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MINUTES OF THE ADMINISTRATIVE COMMITTEE

August 19, and 20, 1946

*Dr. Winfield
Yenching
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Present: C. W. Luh, Chairman, R. C. Sailer, C.F. Wu, C. H. Chao and S. Tsai.

MISCELLANEOUS STUDENT FEES

AC-46057 VOTED that all miscellaneous student fees be increased by 1,000 times over the 1941 amounts.

TENTATIVE PROPOSED BUDGET FOR 1946-47

AC-46058 VOTED to approve the proposed budget tentatively as submitted by the Chair and Secretary.

APPOINTMENT OF MRS. WEI YUNG CH'ING AS COPYIST IN THE UNIVERSITY LIBRARY

AC-46059 VOTED to approve the appointment of Mrs. Wei Yung-ch'ing as a copyist in the University Library at a basic salary of \$25 per month beginning from August 1946.

BUDGET FOR FRESHMEN WEEK

AC-46060 VOTED to approve the budget for \$284,000 for Freshmen Week as submitted by the Student Welfare Committee.

COOKING AND DINING HALL EQUIPMENTS

AC-46061 VOTED to authorize the Business Office to purchase the necessary cooking and dining hall equipments for the two Men's Refectories.

BUDGET FOR UNIVERSITY LIBRARY

AC-46062 VOTED to approve the Library Budget as submitted by the Acting Librarian with a total of CNC\$4,000,000 and US\$3,000.

APPOINTMENTS IN THE COLLEGE OF NATURAL SCIENCES

AC-46063 VOTED to approve the following appointments in the College of Natural Sciences:

1. Miss Wang Wen-tien as full-time assistant in Chemistry at a basic salary of \$75 per month.
2. Li Kuei-ling as clerk in Chemistry at a basic salary of \$70 per month.
3. T'ang Chia-chen as clerk in Mathematics at a basic salary of \$60 per month.

ADJOURNED

Stephen Tsai
Secretary

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MINUTES OF THE ADMINISTRATIVE COMMITTEE
August 21, 1946

Present: C.F.Wu, Acting Chairman, R.C.Sailer, C.H.Chao and S.Tsai.

MISS LI KENG'S SALARY

AC-46064 VOTED to advance Miss Li Keng's salary(\$205) for the Child Welfare Program beginning August 1st.

REGISTRATION OF STUDENTS OF COLLEGE OF ARTS AND LETTERS

AC-46065 VOTED to request Mr. Nieh Ch'ung-ch'i to take charge of the registration of students of College of Arts and Letters on behalf of the Dean.

BOARD OF MANAGERS' MEETING

AC-46066 VOTED to ask the Chair to go to Shanghai to attend the Board of Managers Meeting to be held on August 24. During his absence, Dr. C. F. Wu be requested to take the Chair. (This action was taken on August 20th but was not recorded in the minutes)

ADJOURNED

Stephen Tsai
Secretary

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MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
August 30, 1946

Present: C. F. Wu, Acting Chairman, R. C. Sailer, C.H. Chao and S. Tsai.

STAFF RESIDENCE REGULATIONS

AC-46085 VOTED to approve the following regulations for staff residences:

- (1) Staff members of the rank of instructors or above are entitled to a room each.
- (2) For those below the rank of instructor two or more persons are to room together, according to the size of the room. They are to choose their own room mates.
- (3) Each single room will be provided with a bed, a desk, two chairs, and a wardrobe or cabinet. An additional bed and chair will be provided for each additional person in the room.
- (4) Vacancies in rooms for two or more persons will be filled according to the numerical order of the room.
- (5) Water, light and service will be charged according to the following schedule:

Single room (one person)	\$1,500 per month
Double room (two or more)	\$1,000 per person per month.

AUDITING FEE

AC-46086 VOTED to approve that Thomson & Company be paid US\$75.00 per month from September 1946 to June 1947 inclusive, as auditing fee.

POSTPONING OF REGISTRATION

AC-46087 VOTED that, in view of difficulties in transportation, the University postpone its opening of the fall semester by one week, viz., Freshmen Week to begin September 9th, Registration September 11th and Classes September 16th.

STUDENT WITHDRAWAL REFUND

AC-46088 VOTED that students who withdraw from the University before September 21st be refunded three quarters, and those before October 1st, one half of the fees, according to regulations. No refund after the latter date.

STAMPING OF THE DIPLOMAS OF THE FORMER CHENGFU SCHOOL UNDER DEPARTMENT OF EDUCATION

AC-46089 VOTED that the University seal be stamped on the former Chengfu School diplomas, in order to enable its graduates to get official recognition.

APPOINTMENT OF MISS KIT KING LEI (MRS. YEN CHING YUEH)

AC-46090 VOTED that Miss Kit-King Lei be appointed as professor in the Department of Sociology. Her salary be paid out of the Child Welfare Program, should that grant be made by the U.C.R. Otherwise, it is to come out of the regular Sociology Department budget.

ADJOURNED

Stephn Tsai
Secretary

0646

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
September 2, 1946

Present: C. F. Wu, Acting Chairman, R. C. Sailer, C. H. Chao and S. Tsai.

SUMMER TIME FOR THE MONTH OF SEPTEMBER

AC-46091 VOTED that, due to the Government decision to continue summer time for the month of September, the University do likewise as of midnight of September 2nd.

LOAN TO MR. KAO MING K'AI

AC-46092 VOTED TO make a loan of CNC\$200,000 to Mr. Kao Ming-K'ai to help him to care for his children due to the illness of Mrs. Kao.

AMBASSADOR STUART'S SCHOLARSHIPS

AC-46093 VOTED to accept with appreciation from an anonymous donor the gift of US\$5,000 to be used during this present academic year for scholarships to be known as "Ambassador Stuart's Scholarships".

ACCEPTANCE OF MONS. J. RECLUS AS VISITING PROFESSOR OF FRENCH

AC-46094 VOTED to accept Mons. J. Reclus from the French Government as Visiting Professor in French in the Department of Western Languages.

APPOINTMENT OF MR. LI YAO TZU AS PART-TIME ASSISTANT PROFESSOR

AC-46095 VOTED to appoint Mr. Li Yao-tzu as part-time Assistant Professor to teach two hours in Descriptive Geometry in the Department of Mathematics.

ADJOHRNED

Stephen Tsai
Secretary

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Ms. Corbett

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

September 4, 1946

Yenching

Present: C. W. Luh, Chairman, R. C. Sailer, C. F. Wu, C. H. Chao and S. Tsai.

SCALE OF PAYMENT FOR PART-TIME TEACHERS

AC-46096 VOTED that payment of part-time teachers be ascertained on the basis of twelve hours per week for a full-time member. For instance, for July the payment of a part-time Professor teaching six hours would be \$125,000 (full-time Professor being \$250,000); four hours \$83,000; three hours, \$62,500; etc.

Part-time teachers shall be paid five months for each semester of teaching.

REVISION OF ACTION AC-46095 REFERRING TO MR. LI YAO TZU

AC-46097 VOTED that Mr. Li Yao Tzu be paid as a quarter-time Assistant Professor, instead of two hours.

RESIGNATION OF PROFESSOR K. MA

AC-46098 VOTED to accept the resignation of Professor K. Ma with regret, and that the Secretary be instructed to write a letter of appreciation to Mr. Ma for his valuable services to the University.

APPOINTMENT OF CH'EN SHU YUNG

AC-46100 VOTED that Ch'en Shu-yung be appointed in the Department of Psychology as a half-time Assistant at a basic salary of 1/2 of \$85 per month.

REPLY TO MRS. JOAN F. H. SZETO FOR HER TRAVEL TO THE STATES

- AC-46101 VOTED 1) that the United Artists Corporation, from which Mrs. Joan F. H. Szeto has borrowed CN\$280,000, be reimbursed by the University.
- 2) that the Trustees be informed that, due to very serious financial stridency, the University has been forced to dispense with the valuable services of Mrs. Szeto as Alumni Secretary.

APPOINTMENT OF HSI WEN YIN

AC-46102 VOTED that Hsi Wen Yin be appointed half-time in the Department of Music as assistant, salary temporarily at \$75.

JOURNALISM DEPARTMENT BUDGET

AC-46103 VOTED to approve the Journalism budget as presented by Mr. Chian Yin En, totaling \$1,100,000 for the Department and \$1,380,000 for the Yenching News (Part to be supplied in paper), with effort made to supply the typewriters and the clipping case requested.

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Sept. 4, 1946

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APPOINTMENT OF MR. EDWIN PAYNE

AC-46104 VOTED that Mr. Edwin Payne be appointed lecturer in the Department of Western Languages.

REQUEST FOR THE SERVICES OF MR. ROBBINS STRONG

AC-46105 VOTED that the North China Kung Li Hui be approached with a request for the services of Mr. Robbins Strong for the Western Language Department until such time as he may be permanently located by the Mission.

ADJOURNED

Stephen Tsai
Secretary

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MINUTES OF THE ADMINISTRATIVE
COMMITTEE MEETING
September 5, 1946

*Dr. Winfield
Yenching
Full*

Morning Session

Present: C. W. Luh, Chairman, R. C. Sailer, C. F. Wu and C. H. Chao.

APPOINTMENT OF MISS LIANG HSIU YEN

AC-46106 VOTED that Miss Liang Hsiu-yen be appointed half-time instructor in Russian.

STANDING COMMITTEES

AC-46107 VOTED to approve the following Standing Committees, as nominated and circulated:

Doyens Committee	Assembly Committee
Student Welfare Committee	Community Chest
University Marshals	Landscape Committee
Admissions Committee	Faculty Social Committee
Library Committee	Medical Service Committee
Lectures Committee	

APPOINTMENT OF MR. HSUEH HUNG K'UEI AS PRINCIPAL OF PRACTICE SCHOOL

AC-46108 VOTED that Mr. Hsueh Hung-K'uei be appointed as Principal of the Practice School at a basic salary of \$105 per month.

APPOINTMENTS IN HARVARD-YENCHING INSTITUTE

AC-46109 VOTED 1) Hsia Ping Ch'uan be appointed as clerk in the Harvard-Yenching Institute at \$25 per month.
2) Kuan Ch'ang Li be appointed as clerk in the Harvard-Yenching Institute at \$25 per month.

APPOINTMENTS IN COLLEGE OF NATURAL SCIENCES

AC-46110 VOTED 1) Li Shou Shan be appointed as clerk in Physics Department at a salary of \$45 per month.
2) Li Yen Hsiang be appointed as technician in Biology Department at \$20 per month.

INTER-OFFICE TRANSFERS

AC-46111 VOTED 1) that Chang Ying be transferred from the Library to Harvard-Yenching Institute at the same salary.
2) Miss Shih Ai Lien be transferred from Dean's Office of the Natural Science College to Department of Mathematics as Clerk at \$50 per month.

TRAVEL ALLOWANCE FOR MISS KIT KING LEI FROM SHANGHAI

AC-46112 VOTED that Miss Kit-king Lei be granted an allowance of \$250,000 for her travel from Shanghai.

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Sept. 5, 1946

Dr. Winfield

APPOINTMENT OF COMMITTEE OF GRADUATE INSTITUTES

AC-46113 VOTED to approve the Committee of Graduate Institutes, Dr. Luh as Chairman, with the following chairmen of Departments as members:

Dr. Ch'i Ssu-ho	
Dr. Wm/ H. Adolph	(Dr. Ta'ai acting)
Dr. C. F. Wu	
Dr. Wu Ch'i-yu	(Dr. Ch'en acting)

BUDGET FOR PHYSICAL EDUCATION

AC-46114 VOTED that the budget for the Departments of Physical Education be approved as follows:

Women's Division:	Total of \$2,700,000.00
Men's Division:	Total of \$6,250,000.00 plus wages of six workmen for outside.

ARRIVAL OF MISS COOKINGHAM

It was noted that Miss Mary Cookingham has arrived as Bursar, leaving Mr. James Pyke free for full-time service in Western Language Department.

ADJOURNED

R. C. Sailer
Acting Secretary

Afternoon Session

Present: C. W. Luh, Chairman, R. C. Sailer, C. F. Wu, C. H. Chao and S. Tsai.

APPOINTMENT OF MISS RUTH STAHL AS ACTING DEAN OF COLLEGE FOR WOMEN

AC-46115 VOTED that Miss Ruth Stahl be formally appointed as Acting Dean of the College for Women for the academic year 1946-47.

COOPTION OF MISS STAHL AS MEMBER OF THE ADMINISTRATIVE COMMITTEE

AC-46116 VOTED that Miss Ruth Stahl be coopted as a member of this Committee.

SALARY FOR THE MONTH OF SEPTEMBER

AC-46117 VOTED that, pending adjustment of the salary scale, all salaries and wages of the University for the month of September be increased by twenty per cent of the previous month, with no ration of barley.

ADJOURNED

Stephen Tsai
Secretary

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Mr. Corbett

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
September 9, 1946

Present: C. W. Luh, Chairman, Miss Ruth Stahl, R. C. Sailer, C. F. Wu,
C. H. Chao and S. Tsai.

MANAGEMENT OF THE PRESIDENT'S HOUSE

AC-46118 VOTED to ask Mrs. L. C. Porter to look after the management of the President's House. Pending the arrival of Mrs. Porter, Mrs. Ruth Chou be asked to continue to give supervision, which she has been doing during the past year.

APPOINTMENT OF MR. CHANG CHIN NAN AS HALF-TIME ASSISTANT PROFESSOR IN THE DEPARTMENT OF JOURNALISM

AC-46119 VOTED that Mr. Chang Chin Nan be appointed half-time Assistant Professor in the Department of Journalism. In place of salary, a residence be provided for Mr. Chang's family and his travelling expenses to and from Tientsin once every two weeks be paid for by the University.

ADJOURNED

Stephen Tsai
Secretary

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Dr. Winfield

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
September 10, 1946

Present: C. W. Luh, Chairman, Miss Ruth Stahl, R. C. Sailer, C. F. Wu,
C. H. Chao and S. Tsai.

FRESHMEN DOYENS FOR WOMEN STUDENTS

The Committee noted the Dean's appointments of Miss Kit-king Lei and Miss Hsueh Mu-lien as Freshmen Doyens for Women Students for the Colleges of Arts & Letters and Natural Sciences respectively.

BREAKAGE DEPOSITS FOR COURSES IN CHEMISTRY

AC-46120 VOTED that a breakage deposit of \$10,000 per student be required for each course in chemistry.

APPOINTMENTS IN DEPARTMENT OF JOURNALISM

AC-46121 VOTED to approve the following appointments in the Department of Journalism:

- 1) Chang Ming-wei as part-time professor to each two credits.
- 2) Sun Chi-yi as part-time professor to each two credits.
- 3) Hsieh Yu-lan as lecturer at a basic salary of \$205 per month.

TRAVELLING ALLOWANCE FOR MISS KUNG LAN CHEN

AC-46122 VOTED that an additional sum of \$50,000 be given to Miss Kung Lan Chen for her travel. (See action AC-46011)

STATUS OF MISS KUNG LAN CHEN AND MR. HSU P'ENG CH'ENG

AC-46123 VOTED that, in view of a previous understanding, Miss Kung Lan Chen be given full-time status, with Mr. Hsu P'eng Ch'eng's status changed to half-time.

APPOINTMENT OF WANG HUI T'ANG AS PART-TIME ASSISTANT IN THE DEPARTMENT OF POLITICAL SCIENCE

AC-46124 VOTED that Wang Hui-t'ang be appointed as part-time assistant in the Department of Political Science for ONE month at a salary of three quarters of \$65.

NEXT MEETING

It was agreed that the Committee shall meet again at 8:00 p.m., September 12, at the President's House.

ADJOURNED

Stephen Tsai
Secretary

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Mr. Corbett

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

September 16, 1946.

Present: C.W. Luh, Chairman, C.H. Chao, R.L. Stahl, C.F. Wu, R.C. Sailer.

MR. WANG HSIANG CH'ING

AC-46125 VOTED that the Committee did not feel able to accept the conditions laid down by Mr. Wang Hsiang Ch'ing for appointment to the University staff.

APPOINTMENT OF MR. TSENG CHIH SHIH IN THE DEPARTMENT OF POLITICAL SCIENCE

AC-46126 VOTED that Mr. Tseng Chih-shih be appointed as part-time professor of law in the Political Science Department, with $\frac{1}{4}$ the salary of a full professor, and \$10,000 each month grant for travel.

APPOINTMENT OF PART-TIME ASSISTANTS IN DEPARTMENT OF POLITICAL SCIENCE

AC-46127 VOTED to approve the appointments of Wu Tung-chih and Ch'ien Hsi-kuang as part-time assistants in Department of Political Science at $\frac{1}{2}$ of \$75 each.

APPOINTMENT OF MRS. TSENG FENG YU AS DORMITORY MATRON IN WOMEN'S COLLEGE

AC-46128 VOTED to approve the appointment of Mrs. Tseng Feng-yu as dormitory matron of the Women's College at a basic salary of \$40, beginning middle of August (if did not arrive before then).

APPOINTMENT OF ASSISTANTS IN THE DEPARTMENT OF CHEMISTRY

AC-46129 VOTED TO CONFIRM THE FOLLOWING APPOINTMENTS IN THE DEPARTMENT of Chemistry:

- 1. Yin Ching-chih, assistant, at \$115, salary to begin in August.
- 2. Yi Pao-fang, assistant, at \$75, salary to begin in August.

CHANGE OF STATUS OF T'UNG MING TA AND SHIH SHU CHIEN

AC-46130 VOTED to approve the following changes of status in the Department of Chemistry:

- 1. T'ung Ming-ta changed to half-time assistant at $\frac{1}{2}$ of \$105, salary to begin in September if not already paid for August, and if did not work in August.
- 2. Shih Shu Chien changed to half-time assistant at $\frac{1}{2}$ of \$75.

APPOINTMENT OF HALF-TIME ASSISTANTS IN DEPARTMENT OF PHYSICS

AC-46131 VOTED to approve the appointments of Li Wen Ch'eng and Miss Li Pao Chen as half-time assistants in the Department of Physics at $\frac{1}{2}$ of \$75 each.

R.C. Sailer
Secretary pro tem.

ADJourned.

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*Dr. Winfield
Guehring*

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
SEPTEMBER 25, 1946

Present: C.W. Luh, Chairman, C.H. Chao, R.C. Sailer, R.L. Stahl, C.F. Wu
and S. Tsai.

APPOINTMENT OF LI FENG LOU IN THE DEPARTMENT OF EDUCATION

AC-46146 VOTED to appoint Li Feng Lou to the staff of the Department of Education receiving a salary of half of basic \$205 per month beginning September.

LEAVE OF ABSENCE OF PROFESSOR WILLIAM HUNG FOR THE SPRING SEMESTER OF 1946-47

AC-46147 VOTED to grant Professor William Hung a leave of absence for the spring semester of 1946-47.

COURSE IN VOCAL TRAINING IN THE DEPARTMENT OF MUSIC BY MR. EDWIN PAYNE

AC-46148 VOTED to approve the offering of a course in vocal training in the Department of Music by Mr. Payne to be counted as two credits.

APPOINTMENTS IN THE DEPARTMENT OF PHYSICS

AC-46149 VOTED to appoint the following part-time assistants in the Department of Physics to take the place vacated by Mr. Lu Cho Ju, to begin with September.:

1. Miss Hsiao Chen Chin at half of basic \$ 75.
2. Mr. Chin Hsing Nan at half of basic \$ 75.

ADJOURNED

Stephen Tsai
Secretary

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*Dr. Winfield
Yenching file*

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
OCTOBER 1, 1946

Present: All except Mr. S. Tsai.

HONORARIUM FOR LI CHIEN HUA OF THE DIVISION OF PHYSICAL EDUCATION

AC-46150 VOTED that Li Chien Hua of the Division of Physical Education be offered an honorarium of \$ 45,000 for the month of September.

APPOINTMENT OF KUNG HAN CH'ANG IN THE STUDENT WELFARE OFFICE

AC-46151 VOTED that Kung Han Ch'ang be temporarily engaged as clerk in the Student Welfare Office at a basic salary of \$25 from September on.

RESCISSION OF ACTION AC-46143 (NO. 2)

AC-46152 VOTED to rescind action AC- 46143 (No.2) regarding Mrs. Hsu Peng Cheng's travel.

MISS LI K'ENG TO REPRESENT THE UNIVERSITY ON THE NATIONAL STUDENT RELIEF

AC- 46153 VOTED to request Miss Li K'eng to represent the University on the National Student Relief.

APPOINTMENT OF CH'I P'EI HSUN AS HALF*TIME CLERK

AC-46154 VOTED that Ch'i P'ei Hsun be appointed half-time clerk in the Dean's office of the College of Natural Sciences at a basic salary of one half of \$40.

APPOINTMENT OF MRS. R.C. SAILER

AC-46155 VOTED that Mrs. R.C. Sailer be appointed Honorary Lecturer in the Department of Western Languages, retaining her original status in the School of Religion.

APPOINTMENT OF DR. LI YAO TZU IN THE DEPARTMENT OF MATHEMATICS

AC-46156 VOTED That Dr. Li Yao Tzu be appointed quarter-time Assistant Professor in Mathematics .

APPOINTMENT OF TU JUNG AS HALF*TIME ASSISTANT

AC-46157 Voted that Tu Jung be appointed half-time assistant in the Department of Chinese at a basic salary of $\frac{1}{2}$ of \$ 75 per month.

RE*-APPOINTMENT OF MISS HILDA HAGUE

AC-46158 VOTED that Miss Hilda Hague be re-appointed English Secretary in the Harvard Yenching Institute.

TRANSFER OF CHANG YING FROM THE LIBRARY TO THE HARVARD YENCHING INSTITUTE

AC-46159 VOTED that Chang Ying be transferred from the Library to the Harvard Yenching Institute as clerk to Dr. Weng Tu Chien at the Original Salary.

ADJOURNED

Chenfu F. Wu
Secretary pro tem.

0656

*Dr. Winfield
Gorching*

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
OCTOBER 9, 1946

Present; All except Mr. S. Tsai.

STATUS OF STUDENT HO CH'ANG HENG

AC-46160 VOTED THAT Ho Ch'ang Heng be allowed to complete his work in four more semesters and to give 18 hours a week to the Christian Fellowship as student assistant for Chinese secretarial work at half of a basic salary of \$ 40 per month.

PAYMENT TO SHIH WEN PO FOR HIS SPECIAL SERVICE TO THE COMMITTEE ON STUDENT WELFARE

AC-46161 VOTED that Shih Wen Po be paid \$ 30,000 for the month of September for his special service to the Committee on Student Welfare.

APPOINTMENT OF CHAO JEN TSUN AS HALF TIME PROFESSOR IN ECONOMICS

AC-46162 VOTED that Chao Jen Tsun be appointed half-time Professor in Economics at half of a basic salary of \$ 360 per month beginning October.

APPOINTMENT OF WU SUNG WEN AS TECHNICIAN IN CHEMISTRY

AC-46163 VOTED that Wu Sung Wen be appointed technician in chemistry at a basic salary of \$ 27 a month beginning October.

WITHDRAWAL OF RN-46432 LI K'IE TUN FROM THE UNIVERSITY

AC-46164 VOTED that, on the recommendation of the Medical Officer, RN-46432 Li K'ie Tun, who is having T.B. infection, be allowed to withdraw or to have a leave of absence for one year and to have all the fees refunded to him.

OCTOBER SALARIES

AC-46165 VOTED that, pending the readjustment of rank and salaries, the October salaries be paid as of September.

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
OCTOBER 11, 1946

Present; all except Mr. Tsai.

APPOINTMENT OF MRS. TI HSIN T'ING AS MATRON IN THE WOMEN'S DORMITORY

AC-46166 VOTED that Mrs. Ti Hsin Ting be appointed matron in the Women's Dormitory at a basic salary of \$ 35 per month.

REGULATIONS GOVERNING GRANTS-IN-AID FOR CHILD WELFARE PROGRAM

AC-46167 VOTED to approve the regulations governing the grants-in-aid for the Child Welfare Program.

ADJOURNED

Chenfu F. Wu
Secretary pro tem.

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