for Reading Faculty Minutes.*

27-5 VOTED: That Dr. O. C. Crawford, Miss N. C. Moffet, Mr. C. H. Chu and Mr. A. V. Wu be appointed to serve on the Committee for Reading Faculty Minutes.

President Baen E. Lee presented his annual report of the work of the College for the year 1937-38.

*President's Annual Report Adopted.*

27-6 VOTED: To Adopt the Annual Report of the President and express appreciation of the Board for the work.

President Lee presented the Financial Statement of College for the year of 1937-38 showing no deficit.

*Financial Statement Accepted*

27-7 VOTED: That the report of financial statement presented by President Lee be accepted.

Mr. C. W. Worth read a communication from the Mid China Mission which urged the Board to take action to strengthen the Christian character of the College in the line with an action of the Executive Committee of Foreign Missions of the Southern Presbyterian Church.

*Suggestion of Mid China Mission Accepted.*

27-8 VOTED: That this communication be received and turned over to the College Faculty and Executive Committee of the Board together with a similar letter from the Northern Presbyterian Board in New York, and that they be urged to take steps to put the recommendations into effect, and report later as to what progress they have been able to make.

The College Policy Committee presented the following recommendations for consideration:

1. Unless present conditions be radically changed we would not expect to resume work this fall in Hangchow and deem it advisable to remain in Shanghai at least for one more term.
2. In case of Reynold's Fellowship we recommend that President Lee be sent this year as the first candidate and during his absence from the College, Dr. R. J. McMullen be requested to take charge of the administration.
3. For the protection of College property at Hangchow, if necessary, we may keep Mr. R. S. Lautenschlager there. If unne-

sary, Dr. Robert F. Fitch can help to supervise the plant with the assistance of Chinese staff.

*Recommendations of College Policy Committee Approved.*

27-9 VOTED: That the recommendations of the College Policy Committee be accepted:

1. That unless present conditions are radically changed the College shall continue in Shanghai for at least one more term.
2. That if the Reynold's Scholarship materializes President Lee be advised to go to America for one year of study, and that Dr. R. J. McMullen be asked to come to Shanghai to act as President.
3. That the question of the protection of the College property in Hangchow be referred to the two interested Missions.

**AFTERNOON SESSION (2:10, p.m.)**

Presiding—Dr. R. F. Fitch, Vice-Chairman.

Prayer was made by Mr. W. D. Koo.

Mr. W. D. Koo was asked to act as temporary Chinese Secretary in absence of Mr. K. I. Loh.

The Committee on Reading of Faculty Minutes presented a report of examination recommending approval of the minutes with satisfaction.

*Report on Reading Faculty Minutes Approved*

27-10 VOTED: That the report and the recommendations of the Committee on Reading of Faculty Minutes be approved.

The Nominating Committee made a report on the nominations as follows:

1. Honorary Chairman and Honorary Members unchanged

2. Board Officers:

Chairman—Mr. S. C. Leung

Vice-Chairman—Dr. Robert F. Fitch

Chinese Secretary—Mr. K. I. Loh

English Secretary—Mr. C. W. Worth

3. Executive Committee:

Mr. S. C. Leung (Chairman), Dr. R. F. Fitch, Mr. K. I. Loh, Mr. C. W. Worth, Mr. K. Van Evera and Mr. A. V. Wu; Drs. L. Davis and J. Usang Ly as alternates.

4. Co-opted members:

Dr. J. Usang Ly and Dr. C. Y. Cheng

5. Representatives to Council of Higher Education:

Dr. R. J. McMullen, Mr. S. C. Leung and Mr. Baen E. Lee (Dr. V. W. Woo as alternate in absence of President Lee).

6. Property Committee:

Dr. R. J. McMullen (Chairman), Mr. S. C. Leung, Dr. R. F. Fitch, Dr. S. B. Chang and Mr. C. W. Worth.

7. Finance Committee:

Dr. J. Usang Ly (Chairman), Drs. R. J. McMullen and R. F. Fitch.

*Election of Honorary Members.*

27-11 VOTED: That Honorary Chairman and Honorary Members be unchanged.

*Election of Officers.*

27-12 VOTED: To elect the following officers of the Board for the next year:

Chairman—Mr. S. C. Leung  
Vice-Chairman—Dr. R. F. Fitch  
Chinese Secretary—Mr. K. I. Loh  
English Secretary—Mr. C. W. Worth

*Appointment of Members of Executive Committee.*

27-13 VOTED: To appoint Messrs. S. C. Leung, chairman, R. F. Fitch, K. I. Loh, C. W. Worth, S. B. Chang, K. Van Evera, and A. V. Wu to be members of Executive Committee and Drs. J. Usang Ly and Lowry Davis as alternates.

*Election of Co-opted Members.*

27-14 VOTED: To elect Dr. J. Usang Ly and Dr. C. Y. Cheng to serve on the Field Board as co-opted members.

*Appointment of Representatives to the Council of Higher Education.*

27-15 VOTED: To appoint Mr. S. C. Leung, Dr. R. J. McMullen, President Baen E. Lee to be representatives to the Council of Higher Education and Dr. V. W. Woo as alternate in absence of Mr. Lee.

*Appointment of Property Committee.*

27-16 VOTED: To appoint Dr. R. J. McMullen, chairman, Mr. S. C. Leung, Dr. R. F. Fitch, Dr. S. B. Chang and Mr. C. W. Worth to serve as members on the Property Committee.

*Appointment of Finance Committee.*

27-17 VOTED: To appoint Dr. J. Usang Ly, chairman, Dr. R. J. McMullen and Dr. R. F. Fitch to serve as members on the Finance Committee.

The question of reopening Senior Middle School and starting a Junior Middle school co-

educationally next term in Shanghai was brought up and it was decided to ask President Lee to take up this matter with the East China Christian Joint Middle School and refer the matter to the Executive Committee for final decision.

*New Budget Referred to Executive Committee.*

27-18 VOTED: To refer the budget for the coming year to the Executive Committee.

*Approval of Issuing Certificates to Special Students.*

27-19 VOTED: To approve the College Administration to receive special students and award certificates and degrees to special students apart from the regulations of the Ministry of Education of the National Government.

Meeting adjourned after prayer by Dr. Lowry Davis.

C. W. Worth,  
English Secretary.

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE FIELD BOARD OF CONTROL OF HANGCHOW CHRISTIAN COLLEGE

June 10, 1938

Meeting: Executive Committee of the Field Board of Control.  
Date: 4:00 p.m., Friday, June 10, 1938.  
Place: General Secretary's Office, National Committee, Y. M. C. A., 131 Museum Road.  
Present: S. C. Leung, Lowry Davis (alternate for Dr. R. F. Fitch), K. I. Loh, A. V. Wu, K. Van Evera, S. B. Chang, C. W. Worth, President Baen E. Lee (Ex-officio).  
Prayer: Dr. Lowry Davis.

**ACTIONS**

President Baen E. Lee reported on the investigations being made in regard of the Middle School situation.

*Reopening of Middle School in Shanghai.*

27-20 Voted: For the College to open its own Middle School Department—Senior and Junior Middle Schools—coeducational—in Shanghai for the next term.

*Budget for 1938-39 Adopted.*

27-21 Voted: To adopt the budget as presented, leaving the question of President Lee's salary while on leave to be decided later after further study of this matter.

*Investigation re. Leave Salary Practice.*

27-22 Voted: To appoint Mr. K. I. Loh, Mr. A. V. Wu and Mr. C. W. Worth to gather information about the practice of other institutions in regard to faculty members salary while on leave in the U. S.

Meeting closed with prayer by Mr. K. Van Evera.

C. W. Worth,  
English Secretary.

MINUTES OF MEETING OF THE EXECUTIVE COMMITTEE OF THE FIELD BOARD OF CONTROL OF HANGCHOW CHRISTIAN COLLEGE

July 1, 1938.

Meeting: Executive Committee of Field Board of Control  
Date: 4:00 o'clock, p.m., Friday, July 1, 1938.  
Place: Room 729, Christian Literature Society Building, 128 Museum Road.  
Present: Dr. R. F. Fitch, Mr. K. I. Loh, Mr. S. B. Chang, Dr. L. Davis (alternate for Mr. C. W. Worth), President Baen E. Lee and Dr. R. J. McMullen (both ex-officio).

Presiding: Dr. R. F. Fitch

Prayer: Offered by Dr. R. F. Fitch

**ACTIONS**

President Baen E. Lee mentioned the presence of Dr. R. J. McMullen who is asked by the Board to be Acting President for the coming year. Welcome was expressed by the members of the meeting to Dr. R. J. McMullen.

President Baen E. Lee brought up again the question of opening Middle School in Shanghai which was approved by the Executive Committee of the Board. After considering with Dr. McMullen and Mr. V. C. Chang, Middle School Principal, it was considered desirable not to run a separate school of our own for the time being but cooperate with the East China Christian Cooperative Middle School.

*Approval of Postponing Execution of Former Action re Opening Middle School and of Joining East China Coop. Middle School.*

27-23 VOTED: To approve to postpone the execution of the former action (27-20) regarding reopening

Middle School in Shanghai and to join the East China Christian Cooperative Middle School.

*Appointment of Representative to Joint Middle School Board.*

27-24 VOTED: To appoint Mr. K. I. Loh to represent the Board at the Joint Board of the East China Christian Cooperative Middle School.

*Davis to Investigate President's Leave Salary in Place of Worth.*

27-25 VOTED: To ask Dr. L. Davis to act in place of Mr. C. W. Worth to make investigation into the practice of other colleges re President's leave salary in order that the Board may take an early action on President Lee's salary.

Meeting adjourned.

K. I. Loh  
(Translation)

MINUTES OF MEETING OF THE EXECUTIVE  
COMMITTEE OF THE FIELD BOARD  
OF CONTROL OF HANGCHOW  
CHRISTIAN COLLEGE

July 19, 1938.

Meeting: Executive Committee of Field Board of Control.

Date: 2:00 o'clock p.m., Tuesday, July 19, 1938.

Place: National Committee Y. M. C. A., 131 Museum Road, Shanghai.

Present: Mr. S. C. Leung, Mr. K. I. Loh, Dr. R. F. Fitch, Dr. L. Davis (alternate for Mr. K. Van Evera), Mr. A. V. Wu, Mr. C. W. Worth.

Presiding: Mr. S. C. Leung.

Meeting was opened with prayer by Dr. R. F. Fitch.

Report of Committee appointed to investigate salary question for President Lee while on leave.

*President Lee Paid Salary While on Leave.*

27-26 VOTED: That President Lee be paid full salary of \$250.00 while on leave and that the social allowance of \$50.00 be also continued so as to enable him to do extra travel to make useful contacts while in America.

Meeting adjourned.

C. W. Worth,  
English Secretary.

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MINUTES OF JOINT MEETING OF THE EXECUTIVE  
COMMITTEE OF THE FIELD BOARD OF  
CONTROL AND THE ADMINIS-  
TRATIVE FACULTY

July 1, 1938.

Meeting: Joint Meeting of Executive Committee of the  
Board and the Administrative Faculty  
Time: 2:00 o'clock, p.m., Friday, July 1, 1938.  
Place: 729 Christian Literature Society Building, 128  
Museum Road  
Present: Dr. R. F. Fitch, Mr. K. I. Loh, Mr. S. B.  
Chang, Dr. L. Davis, President Baen E. Lee,  
Dr. R. J. McMullen, Dr. T. L. Tan, Mr. W. T.  
Liao, Dr. C. Wang, Mr. D. C. Koo, Mr. R. M.  
White, Dr. V. W. Woo and Mr. W. T. Ho.  
Presiding: Dr. R. F. Fitch

ACTIONS.

President Baen E. Lee stated that in accordance with the opinion of the Field Board of Control this joint meeting of the Executive Committee of the Board and the College Administrative Faculty is called to discuss about the religious program and activities in the College. A meeting of the Administrative Faculty was held to give preliminary consideration of this problem and a few points were made and summarized for reference of this meeting. After discussing about the following five points suggested by the Administrative Faculty, it was agreed to express sympathy of the joint meeting toward these points to the faculty and to bring up this matter in the Executive Committee of the Board for further discussion.

1. To engage, if possible, Christians to be heads of all departments and teachers, and to ask them to take active part in the religious activities.

2. To increase budget for religious work.
3. To open more religious courses and activities for teachers to take part and to put no minimum limit to the number of students taking religious courses.
4. To recommend to the Ministry of Education for modification of program of Monday Morning Memorial Service.
5. To observe Sunday more strictly.

President Baen E. Lee stated the possibility of giving scholarships to Christian students besides those for pastors' children.

*Detailed Plan for Christian Scholarship Referred to Faculty.*

VOTED: To refer to the Faculty to make out detailed plans for giving scholarships to Christian students.

Meeting adjourned.

W. T. Ho, Secretary.

**Minutes of the Meeting of Committee  
on Future Policy of Hangchow Christian College**

*Date:* April 11, 1938, one o'clock p.m., Monday,

*Place:* Y. M. C. A. Shanghai

*Present:* S. C. Leung  
Robert F. Fitch  
Lowry Davis  
B. E. Lee (*ex-officio*)

S. C. Leung was elected Chairman.

The policy of the College for the coming school year was discussed. After careful deliberation the Committee agreed on the following recommendations to be submitted for the consideration of the Field Board of Control.

1. Unless present conditions be radically changed we would not expect to resume work this fall in Hangchow and deem it advisable to remain in Shanghai at least for one more term.

2. In case of Reynold's Fellowship we recommend that President Lee be sent this year as the first candidate and during his absence from the College Dr. McMullen be requested to take charge of the administration.

3. For the protection of College property at Hangchow if necessary we may keep Mr. Lautenschlager there. If unnecessary, Dr. Robert F. Fitch can help to supervise the plant with the assistance of Chinese staff.

Meeting adjourned.

B. E. Lee  
Secretary pro tem.

**PRESIDENT'S REPORT 1937-1938**

The year under review may easily be considered unprecedented in its difficulties for educational administration caused by war and commotions which overstrained not only the youthful minds of students, but also the more matured minds of the faculty. We have to be very thankful for the Divine guidance and protection both to the College and to teachers and students. During this year of great trial, so far as we know, no faculty members or their families have been killed, although some of them are now in difficult situation, especially financially, in the interior, yet they have been safe and well. All students have been safe so far except one who was killed while studying in the Government University of Hunan in Changsha. He was one of the victims of Japanese bombing of that University. One engineering graduate and two senior students were all drowned in Canton while bathing in the river. They all did good work at College. The accident was certainly unfortunate. A large number of students have come to Shanghai and more are coming. For your information and approval I take pleasure to submit the following report for the academic year of 1937-1938.

**Autumn Term At Hangchow**

War broke out before we started the autumn semester. As the native city of Shanghai was by that time still under Chinese control, a number of students came to the College by the regular Shanghai-Hangchow railway. The war in the Yangtse valley by that time was limited to the area of Shanghai, students from other places were also able to come, so we considered ourselves fortunate to be able to start our work on our own campus. The registration began on the 11th of September. In about a week with most students who had come we started our classes. By that time we were the only College in East China capable of running its work on its regular campus. Soon after, Japanese planes began to bomb

Hangchow. Teachers and students were very much disturbed. But as the College campus is very adaptable for preparing dugouts, we built enough of them for faculty members and their families and for all students. Everybody on the campus hid himself in one of these dugouts when Japanese planes came toward our direction. In spite of such disturbances we were able to carry on our work, though the classes missed in the day through visits of Japanese planes we had to make up in the evening. Some inconvenience was caused by this irregularity, but the work was not unsatisfactory.

The landing of Japanese army at Kingshangwei, thereby cutting the railway line near Shungkiang caused a great deal of uneasiness. When Shanghai was lost and Japanese soldiers moved toward Kashing, it caused an exodus of residents from Hangchow. The leaving of some of the students from the College called back by their parents who were moving upriver to the interior caused further disturbances. For a few days continuous lines of traffic on automobiles, rickshaws, wheelbarrows, bicycles, men and women, bag and baggage, passing the front of our campus made our students and faculty quite nervous. Demands from students as well as from some faculty members for moving the College to a place of safety were presented to the administration. A few meetings were held to choose a desirable place to move to. It was agreed that we should probe the possibility of accommodation in two cities; namely Chienteh and Tengchi. Two persons were sent to Chienteh to see the place, but as Chekiang University was already there and had practically occupied all the important places in the city leaving nowhere of decency for us, and, moreover, as the danger of that city would be quite great upon the fall of Hangchow, our teachers wanted to send another commission to Tengchi and make a survey there. As both students and faculty members were very nervous at that time no words of pacification or consolation could

quiet them down. So I went myself with Dr. McMullen and two assistants on the 15th of November to Anhwei with the hope that my personal visit would make an immediate settlement of the question, so as to effect a removal when necessary and at the same time might quiet down the minds of teachers and students.

But on the very day of our departure from the College rumors came that Kashing was lost and Japanese soldiers were approaching Hangchow. As soon as rumors were heard no one was even of sense and courage enough to verify them, but all jumped up and left the College in such a hurry and confusion that many of them trusted to their feet, walking in the dark night toward Fuyang, a small city twenty miles upriver from the College. When I came back from Tengchi on the 17th, I learned as soon as I arrived at the city of Hangchow that everybody in the College had fled except my secretary who stayed with the intention to report the situation to me. Necessary arrangements in Tengchi were made to move the College there, but the College was broken up all of a sudden and in great confusion scarcely knowing what could have been the result.

The next morning I went down to Chienteh in the college car and tried to round up teachers and students. After staying there for three days we got most of the teachers and about three fifths of the students gradually arriving. The situation of Tengchi was then reported to the teachers and students who were rather anxious to leave Chienteh, because by that time Chekiang University was planning to move again. We tried to get boats for students and teachers to move to Tengchi and after about ten days the actual number of students arrived at Tengchi was above two hundred, most of whom were college students. Many students had left and pursued their own way for places of safety. They either went back home or to their relatives and friends. I was among the first batch to get to Tengchi and after waiting there for

about a week most of the teachers arrived. We tried in Tengchi to reopen the College. But the Capture of Kwangteh by Japanese soldiers and the fall of Shuanchen affected the place, since large numbers of soldiers coming from defeated areas flooded the little village and made our living unpleasant by their poor discipline.

The faculty met and very carefully deliberated on the situation and finally decided to close the term's work. Most of the students having the second half of the tuition in their pockets consumed the money on their way. When they got to Tengchi they had very little left to pay the fees. And being cut off from their homes they were unable to get additional support. Plans for moving further into the interior were impracticable, since all means of transportation like boats, buses, cars, were all commandeered by the army who were selling them to the highest bidders. We simply could not afford such exorbitant prices for moving further into the interior. The College was therefore peacefully dissolved on the 10th of December. We then tried to send away all our teachers and students to their homes or relatives. Through the courtesy of one or two military officers who helped us to secure passes we were able to hire boats from distant places. During this removal the College spent some \$4,000. Of this about a couple of hundred dollars was used to help students in their travelling expenses to get back home or to their friends and relatives. Other expenses were for moving property to and from Hangchow and for arrangements made at Tengchi to open the College. Fortunately during this moving nothing was lost on the way and all property was safely brought back to the College.

After the occupation of Hangchow by the Japanese army, the College has escaped looting and up to the time of writing its buildings and contents are intact. We must give the credit for the protection of College property to Dr. McMullen who with his assistants encountered great inconveniences and sufferings as they remained on the campus.

### Spring Term In Shanghai

Two days after my return with my family and College properties to Hangchow I set out with my family to Shanghai on the 20th of December. I got to Shanghai on the 23rd, the day Hangchow fell to the Japanese. When in Hangchow I was given to understand that there would be no fighting in the city, and soon after peaceful occupation the communication would be resumed. I planned, therefore, to return to Hangchow in about a week. Things, however, turned from bad to worse and no hope could be had to open the College in Hangchow for the spring term. A special meeting of the Board was called on the 14th of January. It was unanimously agreed that we should try to run the College in Shanghai this spring to cooperate with the University of Shanghai, St. John's University, and other refugee Christian colleges and universities. Preparations were made after the Board meeting and in about four weeks we started school in the Christian Literature Society Building, 128 Museum Road, with about 130 students registered at the opening on the 19th of February. On the 21st classes began and more students arrived and registered until the number reached 185. After that still some more students arrived at Shanghai, but we did not admit them, because it was too late for the term. We have now about one-third of our normal college student body. No middle school work is done this term. Our students have been sent to the East China Christian Cooperative Middle School and other affiliated middle schools in Shanghai.

### Instruction and Discipline

More than 100 courses were offered in the College for the fall term besides a full schedule for the Senior Middle School. The work was continued for eight weeks and a monthly test was held. As no additional work was done at Tengchi, the term was left unfinished. We have now received instructions from the Ministry of Education to give students a chance to make up their last term's work. So we plan to hold an eight-week summer session to finish the fall work. About sixty courses are being offered here in Shanghai this spring. Although this amounts to only three fifth of the work we offered in Hangchow, yet by correlation with other colleges and universities we are able to run all the major departments this semester. There are 45 students from other colleges and universities electing 25 courses in our College, and 19 students of ours taking 24 courses in theirs. Through the generous help of the Council of Higher Education of the

C. C. E. A. and that of St. John's University, East China Christian colleges are enabled to run in Shanghai a joint library and joint laboratories. This helped materially the academic work.

The year may be considered very satisfactory so long as discipline is concerned. A high spirit of cooperation between faculty and students has existed during the year. Notwithstanding the very straining situation nothing serious occurred. During this semester the question of discipline is much more simplified since all students are day students. On the other hand we feel that the work of students is suffering from poor accommodations. The places in which they live do not conduce to study, and outside attractions, such as motion pictures and dancing halls, make too strong a temptation for many of them. We attempt, however, to do some constructive guidance. Freshman students are required each week to attend an assembly in which we invite professors and outsiders to address them. As there is no room large enough to accommodate the whole student body, we can have no general assembly for all the students. No memorial services have been conducted during the term. With limited facilities we are nevertheless trying to maintain our standard both morally and academically.

#### Faculty and Students

About two fifths of the faculty of the first term are now in Shanghai. During the first term with the exception of one or two all were there. No physical or military instructors are employed for the spring term, because no such courses can be offered. For dean, as Dr. T. C. Fan was called by Mr. Kepler to Hankow, we borrowed the services of Dr. T. L. Tan of Cheeloo University. We are fortunate to have a few volunteers for English and religious courses. Thanks are due to Cheeloo University for loaning us Miss A. Deens for English and to the China Council for temporarily assigning, Mr. and Mrs. R. M. White to help our English and to Dr. Lowry Davis and Mr. I. M. Dungan who volunteered to help in our religious education. Of new appointments special mention may be made of V. W. Woo, Ph. D., in the Department of Economics. He was for a number of years on our Field Board of Control and was several years chairman of the Board.

Student enrollment for the first term was 330, about two thirds compared with last year, and for the spring term 185, slightly over one third. The distribution as to departments and classes is shown in the following chart:—

Number of Students of Hangchow Christian College, 1937-1938

| Term        | School Dept. Sex | Class        | Arts    |    |       |    |           |   |      |     |      |   |       |    | Sciences |    |       |    |       |    | Grand Total |    |    |
|-------------|------------------|--------------|---------|----|-------|----|-----------|---|------|-----|------|---|-------|----|----------|----|-------|----|-------|----|-------------|----|----|
|             |                  |              | Chinese |    | Econ. |    | Pol. Sci. |   | Edu. |     | Eng. |   | Total |    | Chem.    |    | C. E. |    | Total |    | M           | F  |    |
|             |                  |              | M       | F  | M     | F  | M         | F | M    | F   | M    | F | M     | F  | M        | F  | M     | F  | M     | F  |             |    |    |
| First Term  |                  | Freshmen     | 3       |    | 22    | 6  | 13        | 1 | 1    | 6   | 3    | 6 | 3     | 45 | 16       | 10 | 3     | 39 | 2     | 49 | 5           | 94 | 21 |
|             |                  | Sophomores   | 3       |    | 15    | 8  | 3         |   | 4    | 1   | 1    |   | 26    | 9  | 5        | 1  | 37    | 1  | 42    | 2  | 68          | 11 |    |
|             |                  | Juniors      |         |    | 9     | 2  |           |   |      | 1   |      | 3 | 9     | 6  | 5        | 1  | 20    |    | 25    | 1  | 34          | 7  |    |
|             |                  | Seniors      | 1       |    | 18    | 3  | 1         |   |      | 3   | 1    |   | 20    | 8  | 2        | 21 |       | 23 | 2     | 43 | 10          |    |    |
|             |                  | Unclassified |         |    | 2     |    |           |   |      |     |      |   | 2     |    |          |    | 1     |    |       | 1  |             | 3  |    |
|             |                  | Guests       | 1       |    | 13    | 4  | 7         | 2 | 2    |     | 1    |   | 24    | 7  | 2        | 1  | 5     |    | 7     | 1  | 31          | 8  |    |
|             |                  | Sum          | 8       | 2  | 79    | 23 | 24        | 3 | 7    | 11  | 8    | 7 | 126   | 46 | 25       | 8  | 122   | 3  | 147   | 11 | 273         | 57 |    |
| Total       | 10               |              | 102     | 27 | 18    |    | 172       |   | 33   | 125 | 158  |   | 330   |    |          |    |       |    |       |    |             |    |    |
| Second Term |                  | Freshmen     |         | 2  | 10    | 4  | 3         |   | 1    | 5   | 2    | 2 | 16    | 13 | 4        | 2  | 36    | 1  | 40    | 3  | 56          | 16 |    |
|             |                  | Sophomores   | 1       |    | 4     | 4  | 2         |   | 1    | 2   |      | 8 | 6     | 3  | 1        | 22 | 1     | 25 | 2     | 33 | 8           |    |    |
|             |                  | Juniors      | 1       |    | 6     | 2  |           |   |      | 3   | 1    | 2 | 8     | 7  | 1        | 12 | 1     | 13 | 1     | 21 | 8           |    |    |
|             |                  | Seniors      | 2       |    | 8     | 2  | 2         |   |      | 1   | 1    | 2 | 13    | 5  | 2        | 1  | 6     |    | 8     | 1  | 21          | 6  |    |
|             |                  | Unclassified |         |    |       |    |           |   |      |     |      | 1 |       |    |          | 1  |       | 1  | 1     | 1  | 1           | 2  |    |
|             |                  | Guests       |         |    | 1     |    |           |   |      | 1   |      |   | 1     | 2  | 2        | 1  | 7     |    | 9     | 1  | 10          | 3  |    |
|             |                  | Sum          | 4       | 3  | 29    | 12 | 7         |   | 2    | 12  | 4    | 7 | 46    | 34 | 12       | 6  | 84    | 3  | 96    | 9  | 142         | 43 |    |
| Total       | 7                |              | 41      | 7  | 14    |    | 80        |   | 18   | 87  | 105  |   | 185   |    |          |    |       |    |       |    |             |    |    |

### Graduates

In the first term sixteen were graduated and the second term we hope to graduate twenty-three. The classification is as follows:—

|                      |   |
|----------------------|---|
| I. First Term        |   |
| A. Arts              |   |
| Economics            | 9 |
| B. Sciences          |   |
| Civil Engineering    | 7 |
| II. Second Term      |   |
| A. Arts              |   |
| 1. Chinese           | 1 |
| 2. English           | 2 |
| 3. Political Science | 2 |
| 4. Economics         | 9 |
| 5. Education         | 1 |
| B. Sciences          |   |
| 1. Chemistry         | 2 |
| 2. Civil Engineering | 6 |

### Religious Activities

The fall term witnessed normal religious activities. We had morning prayers, evening prayer meetings, fellowship meetings, Y. P. C. A., and retreats besides Sunday activities, such as morning services, Sunday schools, and rural preaching. These activities were nearly the same as those of the previous year. For the spring term in Shanghai on account of the lack of accommodations, especially dormitories, the religious activities were very much limited. We have now noon watches held three times a week and a weekly prayer meeting for both teachers and students. For the latter we are fortunate that being in Shanghai we are able to secure prominent religious leaders to address us. Recently Mrs. Millican kindly extended to us the privilege of using her

guest room for our Tuesday afternoon prayer meetings. The home environment adds a great deal of congenial atmosphere to such meetings. Three religious courses are offered, one by Mr. Daniel Koo, one by Dr. Lowry Davis and the other by Mr. I. M. Dungan. Although the total number of students electing these courses are not large, yet these courses have proved a great success. Students taking these courses show much enthusiasm in their studies. About 67% of our faculty members and 20% of our students are Christians this semester.

### The Hangchow Campus

During the year we built a Middle School dormitory along the side of the primary school building on Tao-Lung-Tao. The funds were largely raised by teachers and students of the Middle School. The building was completed in the fall of 1937, but has not been used on account of the war. The installation of the large clock in the clock tower of the economics building adds a great deal of prestige to the institution, because even now when shells fly to and fro across the river, this clock supplies to communities on both sides standard time. The government subsidy for equipment and engineering chairship for this year is \$10,000 but as the College moved to Tengchi in November, the monthly remittance had since been stopped. Although we have petitioned the Ministry of Education for the continuation of the subsidy, yet so far we have received nothing from that source yet.

### Financial Condition

During the first semester owing to national crisis we were not able to collect the whole tuition. Students were allowed to pay only half of the tuition and the second payment which was to be made on the 15th of November was never done. On account of that, the income for the term was greatly reduced. We paid our salaries at a discount of 40% up to the end of November, and then as the College was

dissolved in December we paid those members of the faculty and staff who had reported at Tengchi for work December salary at 20% discount to wind up our contracts with them. For the spring term we engaged all teachers anew by new contracts and we pay them full salary for five months, that is about 20% discount. But for office staff we pay six months as their salaries being mostly small and their work continued during summer vacation. At the beginning of the spring term the Board approved of the budget for this term with a deficit of \$3,500. Now we take pleasure to report that this deficit will not occur while on the other hand we have reduced during this term our old debts by \$3,750 besides paying interest. In view of the tight finance the result may be considered satisfactory.

A movement is now going on to raise \$3,000 for the relief of distressed teachers, students, and alumni in the interior who are now cut off from support from their families and are out of employment. We have high hopes of the success of this campaign and relief work will be started from the beginning of June.

In conclusion I wish to express my thanks to the members of the Field Board of Control for their great confidence in the administration in passing a budget with a deficit in January. Although we are now able to come out without the deficit anticipated, yet without such strong moral support the work in Shanghai could not have proved so successful. Though our enrollment is reduced on account of war, yet our being able to continue under such critical conditions, gives us hopes of a speedy return to normancy after the war. We wish to solicit your prayers for continuous Divine guidance in our work during the coming year, so that the College will be a blazing torch-light of truth for China.

Shanghai  
May 31, 1938

Respectfully submitted,  
BAEN E. LEE.  
President.

**Hangchow Christian College**  
**Statement of Receipts & Expenditures 1937-1938**

| <i>Receipts.</i>           | <i>1937 Fall</i> | <i>1938 Spring</i> | <i>Total</i> |
|----------------------------|------------------|--------------------|--------------|
| Subsidy—C. C. M.           | 4,868.31         | 7,380.75           | 12,249.06    |
| „ M. C. M.                 | 5,704.16         | 2,266.25           | 7,970.41     |
| Quota C. C. M.             | 3,000.00         | 3,000.00           | 6,000.00     |
| „ M. C. M.                 | 4,500.00         | 4,500.00           | 9,000.00     |
| Student Fees College       | 17,712.59        | 11,201.00          | 28,913.59    |
| „ M. S.                    | 5,335.00         |                    | 5,335.00     |
| Sundry Receipts            | 284.00           | 342.00             | 626.00       |
|                            | <hr/>            | <hr/>              | <hr/>        |
|                            | 41,404.06        | 28,690.00          | 70,094.06    |
| <br><i>Expenditures.</i>   |                  |                    |              |
| President Office           | 1,856.06         | 2,530.00           | 4,386.06     |
| Dean's Office              | 1,921.57         | 1,300.00           | 3,221.57     |
| Supervision                | 1,461.60         | 550.00             | 2,011.60     |
| Business Dept.             | 1,495.72         | 1,246.00           | 2,741.72     |
| Middle School Principal    | 495.26           |                    | 495.26       |
| Operation & Maintenance    | 5,586.45         | 2,944.00           | 8,530.45     |
| General Expenses           | 1,517.54         | 980.00             | 2,497.54     |
| Library                    | 927.01           | 250.00             | 1,177.01     |
| Library Books              | 450.76           | 1,250.00           | 1,700.76     |
| Dept. Salaries             | 19,203.00        | 11,010.00          | 30,213.00    |
| Dept. Expenses             | 1,929.65         | 460.00             | 2,389.65     |
| Medical                    | 693.72           |                    | 693.72       |
| Community Services         | 536.94           |                    | 536.94       |
| Reserves                   | 275.00           | 526.00             | 801.00       |
| War Emergency              | 3,925.71         |                    | 3,925.71     |
| Maintenance Hangchow Plant |                  | 1,000.00           | 1,000.00     |
| College Clock              | 1,070.00         |                    | 1,070.00     |
| Loan Refund                |                  | 3,750.00           | 3,750.00     |
|                            | <hr/>            | <hr/>              | <hr/>        |
| Total                      | 43,350.99        | 27,796.00          | 71,146.99    |

**Hangchow Christian College**  
**Financial Statement 1938 Spring**

| <i>Receipts</i>                  | <i>Budget</i>    | <i>Actual May</i> | <i>Estimate<br/>June-July</i> | <i>Total</i>     |
|----------------------------------|------------------|-------------------|-------------------------------|------------------|
| Subsidy                          | 8,580.00         | 2,329.00          | 7,318.00                      | 9,647.00         |
| Quota                            | 7,500.00         | 6,250.00          | 1,250.00                      | 7,500.00         |
| Student fees                     | 7,500.00         | 11,101.00         | 100.00                        | 11,201.00        |
| Deficit                          | 3,400.00         |                   |                               |                  |
| Sundry Receipts                  |                  | 342.00            |                               | 342.99           |
|                                  | <u>26,980.00</u> | <u>20,022.00</u>  | <u>8,668.00</u>               | <u>28,690.00</u> |
| <i>Expenditures</i>              |                  |                   |                               |                  |
| President's Office               | 2,000.00         | 1,750.00          | 780.00                        | 2,530.00         |
| Dean's Office                    | 1,800.00         | 860.00            | 440.00                        | 1,300.00         |
| Business Office                  | 1,200.00         | 846.00            | 400.00                        | 1,246.00         |
| Supervision                      |                  | 368.00            | 182.00                        | 550.00           |
|                                  | <u>5,000.00</u>  | <u>3,824.00</u>   | <u>1,802.00</u>               | <u>5,626.00</u>  |
| <i>Departmental Salaries</i>     |                  |                   |                               |                  |
| Engineering                      | 4,800.00         | 3,285.00          | 1,005.00                      | 4,290.00         |
| Economic                         | 4,500.00         | 2,500.00          | 700.00                        | 3,200.00         |
| Chinese                          | 1,080.00         | 300.00            | 75.00                         | 375.00           |
| Chemistry                        | 3,000.00         | 1,260.00          | 315.00                        | 1,575.00         |
| Other Dept.                      |                  | 1,244.00          | 326.00                        | 1,570.00         |
|                                  | <u>13,380.00</u> | <u>8,598.00</u>   | <u>2,421.00</u>               | <u>11,010.00</u> |
| <i>Departmental Expenses</i>     |                  |                   |                               |                  |
| Engineering                      | 1,000.00         | 440.00            | 20.00                         | 460.00           |
| Chemistry                        | 1,200.00         | —                 | —                             | —                |
| Other Dept.                      | 300.00           | —                 | —                             | —                |
|                                  | <u>2,500.00</u>  | <u>440.00</u>     | <u>20.00</u>                  | <u>460.00</u>    |
| Instructional Fees               | 2,200.00         |                   |                               |                  |
| Library Books                    | 1,500.00         | 1,342.00          | 158.00                        | 1,500.00         |
| <i>General Expenses</i>          |                  |                   |                               |                  |
| Rent Tax Light                   | 1,600.00         | 1,764.00          | 670.00                        | 2,434.00         |
| Furniture                        | 500.00           | 350.00            | 160.00                        | 510.00           |
| Field Board                      | 100.00           | 70.00             | 80.00                         | 150.00           |
| Entertainment                    | 50.00            | 19.00             | 31.00                         | 50.00            |
| Social Committee                 | 50.00            | 112.00            | 18.00                         | 130.00           |
| Edu. Association Dues.           | 100.00           | 50.00             |                               | 50.00            |
| Entrance Examination             |                  | 260.00            | 140.00                        | 400.00           |
| Commencement                     |                  |                   | 200.00                        | 200.00           |
| Miscellaneous                    |                  | 446.00            | 80.00                         | 526.00           |
|                                  | <u>2,400.00</u>  | <u>3,071.00</u>   | <u>1,379.00</u>               | <u>4,450.00</u>  |
| Loan Refund                      |                  | 3,625.00          | 125.00                        | 3,750.00         |
| Maintenance of<br>Hangchow Plant |                  | 1,000.00          |                               | 1,000.00         |
| <b>Grand Total</b>               | <b>26,980.00</b> | <b>21,891.00</b>  | <b>5,905.00</b>               | <b>27,796.00</b> |

**HANGCHOW CHRISTIAN COLLEGE**  
**Budget**  
**1938-1939**

| <i>Receipts</i>                        |                   |                    |                        |                    |
|--|-------------------|--------------------|------------------------|--------------------|
| <i>To Mission Appropriations:</i>      |                   |                    |                        |                    |
| Subsidy—E. C. M. G                     | \$3,500.00 @ 3.30 | ...                | \$11,550.00            |                    |
| " M. C. M. G                           | \$2,278.00        | "                  | 7,517.40               |                    |
| Quota—E. C. M....                      | ...               | ...                | 6,000.00               |                    |
| " M. C. M.                             | ...               | ...                | 9,000.00               |                    |
| Salary                                 | ...               | ...                | 9,000.00               | \$43,067.40        |
| <i>To Student fees:</i>                |                   |                    |                        |                    |
| Tuition 250 20 schol. @100             | ...               | College            | M. S                   |                    |
| Tuition 120 Senior 10 schol.           | ...               | 23,000.00          |                        |                    |
| @60.00                                 | ...               |                    | 6,600.00               |                    |
| Tuition 80 Junior 10 schol.            | ...               |                    | 3,500.00               |                    |
| @50.00                                 | ...               |                    |                        |                    |
| Incidentals (College) @6.00            | ...               | 1,500.00           | 800.00                 |                    |
| Incidentals (M.S.) @4.00               | ...               |                    |                        |                    |
| Library (College) @6.00,               | ...               |                    | 800.00                 |                    |
| less joint lib. fee \$700.00           | ...               |                    |                        |                    |
| Library (M.S.) @2.00                   | ...               |                    | 400.00                 |                    |
| Endowment                              | ...               | 1,200.00           | 750.00                 |                    |
| Civil Engineering                      | ...               | 1,200.00           |                        |                    |
| Entrance Examination                   | ...               | 1,000.00           |                        |                    |
| Graduation                             | ...               |                    | 300.00                 |                    |
| Sundry fees                            | ...               |                    | 250.00                 |                    |
|  |                   | <u>\$29,250.00</u> | <u>\$12,050.00</u>     | <u>\$41,300.00</u> |
| To Sundry Receipts                     | ...               |                    |                        | 300.00             |
|  |                   |                    |                        | <u>\$84,667.40</u> |
| <i>Expenditures</i>                    |                   |                    |                        |                    |
| <i>By Administrative expenditures:</i> |                   |                    |                        |                    |
| <i>President's Office:</i>             |                   |                    |                        |                    |
| Salary of President                    | ...               | ...                | \$2,100.00             |                    |
| Secretary                              | ...               | ...                | 1,560.00               |                    |
| Clerk                                  | ...               | ...                | 384.00                 |                    |
| Expenses                               | ...               | ...                | 400.00                 | 4,444.00           |
| <i>Dean's Office:</i>                  |                   |                    |                        |                    |
| Salary of Dean                         | ...               | ...                | 1,800.00               |                    |
| Registrar                              | ...               | ...                | 900.00                 |                    |
| Assistant Registrar                    | ...               | ...                | 480.00                 |                    |
| Expenses                               | ...               | ...                | 600.00                 | 3,780.00           |
| <i>Comptroller's Office:</i>           |                   |                    |                        |                    |
| Salary—Comptroller                     | ...               | ...                | 1,800.00               |                    |
| " Treasurer                            | ...               | ...                | 960.00                 |                    |
| " Business Manager                     | ...               | ...                | 480.00                 |                    |
| Expenses—Comptroller                   | ...               | ...                | 50.00                  |                    |
| " Treasurer                            | ...               | ...                | 100.00                 |                    |
| " Business Manager                     | ...               | ...                | 100.00                 | 3,490.00           |
| <i>Middle School Principal:</i>        |                   |                    |                        |                    |
| Salary of Principal                    | ...               | ...                | 720.00                 |                    |
| " Dean                                 | ...               | ...                | 480.00                 |                    |
| Expenses                               | ...               | ...                | 300.00                 | 1,500.00           |
|  |                   |                    | <u>Carried forward</u> | <u>\$13,214.00</u> |

*Expenditures (2)*

|                               |          |                    |
|-------------------------------|----------|--------------------|
| Brought forward ... ..        |          | \$13,214.00        |
| Supervision:                  |          |                    |
| Dean of Students ... ..       | 1,200.00 |                    |
| Expenses ... ..               | 100.00   | 1,300.00           |
| Operation and Maintenance:    |          |                    |
| Rental ... ..                 | 4,000.00 |                    |
| Furniture ... ..              | 1,000.00 |                    |
| Supply ... ..                 | 200.00   |                    |
| Wages ... ..                  | 300.00   |                    |
| Insurance and Tax ... ..      | 1,100.00 |                    |
| Light ... ..                  | 60.00    |                    |
| Phone ... ..                  | 130.00   |                    |
| Hangchow Plant ... ..         | 2,500.00 | 9,290.00           |
| General Expenses:             |          |                    |
| Bulletin ... ..               | 100.00   |                    |
| Commencement ... ..           | 250.00   |                    |
| Entertainment ... ..          | 100.00   |                    |
| Entrance Examination ... ..   | 1,000.00 |                    |
| Edu. Association Dues ... ..  | 100.00   |                    |
| Auditor ... ..                | 100.00   |                    |
| Field Board of Control ... .. | 300.00   |                    |
| Social Committee ... ..       | 150.00   |                    |
| Speakers ... ..               | 50.00    |                    |
| Travel ... ..                 | 50.00    | 2,200.00           |
| Library:                      |          |                    |
| Salary ... ..                 | 780.00   |                    |
| Expenses ... ..               | 50.00    |                    |
| Books and Magazines ... ..    | 4,000.00 | 4,830.00           |
| By Academic Expenses:         |          |                    |
| Departmental Salaries:        |          |                    |
| Biology ... ..                | 2,500.00 |                    |
| Middle School ... ..          | 8,500.00 |                    |
| Chemistry ... ..              | 4,450.00 |                    |
| Chinese ... ..                | 2,600.00 |                    |
| Economics... ..               | 6,000.00 |                    |
| Education... ..               | 2,600.00 |                    |
| Political Science... ..       | 3,000.00 |                    |
| Engineering ... ..            | 8,000.00 |                    |
| English ... ..                | 5,500.00 |                    |
| Math. and Physics ... ..      | 2,600.00 |                    |
| Philosophy ... ..             | 1,200.00 |                    |
| Reserve salary ... ..         | 3,000.00 | 49,950.00          |
| Departmental Expenses:        |          |                    |
| Biology ... ..                | 100.00   |                    |
| Chemistry ... ..              | 500.00   |                    |
| Engineering ... ..            | 500.00   |                    |
| " Summer Surveying ... ..     | 600.00   |                    |
| Other Depts ... ..            | 200.00   | 1,900.00           |
| Reserves:                     |          |                    |
| Loan ... ..                   | 1,250.00 |                    |
| Interest payable ... ..       | 425.00   |                    |
| Miscellaneous ... ..          | 308.40   | 1,983.40           |
| Total ... ..                  |          | <u>\$84,667.40</u> |

HANGCHOW CHRISTIAN COLLEGE

Called Meeting of Field Board of Control

1938

Place: National Committee YMCA, General Secretary's Office,  
13 $\frac{1}{2}$  Museum Road, Shanghai.

Date: January 14, 1938 - 2:00-4:30 P.M.

Present: S. C. Leung, Chairman  
W. D. Ku Lowry Davis  
Z. K. Zia  
K/ I. Loh  
E. M. Smith  
Natalie Moffett  
R. F. Fitch  
T. T. Chang  
S. B. Chang  
J. Usang Ly  
C. W. Worth  
Andrew Wu  
Ex-officio - B. E. Lee

The meeting was opened with prayer by Dr. Lowry Davis.

In the absence of the Chinese secretary Rev. Andrew Wu was elected provisional Chinese secretary.

President Lee made a report for the fall term of 1937

1. VOTED, to accept the report of the President.

President Lee submitted plans for the spring semester 1938.

- (a) Temporary suspension for one term.
- (b) Partial running of the College by carrying a department of Economics in the Arts College and a department of Engineering in the Science College.
- (c) To run the College in co-operation for curriculum with The University of Shanghai, St. John's College, Ginling College, University of Nanking and Soochow University, by renting part of the premises of the Christian Literature Society and carrying a minimum program with a limited number of teachers.

2. VOTED, to approve Plan (c) submitted by the President.

A proposed budget was submitted by the President, and after careful discussion it was

3. VOTED, to approve the budget.

The President submitted a plan for the next school year when it is hoped that the College may move back to Hangchow and run along the lines of Yenching University.

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4. VOTED, that a committee be appointed to study the possibilities and decide on a policy and recommend a plan for consideration by the Board of Control.

Committee: S. C. Leung, Chairman  
R. F. Fitch  
Lowry Davis  
K. E. Loh  
B. E. Lee

The President mentioned the fact that on account of difficulties in communication all teachers may not be able to get to Shanghai, and requested that the President be authorized to invite refugee missionaries now living in Shanghai to help in the teaching of English in the College.

5. VOTED, to approve the request.

6. VOTED, that the Board records its appreciation of the hard work of the President during this time of emergency in conducting the College; and also its appreciation of the loyalty and courage of Dr. R. J. McMullen and Mr. R. S. Lautenschlager, and others of the staff who remain on the campus for the protection of the College property.

The meeting was closed with prayer by Z. K. Zia.

Adjournment.

Signed (C. W. Worth)  
Secretary

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PROPOSED BUDGET FOR SPRING TERM 1938  
February 1 to July 31  
HANGCHOW CHRISTIAN COLLEGE, HANGCHOW

I N C O M E S

|                        |            |                     |          |            |                 |
|------------------------|------------|---------------------|----------|------------|-----------------|
| Mission Subsidies      |            |                     |          |            |                 |
|                        | \$3,000.00 |                     |          |            |                 |
| Leas                   | 400.00     | \$2,600.00 @ \$3.30 |          | \$8,580.00 |                 |
| Quota Salaries N.P.    |            | 3,000.00            |          |            |                 |
|                        |            | S.P.                | 4,500.00 |            | 7,500.00        |
| Tuition 150 students @ |            | 50.00               |          | 7,500.00   | \$23,580.00     |
| Deficit                |            |                     |          |            | <u>3,400.00</u> |
|                        |            |                     |          |            | \$26,980.00     |

E X P E N D I T U R E S

|                                   |                 |              |                 |                  |
|-----------------------------------|-----------------|--------------|-----------------|------------------|
| Overhead                          |                 |              |                 |                  |
| President's Office                | \$2,000.00      |              |                 |                  |
| Dean and Registrar                | 1,800.00        |              |                 |                  |
| Business Office                   | <u>1,200.00</u> |              | \$5,000.00      |                  |
| Departmental salaries             |                 |              |                 |                  |
| Civil Engineering                 | 4,800.00        |              |                 |                  |
| Economics                         | 4,500.00        |              |                 |                  |
| Chinese                           | 1,080.00        |              |                 |                  |
| Chemistry                         | <u>3,000.00</u> |              | 13,380.00       |                  |
| Departmental Expenses             |                 |              |                 |                  |
| Civil Engineering                 | 1,000.00        |              |                 |                  |
| Chemistry                         | 1,200.00        |              |                 |                  |
| Other departments                 | 300.00          |              | 2,500.00        |                  |
| Instructional fees                |                 |              |                 |                  |
| Paid to other colleges            |                 |              | 2,200.00        |                  |
|                                   |                 |              | <u>1,500.00</u> | <u>66,980.00</u> |
| Operation and Maintenance         |                 |              |                 |                  |
| Rental, light and tax             | 1,600.00        |              |                 |                  |
| Equipment (Furniture and Fixture) |                 | 500          |                 |                  |
| College Board (Guests, speaker)   |                 | 100          |                 |                  |
| College entertainment             |                 | 50           |                 |                  |
| Faculty social                    |                 | 50           |                 |                  |
| B.C.C.E. fees                     |                 | 100          |                 |                  |
|                                   |                 | <u>2,400</u> |                 |                  |
| Books                             |                 |              |                 |                  |

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