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Admin
Board of Managers - Grounds
and Building Committee
1927-1928

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MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

JUNE 30, 1927.

TRANSFER

The meeting was held at the President's Office at 2 p. m.

Present: Dr. Learmonth, in the Chair, Miss Stahl, Mr. Chuan, Mr. Bevan, Mr. Barker, and Mr. W. W. Davis by invitation.

The meeting was opened with prayer.
Minutes of the last meeting were approved.

MATTERS ARISING FROM THE MINUTES

G.B.1238 Voted- to ask Mr. Chuan to be responsible for seeing that no fishing was allowed on the campus anywhere and authorize the Construction Bureau to cut the reeds in all the ponds again within the next fortnight.

Mr. Davis presented the report of the Sub-Committee on Finance.

1. Building Operations Undistributed. The Treasurer's Report makes this item over \$200,000 more than the Report of the Construction Bureau. A plan was worked out in co-operation with Mr. Beddow, by which these two items in the reports are to be brought into closer agreement. This plan involves the arbitrary assignment of definite amounts to certain building projects, where the Construction Bureau shows a large excess of expenditure as against the Treasurer's report, e.g.

Refectory No.2 Treasurer's Report	\$45,940
Construction Bureau "	65,813
Additional amount charged to	
Refectory No.2	20,000
Total amount so distributed	\$190,000

These charges affect the Treasurer's Report only and the details appear in his Revised May Balance Sheet.

2. Building Funds in the hands of the Treasurer and due to the Construction Bureau. We were unable to locate any such funds.

3. Operation and Maintenance Ledger a/c. Owing to a misunderstanding the Committee failed to get any data.

(Signed) W. W. Davis
Chairman

The report was adopted. Mr. Davis and Mrs. Porter were thanked for their labors.

G.B.1239 Voted- 1. That an itemized account of the sum owed by the Department of Athletics be sent to the Treasurer.

2. That the Secretary send a summary of the facts to New York and inquire about the balance owing to us, pointing out the difficulty of seeing what funds are appropriated for what buildings.

The following sub-committees were appointed
(first named to be chairman in each case)

- a. Advisory Committee on Operation of Power Plant
Messrs. Anderson, Hogg and Barker
- b. Architecture
Messrs. Bevan and Barker
- c. Color
Messrs. Porter and King
- d. Landscape
Mr. King
- e. Finance
Messrs. Chuan, Davis and a representative
of the Women's College to be appointed by Mrs. Frame.

Roads

G.B.1240 Voted- to finish the road in front of Bashford and postpone any further work on roads till later on.

Swimming Pool

B.B.1241 Voted- that the swimming pool be handed over when finished to the Department of Athletics. The medical officer requested to put up a notice that the work is not yet finished and that the water in the pool at present is infectious; and also to send a notice to the Students' Self-Government Association to this effect.

Doors in the Refectories

G.B.1242 Voted- that the request of the Men's College Faculty Executive Committee to have swinging doors between the Refectories and the kitchens in the Men's College be acceded to and to have automatic closers installed on the other doors when they arrive.

Mr. Porter presented the report of the Color Committee.

- G.B.1243 Voted- to authorize Mr. Porter to go ahead with samples of the painting of Sage Memorial Hall and the Dean's Residence in the Women's College.
- G.B.1244 Voted- to authorize the Construction Bureau to prepare the Memorial Hall in Bashford for coloring under Mr. Porter's instructions.
- G.B.1245 Voted- to leave the painting of the Berry Library for the time being.
- G.B.1246 Voted- to go on with the color-washing of the Men's Dormitories.

The other items on the agenda were postponed to the next meeting owing to the fact that so few members of the Committee were present.

GB - 1253 - CAMPUS LIGHTING

It was agreed to install at once thirty lamps on the Campus. The design for the standards was left to the Construction Bureau with the recommendation to see the standards used at the P.U.M.C.

NEW ENGINE FOR POWER PLANT

Mr.Barker reported the opinion of the mechanical engineers that the additional light and heat needed for the coming session would make it necessary to run both the Steam Engine and the Diesel Engine at once. In addition to the expense, this left no possibility of running the Power Plant in case of accident, or temporary breakdown, and Mr.Barker was instructed to write to Mr.Gibb, including the engineers report, asking why the consulting engineer had allowed this to happen, asking for the Consulting Engineer's opinion on what should be done, and empowering Mr.Gibb to act for us immediately, pointing out to the Trustees the absolute necessity for such immediate action.

The Construction Bureau was also asked to go carefully into the question of what protective measures should be taken if the load at any time were too heavy.

CONSTRUCTION BUREAU STAFF

- (1) The Secretary was instructed to notify Mr.Flood that his services would not be required after December 31st.
- (2) The Secretary was instructed to go into the matter of careful supervision of stores in consultation with Mr.Hildabrand.
- (3) The Committee ratified the increase of Mr.H.F.Woo's salary to \$120.00 per month, and asked the Secretary to find out if Mr.Woo would consider the possibility of a permanent position on the University Staff.
- (4) The Committee agreed that Mr.T.T.Liu's salary should conform to the salaries in the Administrative offices, the amount to be decided by Mr.Chuan and Mr.Barker.
- (5) The Secretary was instructed to inform Mr.Lund that during the remaining period of his services, i.e. to the end of 1927, he should be considered as consulting engineer, his duties to be advisory only, so that the engineers now in charge should continue to be responsible for the running of the Power Plant.

RESIDENCES

GB 1254 - Mr.Vincent's account: It was agreed to consider Mr.Vincent's outstanding account as settled.

GB 1255 - Heating in No.15: It was agreed to install a bath water heater in House No.15 in place of the present arrangement.

GB 1256 - House No.6: It was agreed to make House No.6 as nearly as damp-proof as possible, and to consider the same as permanent residence of the engineer in charge of the Power Plant.

House No.10A: A request was renewed to install central heating in house No.10A. In view of the fact that Mr.Flood would be leaving at the end of December and Mr.Bush could be accommodated in the Power Plant during the remainder of his contract this was considered unnecessary.

TRANSFER

THE MINUTES OF THE GROUNDS AND BUILDINGS

COMMITTEE, AUGUST 22nd, 1927.

PEKING

*Report by
attached to
from Hill Sept 21st*

The meeting was held at 11 Koko Hutung in Mr. King's house, Peking.

Present:- Dr. Stuart in the chair, Mr. King, Mr. Chuan, Dr. Laarmonth, Mr. Porter and Mr. Barker.

Mr. Porter opened the meeting with prayer.

A request was submitted from the Librarian for 22 ^{more} tables and 3 more shelves.

A letter was also read from the Librarian reporting that the reading tables in the Library are too wide and too low. After considerable discussion it was

GB1259 - Agreed to wait until the Library Committee returns to take up all these items.

A request was submitted by the Athletic Council to have the football field raised 1ft. and to have the tennis courts re-surfaced and raised. These matters were referred to the President to act in consultation with the Athletic Council.

The President reported a communication from Dr. Luce in which he referred to the delay in starting the Chapel. The Secretary was instructed to write to Mr. North enclosing a copy to Dr. Luce and Mr. W. B. Wheeler, stating that this committee had been waiting for the drawings from the architect, and that any delay that had been incurred this year was entirely due to this, and not to any hesitation on the part of the committee.

Mr. King's Landscaps report was then discussed and the following items were considered in detail.

GB1260 - It was agreed to plant a Ginkgo Avenue running along the high land east of Sage Building, and the Construction Bureau was instructed also to estimate the expense of straightening the road east of Dashford Building in accordance with Mr. King's original recommendation.

GB1261 - It was agreed to make the canal, separating the Men's and Women's Colleges, as called for on Mr. Murphy's plan and in Mr. King's report.

The Construction Bureau was instructed to use that material for filling for any authorized work on the Campus, and to get definite estimates on the actual cost of excavating this canal.

The Construction Bureau was instructed to prepare the ground where possible for planting early next Spring.

Mr. Porter submitted a second report on Color and Landscaps.

GB1262 - It was agreed to refer the matter of general cleaning up of the Campus to Mr. Chuan and Mr. Barker.

GB1263 - It was agreed to take measures to induce people to accustom themselves to using the roads marked on the re-arranged general plan.

The roads connecting the Campus with Yen Tung Yuan were referred to Mr. Chuan and Mr. Barker to make a careful survey and to report at the next meeting of this committee.

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THE MINUTES OF THE GROUNDS & BUILDINGS COMMITTEE

MEETING, SEPT. 14th, 1927.

The meeting was held at the Construction Bureau Office.

Present:- Mrs. Frame, Drs. Stuart, Learmonth and Porter, Dean Hung, Messrs. Johnson, Bevan, Chuan, King, Hildabrand, and Barker, Dr. Galt and Mr. Holm by invitation.

Mr. Johnson led in prayer.

Mr. Hogg not being present Dr. Stuart took the chair.

Minutes of the last meeting as previously circulated were approved.

MATTERS ARISING FROM MINUTES

Roads: Mrs. Frame brought up the question of roads and paths, and asked if these could be marked out, smoothed and levelled so that they could be used by conveyances for transportation etc. Dr. Stuart reported that there was a gift of G\$7,000. - for roads.

GB 1269 - VOTED to ask Messrs. Porter, King and Hildabrand to make a further study of the general road system for the campus with special reference to east and west thoroughfares, and also to ask the Construction Bureau to find out how much of the G\$7,000. - has been spent for roads.

SHED FOR THE GAS PLANT

GB 1270 - VOTED to approve of the above with the understanding that this comes within our appropriations.

NEW YORK CORRESPONDENCE

Dr. Stuart reported the receipt of a cable from New York asking him to come to New York in view of the disorganization of the New York office, and stated that he would leave on the 24th of this month.

GB 1271 - Proposed by Mr. Bevan, seconded by Mr. Barker - that this committee sincerely regrets the necessity to call the President to America at this critical time in the life of the University, and deploras his enforced absence from the institution during the present term.

APPOINTMENT OF CHAIRMAN FOR THIS COMMITTEE

on

In view of Mr. Hogg's going home leave it was

GB 1272 - VOTED to ask Dr. Galt to be chairman of this committee.

FINANCES

a) APPROPRIATIONS

GB 1273 - VOTED to ask the Finance Committee (Messrs. Chuan, Davis and Mrs. Frame or a representative from the Wom. College), to find out from the Treasurer's office the amount received against each building from New York and how much is still in the hands of the Treasurer for these buildings.

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b & c) POWER PLANT a/c: Mr. Barker reported that the Men's College still owes the Construction Bureau \$16,847.41., for the last year and the Women's College \$2,047.37., and that as far as the monthly payments for current year go the Men's College owes the Construction Bureau \$4,166.67.

GB 1274 - VOTED to refer these matters to the Finance Committee of the Grounds and Buildings Committee.

d) MR. LUND'S salary

GB 1275 - VOTED to charge half of Mr. Lund's salary from 1st July 1927 to the Construction Bureau account and half to the Power Plant a/c.

CONSTRUCTION BUREAU STAFF

This matter was discussed at length and the following actions were taken:

GB 1276 - VOTED : Mr. Hildabrand's appointment: VOTED that we appoint Mr. Hildabrand as the director of the Construction Bureau and the University engineer under the Administration of the University, to have the general charge of the Power Plant in the latter capacity.

Dr. Stuart read a letter from Mr. Hildabrand re his agreement with the University should Mr. Hildabrand be asked to stay on.

GB 1277 - VOTED that we approve Mr. Hildabrand's proposal as outlined in his letter to Dr. Stuart.

The question of Mr. Gibb's return to the Construction Bureau was also discussed and the following motion was proposed:

That this Committee recommends that Mr. Gibb be asked, in addition to teaching work, to represent the Administration in taking over general charge of the Power Plant operation at the expiration of Mr. Hildabrand's contract.

Messrs. Barker and Bevan voted for and Mrs. Frame, Messrs. Johnson and Chuan against.

GB 1278 - VOTED to ask the secretary to write to Mr. Gibb explaining why this action was not taken, and supplementing President Stuart's letter.

GB 1279 - VOTED to ask Mr. Holm to take charge of the Power Plant during his remaining stay with the University

PLANS FOR MR. WU'S FUTURE : It was reported that Mr. Wu is willing to make a ten year arrangement with the University; that Mr. Wu is planning to go to America next summer and will be away for four years, the University to pay Mr. Wu his salary during two years of his stay in America (at the rate paid at present by the Construction Bureau). at the expiration of which Mr. Wu is to come for six years to help with the University's work.

GB 1280 - VOTED to ask Dr. Stuart to take this matter up with Mr. Wu.

MOTOR CARS

GB 1281 - VOTED. It was decided to take this matter up at the next meeting.

DOMESTIC HOT WATER : It was reported that this would cost \$60. per day until the heating season.

GB 1282 - VOTED to refer this matter to the Staff Conference.

CONTINUOUS ELECTRIC CURRENT IN DAY-TIME:

It was reported that there was no very satisfactory way of preventing electric current being used in other buildings apart from the Science Buildings during day-time.

GB 1283 - VOTED to ask Messrs. Holm and Chuan to take charge of this matter:

ELECTRIC LIGHT SUPPLY

It was reported that the Faculty Executive Committee voted to have the electric current continued till midnight.

LIBRARY: The question of changing the present wiring for the lighting system in the Library was brought up and also the request for 22 more tables and 3 more shelves. It was reported that the changing of the present lighting system in the Library Building would cost about \$300.-

GB 1284 - VOTED to ask the Construction Bureau together with Dean Hung and Mr. Tien to make a further study of this matter and to report back to this committee.

PARTITIONS IN MCBRIER SECOND FLOOR

GB 1285 - VOTED to ask Messrs. Hildabrand and Chuan together with the committee on McBrier Building to act on the suggestions from New York about the lay-out of the second floor.

SIZE OF FUTURE DORMITORY ROOMS Dr. Stuart reported the receipt of a letter from New York re size of future dormitory rooms and it was

GB 1286 - VOTED to ask Mr. Chuan to take this matter up with the Commission of Students Welfare and to report back their recommendations to this committee.

MINUTES OF THE GROUNDS & BUILDINGS
COMMITTEE MEETING, SEPT. 22ND, 1927

PEKING

The meeting was held in the Construction Bureau office at

10a.m.

Present: Dr. Galt, chairman, Drs. Stuart, Porter and Learmonth
Mrs. Frame, Dean Hung, and Messrs. Barker, Bevan, Wiant, Hildabrand,
Chuan and Holm, and Mr. Lund by invitation.

Prof. Hung led in prayer.

Minutes of the last meeting, except for the following changes:

DOMESTIC HOT WATER: It was reported that this would cost
\$60.00 per day until (instead of the word during) the heating season;

as previously circulated, were approved.

MATTERS ARISING FROM MINUTES:

Motor cars: It was reported that this account
showed a deficit of \$1200.00.

C.B.

GB1292 - Voted to sell one car and to retain the other one for the use
of the C.B., subject to hire by the University authorities.

PLEDGES OF MONEY FOR SPECIFIC OBJECTS:

GB1293 - Voted to ask the President to take this matter up with the
Trustees on his arrival to New York, and further to ask the Treasurer
to assist Mr. Beddoe to tabulate what pledges have been made for specific
objects.

ADVISORY COMMITTEE ON OPERATION OF POWER PLANT

Mr. Barker brought up the question whether the old committee
on Operation of Power Plant consisting of Mr. Lund, Mr. Anderson,
Dr. Houghton and himself should still act as such committee or whether
this was no longer in force.

GB1294 - It was decided not to have this committee in force any longer
but

GB1295 - to invite Mr. Lund as consulting engineer to sit with the
Grounds and Buildings Committee at its meetings.

GAS-PLANT: Mr. Hildabrand brought up the question of Gas-
Plant and stated that so far we have spent \$6,000., and that there are
still \$1,200.- to pay for outstanding bills, but that the amount appro-
priated for the above was not found out and it was

GB1296 - Voted to ask Mr. Hildabrand to consult Dr. Wilson on this
question.

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DESIGNATION OF RESIDENCES: Dr. Stuart brought up the question of inscriptions to be put on various residences and buildings, and the designation of residences by the names of various donors.

GB1297 - Voted to designate Dr. Galt's house, Yen Nan Yuan, No.59, to J. Milton Colton and Dr. T. C. Chao's house to Miss Anne Laughlin, as donors.

It was also suggested by Dean Hung to have Chinese inscriptions on the exteriors of the various residences.

GB1298 - Voted to leave this until Dr. Stuart's return from America.

GB1298A MR. HILDABRAND'S CONTRACT: Voted to approve of Mr. Hildabrand's contract as outlined at the last meeting of this committee, i.e. till 30th June, 1930.

MR. WU'S AGREEMENT: Mr. Barker read a letter from Mr. Wu outlining Mr. Wu's proposed agreement with the University and it was

GB1299 - Voted to refer this matter to the sub-committee consisting of Dr. Galt, and Messrs. Hildabrand and Chuan, and to report back to this committee, and to the President prior to his return from America.

APPOINTMENT OF SECRETARY: Mr. Barker asked to be relieved from the secretaryship in view of his having too much to do

GB1300 - Voted to accept Mr. Barker's resignation and to appoint Dr. Galt as secretary of this committee.

ELECTRICAL FIXTURES: It was reported that no electrical fixtures have been ordered yet for the McBrier Building, and it was asked whether these were to be of the same type as those in the Science Buildings.

GB1301- Voted to approve the same type of fixtures as those in the Science Buildings for the McBrier Building.

WINDOW-SHADES: Mr. Hildabrand reported that some of the houses were still lacking window-shades and asked the committee whether a further order for the above should be placed.

GB1302 - Voted that we approve the placing of the order for window shades for essential rooms if the number does not exceed 3 doz.

CELLARS : Dean Hung raised the question whether cellars in the various buildings could be made usable, especially in the Library.

GB1303 - Voted to refer this matter to Mr. Hildabrand.

Mr. Lund asked if he could be allowed to meet a representative both from the Men's and Women's Colleges to go round with him through various buildings so that he could make out a report as to what is to be done for the completion of each building.

GB1304 - Voted to refer this matter both to Mrs. Frame for the Women's College and Mr. Chuan for the Men's College.

GB1305 - Voted to meet every 2nd and 4th Thursday of each month at 3 p.m. beginning from October.

ADJOURNED.

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INDEXED

MINUTES OF THE GROUNDS & BUILDINGS COM.

MEETING, OCT. 13 th, 1927.

Present: Dr. Galt, chairman, Drs. Learmonth and Porter, Mrs. Frame, Prof. Hung, Messrs. Barker, Hildabrand, Tayler, Chuan, Bush, Holm, and Lund, and Messrs. Wilson and Anderson by invitation.

Mrs. Frame led in prayer.

Minutes of the last meeting as previously circulated were approved.

MATTERS ARISING FROM MINUTES

Report of Com. on size of future dormt. rooms:

Mr. Chuan read a letter reporting action by the Commission on Men's Welfare re size of future dormitory rooms, suggesting that future dormitory rooms be made 1' wider and 1' longer than the present rooms which are 9' x 13', that is that these rooms be made 10' x 14' the same as the Wom. College Dormt. rooms.

GB 1306 - Voted to approve of the above recommendation.

Sale of motor car

It was reported that the above matter was taken up at the General Executive Committee meeting. It was stated that the Committee is getting in touch with the New Republic Garage and is asking whether a better car service can be provided as the present one is very unsatisfactory, and suggests that the sale of the Construction Bureau car be held in abeyance pending consideration of the arrangements between the University and the New Republic Garage.

GB 1307 - Voted that the sale of the Construction Bureau motor car be held in abeyance pending further consideration of the arrangements between the University and the New Republic Garage.

It was also reported that the charge of \$5.00 for a trip to Peking hardly covers the cost of the same and it was

GB1308 - Voted to put a notice in the bulletin stating that Construction Bureau cars are available for service but subject to a slight raise in charge.

HOT WATER METERS: It was reported that four hot water meters arrived recently.

BELL SYSTEM BETWEEN COLLEGE BUILDINGS: It was reported that this is in a very poor condition and that repairs are being done every fortnight and it was suggested that a new cable be put in, the cost of which will be approx. \$350.- It was also reported that it is proposed to have eventually a Chinese bell and that in the meanwhile negotiations are being carried on.

GB1309 - Voted that the present bell system be repaired with overhead lines for temporary use during this academic year, and that we ask the chairman to communicate with Dr. Stuart re purchase of a foreign bell in America for temporary use.

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GB1310 - It was further voted that the cost of the above repairs will be charged to the operation and maintenance budget.

HOUSE FOR GAS- PLANT: Mr. Hildabrand reported that the amount allocated for the Gas-Plant is Mex.\$6,954.- and that \$7,000.- has already been spent for the Gas-Plant. He further reported that the cost of putting a shed for the Gas-Plant will be approx. M\$1500.-

GB1311 - Voted to authorize construction of a shed for the Gas-Plant and that funds for same be provided by the Science Departments, and that Mr. Chuan be asked to take this matter up with the Science Departments.

Cost of operating Gas-Plant: It was reported that the cost of operating the above will be somewhat in the neighbourhood of M\$1,000.- a year.

GB1312 - Voted to refer this matter to the General Executive Committee

STORE HOUSE FACILITIES

It was reported that at present the Construction Bureau has \$70,000.- worth of goods, one third of which are lying outside and deteriorating from bad weather. It was suggested that an additional store house be built the cost of which will not exceed M\$600.-

GB1313 - Voted to authorize the Construction Bureau to put up an additional store house the cost of which not to exceed \$600.-

ADDITIONAL ARCOLA FOR HOUSE NO.11: Mr. Hildabrand reported that a request has been made by Miss Boring for an additional arcola for her house. Also that last summer part of ~~the~~ radiation from her house has been taken out, but now on account of her ill-health she requests for an additional arcola. It was reported that this will cost approx. GB130.- Chinese make.

GB1314 - Voted to ask Miss Boring to use ordinary stoves for the present season.

ELECTRIC CURRENT ON HOLIDAYS: Dr. Galt read a letter from the Science Departments and two points were brought up:

1. That day current is needed on all the week days including all holidays and vacations except the Christmas and New Year Days.

GB1315 - Voted to meet the request of the Science Departments for the day current during all holidays except Christmas and New Year Days.

2. That a continuous current from Wednesday 1:00 p.m. to Friday 12:00 p.m. be provided during the first and third weeks of each month.

GB1316 - Voted to approve of the above request.

It was suggested that a storage battery of Edison type might be purchased to meet the above demands, the cost of which will be in the neighbourhood of G\$950.-

GB1317 - Voted to leave this matter for further study to a sub-committee composed of engineers and Science Departments representatives to consider technical and financial problems.

GB 1318 - It was further voted that if the actions requiring day-time current should require additional staff that this committee will give consideration to the same.

E.O. WILSON'S SALARY: It was reported that Mr. E. O. Wilson's salary has been paid by the Construction Bureau ever since Mr. Gibb was connected with the Construction Bureau, Mr. Wilson being Mr. Gibb's substitute in the Chemistry Department, and now that the Construction Bureau is no longer using Mr. Gibb's services it was asked whether this can be transferred to the University's account. But as Mr. Gibb is entitled to a year's leave it was decided to

GB1319 - ask the Construction Bureau to pay Mr. Wilson's salary up to June, 1928, when Mr. Gibb's home leave terminates.

TELEPHONE SYSTEM: Mr. Chuan brought this matter up and stated that both Mr. Holm and Mr. Stimpson made reports on same pointing out that the present poor system is due to the fact that the whole telephone system has been made of cheap materials. It was reported that at the time of the installation of telephone system the Univ. had very little funds and as telephones were in urgent need it was decided to install the same with cheap materials temporarily, until more funds were available. It was stated that to repair the whole system it would cost approx \$3,500.-

GB1320 - Voted to ask the chair to appoint a sub-committee consisting of Mr. Chuan, chairman, and Messrs Hildabrand and Holm for further study of this matter.

HARDWARE FOR THE RECITATION BUILDING: Mr. Hildabrand reported that no hardware has been ordered for this building. He further stated that all College buildings have been equipped with Sargent hardware which is very unsatisfactory and that he suggests equipping this building with Russwin's hardware.

GB1321 - Voted that the Recitation Building be equipped with Russwin's hardware.

Mrs. Frame asked whether the wall east of the Sage Memorial could be repaired instead of having a wire -fence.

GB1322 - Voted to approve of this request.

Mr. Lund asked whether he could procure detailed account of the Power Plant from the Accounting Office.

GB1323 - Voted to ask the Treasurer to look into this matter and to ask Mr. Lund to call at the Treasurer's office on Monday at 2 p.m. when Mr. Beddoe will be present.

MR BARKER'S SERVICES RENDERED TO THE CONSTRUCTION BUREAU.

GB1324 - Voted that this committee express its sincere appreciation of Mr. Barker's services rendered to the Construction Bureau during last summer.

Howard S. Galt,
Secretary.

ADJOURNED.



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MINUTES OF THE GROUNDS & BUILDINGS

COMMITTEE MEETING

OCT. 27th, 1927.

TRANSFER with Galt
11/5/27

The meeting was held at the Construction Bureau Office at 3 p.m.

Present: Dr. Galt, chairman and secretary, Mrs. Frame, Drs. Learmonth and Porter, Messrs. Barker, Bevan, Chuan, Hildabrand, Holm and Bush.

Dr. Learmonth led in prayer.

Minutes of the last meeting as previously circulated were approved.

MATTERS ARISING FROM THE MINUTES

a) Report of sub-committee on storage battery Mr. Hildabrand reported that a sub-committee consisting of Mr. Holm, Mr. Bush and himself and some Science Department representatives had a meeting at which the purchase of a storage battery was taken up. It was recommended that if the 24 hour current would not be required in the early future, a storage battery should be purchased for the Science Departments, the cost and installation of which is estimated at approx. M\$5,000.- In case all night current be supplied it would add \$5.00 extra per day to the present expenses of running the lighting system.

GB1325 - Voted that we recommend to the General Faculty Executive Committee the installation of a storage battery, the cost of which and installation is estimated \$5,000.- part of which to be charged to the Science Departments, unless it is the judgment of that committee that all night electric service be required at an early date.

b) Report of sub-committee on telephone: Mr. Chuan reported that to repair the whole telephone system so as to have permanent installation would cost approx. M\$5,000.- and to repair it temporarily so as to keep it going would cost \$500.- He also stressed the point that it is most necessary to repair the same on account of the congested state of some of the wires, and suggested that a sub-exchange be arranged at the Construction Bureau gate-house, which would relieve the East Compound. It was reported that the funds for telephone installation had already been overdrawn.

GB1326 - Telephone system: Voted that a sub-committee be appointed to ascertain whether means could be provided for permanent telephone improvements.

GB1327 - It was further voted that the chair appoint a sub-committee for the above.

Committee appointed: Mr. Chuan, chairman, Mr. Wiant, Mr. Taylor, Mr. Hildabrand and Mr. Holm.

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ONE GATE & GATE-HOUSE FOR SOUTH GATE NEAR THE NEW REPUBLIC GARAGE.

Mr. Hildabrand reported that it was proposed to have a gate and gate-house near the new Republic Garage, the house to be 12'x 12' and the cost of which would be approx. \$68.00.

GB1328 - Voted to authorize the Construction Bureau to put a gate and gate-house at the opening in the wall near the New Republic Garage, the same to be charged to the New Wall Appropriation.

NEW STORE HOUSE FOR HOUSE NO. 12A Mr. Hildabrand reported that at the last meeting of the Operation and Maintenance Committee it was decided to ask the Grounds and Buildings Committee to authorize the Construction Bureau to build a new store house for House No. 12A in order that gate-man at the West gate may have more room. It was stated that the gate-man occupies only one chien of the three chien of the gate-house, the rest being used by House No. 12A for servants quarters and store-house and that by putting up a new store house for House No. 12A would give another chien to the gate-man. The estimated cost would be approx. \$40.00.

GB1329 - Voted to authorize the Construction Bureau to build a new store-house for House No. 12A, the same to be charged to the Maintenance of buildings account.

OVERDRAWN ACCOUNTS

Main-Gate: It was reported that \$8,489.- has already been spent for the above while only \$2480.- has been received so far.

House No. 62 That this was a wedding gift to Mrs. J. C. Li, the total amount spent \$5,717.24, received \$2,190.-

GB1330 - Voted to ask the chairman in consultation with Mr. Hildabrand to send a letter to the New York Office giving facts re the above accounts

CHANGING PARTITIONS IN MEN'S ADMINISTRATION BLDG. Dr. Learmonth reported that the present outer office, by the President's office has very little light or air and that by dividing the room east and west instead of north and south would give better light and more air. Mr. Chuan suggested that if the McBrier Hall could be completed by February it would be possible to have some of the offices in the Administration building transferred there temporarily on the first floor, and if the heating is not installed by then to have temporary stoves put in. Thus more permanent arrangements could be made for Departmental offices in the Administration Building.

GB1331 - Voted that a sub-committee be appointed to study further this matter.

GB1332 - The following sub-committee consisting of: The Treasurer, Registrar, Mr. Chuan to represent the President's office, Dr. T. H. Ch'en as representative from the Students welfare Commission, Mr. H.H. Chuan from the Business Office and Messrs. Hildabrand and Holm to consider the technical side of the problem, was appointed to study further the above matter.

WATER-CLOSETS FOR ALL GATEMEN Dr. Learmonth reported that it was brought to the attention of the Operation and Maintenance Committee that no water-closets have been provided for gatemen.

GB1333 - Voted that we refer this matter to Dr. Learmonth and Mr. Hildabrand with power.

REQUESTS FROM THE DEPARTMENT OF BIOLOGY:

a) Double windows in north rooms of the Biology Dept.

The Secretary read a letter from the Dept. of Biology requesting that double windows be put in north rooms of the Biology Dept. on the second floor of the Biology-Physics Bldg. It was stated that several laboratory sections had to be called off last year because it was extremely cold, which it was thought was caused not because the building was insufficiently heated, but because there are large cracks in the windows.

Mr. Hildabrand reported that this would call for 43 windows down-stairs and 53 windows up-stairs, the size of each would be 5'1" x 2'4", and the cost would be \$3.95 per window. The total cost would be somewhere in the neighbourhood of \$400.- He also suggested that since the Physics account is already overdrawn that the cracks be filled with cotton wool or paper temporarily.

GB1334 - Voted that we approve the request of the Biology Dept. for double windows in north rooms on the condition that the same is approved by the General Faculty Committee; otherwise we recommend that cracks be filled in temporarily for this winter with cotton wool.

b) Wild plant reserves on the Campus The second request from the Department of Biology was that certain spots on the campus be set aside for wild plant reserves where no grass will be cut at any season of the year. The spots indicated where shown on an attached map.

GB1335 - Voted to approve of the above request with the understanding that the location of the spots chosen be approved by the Landscape Committee.

LAND IMPROVEMENT ACCOUNT: It was reported that a letter dated Oct. 17th was received from the Women's College asking explanation on several accounts among which was Land Improvement account. It was reported that Men's College pays 2/3 for land improvements while the Wom. College 1/3. The total expenditure for this up to the present is \$71,085.06., of which the Wom. College has already paid 1/3 in addition to the Wom. College land improvements. Mr. Wiant stated that it would be difficult to give definite information re this account as the architect's fees are also involved in this, and that this is the one account on which the Treasurer's office and New York office have not agreed this year.

GB1336 - Voted that we refer this matter to the accountants concerned i.e. the Treasurer's office and the Construction Bureau accounting office and also to ask the Construction Bureau accounting office for analysis of the land improvement account.

WATER BALING CONTINUOUSLY UNDER CERTAIN BUILDINGS:

NINDE, LIBRARY ETC. It was reported that this is due to leaky basements, not properly built. Mr. Wiant reported that there are funds for improvements for the Ninde Divinity Building.

GB1337 - Voted that we approve of filling in the basement of the Ninde Divinity Building, subject to the approval of the faculty of the School of Religion.

BICYCLES: Mr. Hildabrand reported that both he and Mr. Bush had their bicycles stolen, one on the main Campus, the other in Lang Jun Yuan. It was also suggested that the Construction Bureau should provide Construction Bureau members with bicycles for executing University business.

GB1338 - Voted to take this matter up at the next meeting of this Committee.

CANAL: Mrs. Frame reported that at the Grounds and Buildings Committee meeting on August 22nd it was agreed to make a canal, separating the Men's and Women's Colleges, as called for on Mr. Murphy's plan and in Mr. King's report. She further stated that this is to be 40' wide and asked whether this was brought to the attention of the Landscape Committee.

COAL: Mr. Hildabrand reported that one thousand tons of coal have been delivered to the Site for the Power Station, and also that another contract for another thousand tons has been made with the same firm at \$12.00 a ton. The previous one was made at \$17.00 a ton.

ADJOURNED.

Howard S. Galt,

Secretary.

MINUTES OF THE GROUNDS & BUILDINGS COMMITTEE TRANSFER

MEETING, NOV. 10TH, 1927.

PEKING

The meeting was held at the Construction Bureau office.

Present: Mr. Galt, chairman and secretary, Mrs. Frame, Drs. Learmonth and Porter, Messrs. Barker, Chuan, Wiant, Hildabrand, Holm and Bush.

Dr. Porter led in prayer.

MINUTES OF THE LAST MEETING: Minutes of the last meeting, except for the following additions and changes:

OVERDRAWN ACCOUNTS

House No.62: It was reported that this was a wedding gift to Mrs. J. C. Li and the Women's College, the total amount spent \$5,717.24, received \$2,190.--

House No.3: This work was started without any funds in hand other than \$1700.-- which Dr. Stuart advised was on hand, and which could be used for this purpose, but when the application was made for it the Construction Bureau office was informed that these funds had not been received. The total cost of this house will be approx. M\$6,200.-- of which M\$5,600.-- has been spent.

Infirmary: The original donation was G\$25,000.-- and it was reported that the Construction Bureau was authorized to start work on this over a year ago and to spend one half of this amount. Up to date the total amount received is only G\$5,524.-- and to Sept.30th M\$25,709.-- has been spent.

Canal: Mrs. Frame reported that at the Grounds and Buildings Committee on August 22nd it was agreed to make a canal, separating the Men's and Women's Colleges, as called for on Mr. Murphy's plan and in Mr. King's report. She called attention to the width and asked whether this had been brought to the attention of the Landscape Committee.

as previously circulated were approved.

MATTERS ARISING FROM THE MINUTES:

Telephone: Mr. Chuan reported that the sub-committee on telephones appointed at the last meeting had met, but that no special means had been decided upon for permanent telephone improvements. He reported that issued bonds purchased by a few members of the Faculty and by Mr. Stimpson amount to \$15,000.-- He further stated that according to Mr. Tsai's books Telephone account shows that there are still \$1,000.-- left of which \$600.-- are due to be paid to the Treasurer, which leaves a balance on hand of \$400.-- Also that telephone operating expenses are somewhat as follows:- The cost of keeping 3 men for repairs and 2 operators amount to \$1,008.-- a year. That 35 telephones are connected with the Peking Exchange for which the Univer. pays to the Exchange \$590.-- a year. Interest on telephone bonds amounts to \$1208.-- and thus the total expenditure comes to approx. \$3,000.-- a year. Mr. Chuan suggested that since no special means had been provided for permanent repairs and as it is

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necessary to have some kind of repairs done, in order to at least relieve the congested state of the wires in the East Compound (for which purpose it is proposed to have a sub-exchange at the Construction Bureau gate-house) and as there are still \$400.- in hand on the telephone account, perhaps it would be well to have temporary repairs done.

Mr. Stimpson's letter re his proposal for permanent telephone installation was read, and it was noted that his last estimate is \$3,000.- which is lower than his original estimate, which was \$4,000.-

GB1339 - Voted that we recommit Mr. Stimpson's proposal for permanent telephone installation to the sub-committee on telephone, and ask this sub-committee for a written summary of telephone finances and for definite recommendations.

PARTITIONS IN MEN'S ADMINISTRATION BLDG: Mr. Chuan reported that the sub-committee on Administration Building offices met and it was stated that the McBrier Building would be ready by the second semester so that departmental offices could be transferred to the first floor there while more permanent arrangements could be made for administrative offices in the Administration Bldg.

GB1340 - Voted to ask Mr. Hildabrand and Mr. Chuan to consider all these proposals and to report definite recommendations to this committee.

DOUBLE WINDOWS IN NORTH ROOMS FOR THE BIOLOGY DEPT: Mr. Galt reported that the General Faculty Executive Committee were hesitant in giving authorization for the above in view of the fact that similar requests might be made by other Departments and decided to ask the Construction Bureau to look into this matter again and see whether the windows could be made weather-proof by some other method. He also reported that the Construction Bureau had already been notified of this fact.

BICYCLES: As reported at the last meeting of this committee both Mr. Hildabrand and Mr. Bush had their bicycles stolen, one in the Lang Jun Yuan and the other on the main Campus. It was decided that since it required considerable time to go to different parts of the Campus for executing business the Construction Bureau should provide the above members of its staff with bicycles.

GB1341 - Voted that both Mr. Hildabrand and Mr. Bush be provided with bicycles for executing Univer. business, and that the same be charged to the Construction Bureau equipment account.

PAYMENT OF CONSTRUCTION BUREAU FUNDS WITHOUT REFERENCE TO CONSTRUCTION BUREAU OFFICE: Mr. Galt stated that the General Faculty Executive Committee had discussed whether certain expenses, such as for furniture and other equipment for buildings and which really belong to the Construction Bureau equipment account, should be charged to this account without being first referred to the Construction Bureau. Mr. Galt reported that the General Faculty Executive Com. felt that this matter should be held in abeyance until the same was brought to the attention of the Grounds and Buildings Com. Mr. Hildabrand stated that some purchases had been made without consultation with the Construction Bureau, and similarly asked if some kind of procedure could be established by which no payments of bills would be authorized that are incurred without consultation with the Construction Bureau.

GB1342 - That this committee reminds Administrative officers of the University that all bills which are to be paid from the Construction Bureau account should be incurred only after consultation with the Construction Bureau and with the approval of the Grounds and Buildings Committee when necessary.

REQUEST FOR A NEW ENGINE FOR THE POWER PLANT: Mr. Hildabrand's letter to Mr. Galt re purchase of a 25 HP engine was taken up. It was reported that the 15 K.W. Generator which was bought for generating current for the Science Departments and for other light work such as pumping water and running the sewage pumps during daylight hours is being run with an 11 HP engine, which is entirely inadequate, and that little saving is effected as when anything is wanted other than supplying the Science Departments one of the large generators has to be started.

Mr. Hildabrand reported that the Construction Bureau recently received quotations from several firms, Andersen, Meyer & Co's being the lowest to date, which is £327/-/- on a Fielding and Platt 24 HP Semi Diesel engine, ex Tientsin. This with some extras inland freight, installation costs etc., would amount, ready to run, to about M\$4,000.- and the cost of running this engine under full load, including fuel, oil, labour, interest on investment and depreciation would be between 50 and 60 cents per hour, which is less than one quarter of what it costs to run one of the large generators under a light load.

Mr. Barker stated that New York had already been notified last summer of the necessity of purchasing an engine of this type, but that no authorization had been received.

GB1343 - Voted that this committee approve the purchase of an engine of this type, the same to be charged to the Current Power House Budget, and that a cable be sent to New York reporting that if the engine asked for in previous correspondence has not been purchased this committee proposes to purchase the same locally.

REPORT OF THE COMMITTEE ON ROADS AND WALKS: Dr. Porter read a preliminary report on roads and walks, copy of which^{is} attached to these minutes, and it was voted

GB1344 - that we accept the report as presented by the sub-committee and authorize the Construction Bureau to start work on same immediately.

WARNER GYMNASIUM: Dr. Porter presented color schemes for the Warner Gymnasium, and recommended to leave the building in natural cement color, and not to paint the granite base as suggested by Mr. Warner.

GB1345 - Voted that we approve of sending these color schemes to Mr. Murphy, with the suggestion that it is not advisable to color the granite base of the Gymnasium.

RECEPTION ROOM IN THE ADMINISTRATION BLDG. & THE PRESIDENT'S

OFFICE:

GB1345 - That this committee approves of Dr. Porter, as chairman of the sub-committee, preparing color schemes for the walls of the above, and authorizes the work of color washing to proceed, the cost of the same to be borne by the President's office funds.

CHARGES FOR ELECTRICAL AND PLUMBING REPLACEMENTS IN COLLEGE BUILDINGS.

Mr. Hildabrand asked whether charges for electrical and plumbing replacements in College Buildings could be charged to the Current Account from the date Nov. 1st.

GB1346 - Voted that, where plumbing and electrical equipment has been completed, charges for replacements be charged to the Current Account, and not to the Construction Bureau account.

INSULATION OF HEATING PIPES IN BUILDINGS:

GB1347 - Voted that we authorize the Construction Bureau to proceed at once with insulation of heating pipes in buildings.

FURNITURE FOR THE MCBRIER HALL: Mr. Chuan stated that since the McBrier Hall would be ready by the beginning of the second semester it would be advisable to make preparation for the furniture for this building, and that the following are rough estimates of furniture needed for the above 200 sets of desks and chairs, 300 arm chairs, 4 seminar tables, 12 instructors' tables also chairs. The cost of these will be somewhat approx. between \$2500 and \$3,000.-

GB1348 - Voted to appoint a sub-committee on furniture for the McBrier Hall, authorized to expend for the same not to exceed \$2500.-without further reference to the Grounds and Buildings Committee.

Committee appointed: Mr. Chuan, Mr. Hildabrand, and the Registrar(Mr. Ch'en).

KITCHENS OF THE MEN'S REFECTORIES: Mr. Chuan stated that owing to lack of equipment in the kitchens in the Refectories these are not kept clean and asked whether a sub-committee could be appointed to go carefully into this matter. It was reported that the Refectories accounts up-date are overdrawn by \$3,000.-

GB1349 - Voted to refer this matter to the Operation and Maintenance Committee.

REPAIRS OF FACULTY RESIDENCES: Mr. Chuan asked whether a procedure of some kind could be established by which occupants of residences should have windows etc. re-painted and other repairs done at suitable periods so as to maintain the appearance of houses.

GB1350 - Voted to refer this matter to the Operation and Maintenance Committee.

PURCHASE OF TYPEWRITERS AND MEMOGRAPH: Mr. Chuan reported that the Dept. of Economics claimed typewriters at times used by other offices. As these are part of permanent equipment for buildings he brought this matter to the attention of this committee.

GB1351 - That this committee considers that such equipment as typewriters, memographs etc. do not belong to the building equipment account.

GB1352 - Voted that in view of the fact that the next stated meeting comes upon an American holiday that said meeting be omitted.

ADJOURNED.

Howard S.Galt.(Secretary)

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MINUTES OF THE MEETING OF THE GROUNDS AND BUILDINGS

COMMITTEE, JAN. 5TH, 1928

TRANSFER

PEKING

The meeting was held in the Construction Bureau at
4 p.m.

Present: Mr. Galt chairman and secretary, Drs. Learmonth and Porter, Mrs. Frame, Messrs. Barker, Bevan, Hildabrand, Hung, Taylor, Wiant, Holm and Bush.

MINUTES OF THE LAST MEETING: as previously circulated were approved.

Mr. Galt reported that no reply to the cable sent to the New York office re Chapel plans and building operations had yet been received. He also stated that a cable is being prepared to be sent off to New York re Yu Ke and Construction Bureau funds, and it was decided to include in it a message again asking the New York office re Chapel plans.

It was also reported that Dr. Stuart's departure from America may be delayed owing to the difficulty of finding someone to fill Dr. Luce's and Mr. Lewis positions.

GB1375 - Voted to include in the cable which is being prepared to be sent off to New York the question of Chapel plans, the wording of which is to be left to the chair.

EXTERIOR PAINT: This subject was again deferred as no data was prepared.

GB1376 - Voted to take this matter up at the next meeting.

REPORT OF THE SUB-COM. RE CHANGES NEEDED IN MEN'S REECT. KITCHENS.

Mr. Hildabrand reported that the following changes were essential:

1. Change stoves in east kitchen, making them like those in west.
2. Provide larger sinks and drain boards.
3. Cement and paint wainscot.
4. Lower all stoves 3 or 4 bricks.
5. Install hoods over all stoves.
6. Erect adequate shelves in basement store rooms.
7. Cut window in and partition off, the basement for vegetable store room.
8. Provide cold water taps in basement.
9. Look into cost of hydraulic cellar drainers for use in connection with slop sinks.
10. Additional sleeping quarters for two kitchens staffs.
11. Raise ceiling in Ref. No.2. kitchen.

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The above changes exclusive of sleeping quarters and cellar drainers will cost approx. \$600.-

In connection with the sleeping quarters for servants Mr. Bush suggested the use of House No. 10 in Tang Pu Hutung which he and Mr. Flood had just vacated.

GB1377 - It was voted to note the above suggestion and to refer the use of House No. 10 for sleeping quarters for servants connected with Men's Refectories to the sub.-com for further study and report.

COUNTER SIGNATURES OF CONSTRUCTION BUREAU AND POWER HOUSE

CHEQUES: Mr. Hildabrand reported that Mr. Beddow requests that Construction Bureau and Power House cheques be countersigned at the Treasurer's office. It was suggested that inasmuch as this would cause considerable inconvenience that Mr. Holm be given authority to countersign Construction Bureau and Power House cheques.

GB1378 - Voted to ask Mr. Holm to countersign Construction Bureau and Power House cheques.

RECONDITIONING OF WOM. COLLEGE BASEMENTS : Mr. Hildabrand reported that Wom. Dormts. No. 1 and 2 are built on columns which are on about 9ft. centres, and that in between these columns there are no panel walls with the result that the earth caves into the basements and that during the rainy season water runs into the space under the floors making it very damp and bad for the pipe - work. The cost of installing these walls will be approx. \$600.- Mrs. Frame reported that funds are available for this purpose.

GB1379 - Voted to approve of constructing the said walls.

INSTALLATION OF ADDITIONAL W.CS. FACILITIES IN SAGE HALL:

It was reported that the Wom. College suggests that the west Recitation room adjoining the auditorium on the second floor of Sage Hall be divided to make a men's toilet room and an office, as the present temporary toilet arrangements for men in the basement are unsatisfactory. The cost of same was estimated to be approx. \$750.-

GB1380 - Voted to refer this matter to the Wom. College and Construction Bureau to be reported back to the G.&B. Com.

BUDGET FOR THE GAS PLANT FOR 1928 -29: Mr. Hildabrand asked whether the budget for the Gas Plant for 1928-29 should be included in the Power House budget or whether the same should be provided by the Science Depts.

GB1381 - Voted to refer this to the Univer. Administrative Authorities.

GB1382 - Voted that we recommend to the Depts. concerned that meters be installed for measuring the gas consumed.

EMPLOYMENT OF A DRAUGHTSMAN: Mr. Hildabrand reported that the methods required by Mr. Beddow for the operation of the Repair Work Dept. are such that it will require the entire time of the man we now have in the Construction Bureau, and who might otherwise do drafting work. In view of the fact that we have about 6 months drafting work to do in connection with the plans left behind by Mr. Lund, he requested authority to employ another draughtsman, having in view someone who would be willing to work for about \$35.00.

GB1383- Voted to approve of this request.

REQUEST FROM THE LIBRARIAN : Mr. Hung reported that the Library building needs additional equipment; first one additional set of shelves for books which will cost from \$150.- to \$200.- also a speaking tube from the librarian's office to the cataloguer's office.

GB1384 - Voted to ask Mr. Hildabrand to take this matter up with the librarian.

GB1385 - Voted to refer the matter of speaking tube to Mr. Holm to consider and report back to this com.

SCREENING FOR THE ADMINISTRATION BLDG. Mr. Hildabrand reported that the Operation and Maintenance Com. asked that the matter of screening the upper and lower floors be referred to the Grounds and Bldgs. Com. for decision. The cost of copper wire screening is estimated at approx. \$600.- plus labour etc. making a total of \$1100.-

GB 1386 - Voted that this work be done and that screening be ordered from America.

FURNITURE FOR TRIBER BLDG: Mr. Hildabrand called the com. attention to the sub-com. consisting of Mr. S.J. Chuan, Mr. K.L. Ch'en and himself, appointed for the purchase of this furniture. He reported to the committee that the furniture had been purchased without consulting him in any way, and asked to resign from this sub-com. since he did not care to share responsibility for poor workmanship and material should these become apparent, unless he had something to say about the designs and methods of manufacture.

GB1387- Voted to call the sub-com. attention to this matter and to ask for a report on the same.

COAL: Mr. Hildabrand reported that the Power House is at present purchasing coal from the Mentoukou Mining Co. The price at the mine is \$7.80 per ton, the freight \$1.16 per ton. The total price delivered at the Tsinghua Station is \$11.28.6. The difference of \$2.3260 (between \$8.96 and \$11.28) is collected by various tax bureaus on the way, and Mr. Hildabrand asked if any of the com. members think it advisable to take steps towards having the Univer. relieved of paying these taxes.

GB1388 - Voted to refer this to the proper Univer. authorities, to be taken up by the Pres. Office.

Mr. Galt reported that the final settlement with Mr. Lund has been accomplished. It was also stated that Mr. Lund's report has been submitted; a copy of which can be found either in Construction Bureau files, or the Pres. office.

DEPARTMENT OF EDUCATION: When this subject was taken up Mr. J. B. Tayler was elected chairman pro tem.

Mr. Galt brought to the attention of the com. the following actions which had been taken in regard to the location of dept. of Education Practice School.

(Jan.11,1924,GB529) Voted that the Practice School be located to the east of the Wom. College, 100feet directly south of dormitory unit 15-G and that the center of the line of old trees to be used as a North-South axis.

(March 25th,1926 GB938) Voted that the location of the Practice School be referred to the Dept. of Education to report on it before the arrival of Mr. Murphy, and that Dr. Stuart and Mrs. Frame take up the matter.

(April 8th, 1926) The Dept. of Education made the plea that the whole of th Pu Lun property tract be reserved for them. Whether the Practice School Building is going to be a series of Chinese bldgs. with court yards, or whether it is going to be a two story bldg. like the Academic Bldgs., already built, is not finally decided.

(April 8th, 1926 GB950) Voted to give the Dept. of Education the northern part of the Pu Lun property for the Practice School, reserving the southern part for future consideration; and to ask Mr. Murphy to lay out a two story bldg. for the Practice School, putting in groups of one story bldgs. if needed, farther to the south.

It was also pointed out that Mr. Murphy's plan proposed the location of the Practice School on the Prince Pu Lun's property between the sewage tanks and the Leather Tanning Dept.

Mr. Galt reported that the Dept. of Education requests that the last action of the G.& B. Com. (GB950) be rescinded, and that the Department be allowed to locate their buildings east of the Wom. College as contemplated in the earlier action GB529. He also stated that the proposal of the Department had been reported to Dr. Homer Lew, Head of the Department of Agriculture, which was now making use of the said site, in order that that Department might, if desired, present its case to the G.& B. Com. Dr. Lew had accepted this suggestion and a letter prepared by him was read to the G.& B. Com.

GB1389 -Voted that the G.& B. Com. report to the Academic authorities of the Univer. the conflict of interests between these two departments, and request a definition of Univer. policy bearing upon the issue, as a guide to further decision regarding the best allocation of the site concern

After the above discussion was completed Mr. Tayler resign from the chair.

GB1390- Voted to meet again on the 26th of Jan. with Mr. Barker as chairman as Mr. Galt will be absent in Shanghai at that time.

ADJOURNED.

Secretary.
H.S. Galt.

Taylor was elected chairman pro tem. DEPARTMENT OF EDUCATION: When this subject was taken up Mr. J. B.

ing action which had been taken in regard to the location of dept. of Education Practice School. Mr. Galt brought to the attention of the com. the follow-

(Jan. 11, 1924, GB229) Voted that the Practice School be located to the east of the Wom. College, 100 feet directly south of dormitory unit 15-G and that the center of the line of old trees to be used as a North-South axis.

(March 25th, 1926, GB238) Voted that the location of the Practice School be referred to the Dept. of Education to report on it before the arrival of Mr. Murphy, and that Dr. Stewart and Mrs. Frame take up the matter.

(April 8th, 1926) The Dept. of Education made the plea that the whole of the Pu Inn property tract be reserved for them. Whether the Practice School Building is going to be a series of Chinese bldgs. with court yards, or whether it is going to be a two story bldg. like the Academic Bldgs., already built, is not finally decided.

(April 8th, 1926, GB250) Voted to give the Dept. of Education the northern part of the Pu Inn property for the Practice School, reserving the southern part for future consideration; and to ask Mr. Murphy to lay out a two story bldg. for the Practice School, putting in groups of one story bldgs. if needed, farther to the south.

It was also pointed out that Mr. Murphy's plan proposed the location of the Practice School on the Prince Pu Inn's property between the sewage tanks and the Leather Tanning Dept.

Mr. Galt reported that the Dept. of Education requests that the last action of the G. & B. Com. (GB250) be rescinded, and that the Department be allowed to locate their buildings east of the Wom. College as contemplated in the earlier action GB229. He also stated that the proposal of the Department had been reported to Dr. Homer Lew, Head of the Department of Agriculture, which was now making use of the said site, in order that that Department might, if desired, present its case to the G. & B. Com. Dr. Lew had accepted this suggestion and a letter prepared prepared by him was read to the G. & B. Com.

GB1389 - Voted that the G. & B. Com. report to the Academic authorities of the Univer. the conflict of interests between these two departments, and request a definition of Univer. policy bearing upon the issue, as a guide to further decision regarding the best allocation of the site concern-

After the above discussion was completed Mr. Taylor resigned from the chair.

GB1390 - Voted to meet again on the 26th of Jan. with Mr. Barker as chairman as Mr. Galt will be absent in Shanghai at that time.

ADJOURNED.

H.S. Galt, Secretary.

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MINUTES OF THE GROUNDS & BUILDINGS COM.

MEETING, MARCH 29th, 1928

W. H. Hall
5/2/28

The meeting was held at the Construction Bureau office at 4.30 p.m.

Present: Mr. Galt chairman and secretary, Mrs. Frame, Misses Stahl and Wagner, Dr. Learmonth, Messrs. Barker, Hildabrand, Bevan, Hung, Chuan, Holm and Bush.

MINUTES OF THE LAST MEETING: with the following exception:

GB1436- to read by adding: If the Wom. College will advance necessary funds, said funds, to be repaid later from funds already given for roads and landscaping for the whole Campus.

as previously circulated were approved.

MATTERS ARISING FROM MINUTES:

East Compound Road: Mr. Hildabrand reported that the sub-com. consisting of Messrs. Chuan, Wolferz and himself, met on Wednesday, Feb. 29th, after efforts had been made to procure the Temple property, which would enable carrying out the first choice of the East Compound Association. At this meeting Mr. Wolferz was advised that it had not been found possible to procure the Temple property, but that it would be possible to procure a piece of land on the corner opposite from the Temple, which would permit removing one of the most undesirable curves, and carrying out the East Compound Association's second choice, i.e. entering the Compound at the south-west corner. Mr. Wolferz advised, however, that he did not think this solution of the problem would be acceptable to the East Compound people, and requested that further efforts be made to procure the Temple property in order that the first choice could be carried out.

Mr. Chuan reported that since the meeting of this sub-com. further attempts had been made to secure the Temple property, but with no success, and was of the opinion that it is almost useless to continue negotiations, since almost the entire village would be involved in the deal, and that it would be next to impossible to bring them to any agreement. In view of this it was

GB1443- Voted to reject the first choice and to ask Mr. Wolferz to communicate this to the East Compound Association.

Fire Hydrants: No report was made by the sub-com. on insurance and it was decided

GB1444 - To leave this matter in abeyance pending definite report from the Com. on Insurance.

Report on location for sleeping quarters for servants:
It was reported that 12 chien of buildings could be located behind Refectories 1 and 2 along the north wall, and which would provide quarters for about forty servants. Also that tenders have been secured, and that the cost of these buildings will be in the neighbourhood of \$1700.-

GB1445- Voted to refer this matter to the sub-com. which was appointed to handle this matter.

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Repairs for Science Bldg Roofs: Mr. Hildabrand reported that correspondence had been carried on since the last meeting with Wm. Forbes & Co., in which they were requested to take such steps as were necessary to put the roofs in good condition. To this a reply was received offering to relay the tiles which have been blown off. To this it was replied that to merely relay the tiles which have been blown off would not be a satisfactory solution of the matter. And to this communication a reply was received from Wm. Forbes & Co., asking what we would consider a satisfactory solution to be.

GB1446- Voted that we ask the sub-com. consisting of Dr. Galt, Messrs. Hildabrand and Bevan to continue the negotiations with the firm.

Inlet to Lake: No report was submitted on this.

Dormitory Plans: In connection with this Mr. Hung strongly urged that students be consulted and that if their suggestions are found better than the existing plans, that the same be accepted, as he said there have been complaints against Dormitory charges, and if we are to put up buildings of an expensive type students ought to be consulted.

In regard to this it was pointed out by some members of the com. that inasmuch as students fees were suppose to cover only the operation and maintenance charges that surely these would be less on a good permanent type of building than on a cheaply built structure. In connection with this the following actions were passed.

GB1447- Voted that Dr. Galt and Prof. Hung be appointed to familiarize the students with the University's policy in connection with the building plans as a whole and also with the plans of the particular dormitory under discussion.

GB1448 - That unless there is large unanimity of opinion against the present building plans that they be carried out.

(The following members voted for: Dr. Learmonth, Messrs Hung and Chuan, Mrs. Frame, Misses Stahl and Wagner)

(Messrs. Barker, Hildabrand, Holm and Bevan voted against).

Funds for Residences in place of some now rented: Mr. Chuan stated that eight or nine families of the University Staff are at present residing in houses which are rented by the Univer. and for which in the future we may have to pay exorbitant rent, and raised the question whether in view of the fact that the lease on these houses will terminate in July of next year, it would be possible to construct additional residences in order to provide quarters for these families.

GB1449 - Voted to ask Mr. Chuan to prepare a statement for New York reporting the situation as regards rented houses, pointing out that the rent paid would be, perhaps, more than sufficient to pay interest on a loan for building houses, and asking for their approval to go ahead with such a scheme, so that if possible the plans for the required residences can be prepared and work started this year.

Purchase of the plot of land west of the Alumni Gate: Mr. Chuan reported that the purchase of this land has been completed, documents and deeds have been handed over to the Univer. and that the owner submitted two accounts in selling this property:

First a bill for the land for \$304.50

Second a bill for materials and building on the site for \$164.72 making a total of \$469.22 for the whole lot.

GB1450 - Voted that since the University owes the Construction Bureau a considerable sum, that the Treasurer's office be asked to pay for this piece of land and debit the Construction Bureau account.

Chairs for Auditorium: It was reported that this matter had been investigated and that Mr. Gibb had written to New York re chairs for Auditorium, giving measurements and other details of the ones we now have, and had asked that additional chairs of this type be ordered. The reply to this was reported in the form of an extract from the action of the Finance Com. in New York, in which they generally disapproved of a type of chair which would have to be screwed down to the floor, it being their opinion that it would be more desirable to so arrange the seating accommodations that the floor could be cleared and the room used for other purposes. In connection with this, the Grounds and Buildings Com. also concurred with the opinion of the New York office and it was suggested that a different type of chair be procured for the main Auditorium, and that the existing chairs be used in the balcony and in lecture rooms in other University buildings.

GB1451- It was voted that a sub-com. of three members be appointed to visit the various auditoriums in Peking for the purpose of getting ideas and suggestions with a possibility of planning a type of chair which could be manufactured in China. The Chair appointed Mr. Hildabrand (chairman) Mr. Chuan and Miss Stahl.

Wiant Residence:

GB1452- Voted to refer plans for this residence to a sub-com. consisting of Dr. Galt, Messrs. Barker, Hildabrand, Bevan and Wiant, with power.

President's House: It was reported that Mr. Kendall will have the plans for the Pres. House ready for inspection by Monday or Tuesday of next week.

GB1453- Voted to refer this matter to a sub-com. consisting of Dr. Galt, Messrs. Barker, Hildabrand and Bevan together with a special com. of Mrs. Porter and Mrs. E.O. Wilson, with power

Resumption of work on the Campus Roads: Mr. Hildabrand reported that G.& B. action No. 1240 (June 30th, 1927) directed that the work on Campus roads be suspended, and asked for permission to build the portion of the road south of McBrier Building.

GB1454- Voted to put this work in hand.

Deepening lake west of the Wom. College: Mr. Hildabrand asked for the approval of the com. to do this piece of work, funds for which are to be advanced temporarily by the Wom. College, and advised that the cost of this would be something less than \$200.-

GB1455- Voted that this work be carried out.

Spring door closers for lavatory doors. in Ref. Dormts. & M. Adm
Mr. Hildabrand reported that Dr. Learmonth favors spring door closers for lavatory doors in Ref. Dormts. and M. Adm. Bldgs., as doors are frequently left open and allow bad odours to get out into the halls.

GB1456- Voted that we approve of this request in so far as the Adm. Bldg is concerned.

Water Taps for Ref. and Dormts. for scrubbing purposes: Mr. Hildabrand reported that Dr. Learmonth requests that water taps be provided for scrubbing purposes.

GB1457- Voted to approve of this request.

Additional Furniture for McBrier Hall: Mr. Chuan stated that \$2492.- have been spent on furniture out of the \$2500.- authorized and that an additional \$200.- would be required for further furniture. He stated that particularly a big table is required for the Lecture Room and it was decided

GB1458- To authorize the purchase of a big table for the lecture room, but as far as other needs are concerned to await until the various departments have been assigned to their respective offices as there may be further requirements.

Steel stacks for the Library: Mr. Hung reported that two years ago the Library Com. made a request to Mr. Gibb to have temporary stacks put in, but were informed by him that an order was placed for steel stacks in New York, but as nothing further was heard about these the Library Com. is anxious to know what the status of the matter is. In this connection it was reported that in compliance with the request made at the last meeting of the G. & B. Com. the matter was investigated and it is found that when this matter was last discussed Dr. North wrote on Dec. 24th, 1926, that they were short of funds then, but hoped to place the order for the stacks soon.

Mr. Hung further stated that at the present moment there is reported a credit balance of \$17,000.- on the Library Bldg., and that although there are undistributed charges to be considered, it is hoped that the above sum would cover the needs of the Library Bldg. He reported that there are other more urgent requirements such as interior decoration, additional furniture (tables) adjustment of partitions and heating pipes which should be done as soon as possible.

GB1459 - In connection with additional furniture (tables) it was decided to have these made.

With reference to adjustments of heating pipes and partitions:
GB1460- Voted to authorize the Construction Bureau to proceed with same.
In regard to interior decoration it was decided to ask for estimates on same.

In regard to steel stacks for the Library:
GB1461- Voted to estimate how much of the \$17,000.- would be needed to cover the cost of additional furniture, interior decoration and the adjustment of pipe and partitions etc., and to ask the New York office whether the balance left would be adequate for the purchase of steel stacks for the Library as planned for in Mr. Murphy's drawings.

ADJOURNED.

Secretary.
H. S. Galt.

0771

GB1455 - Voted that this work be carried out.

Spring door closers for lavatory doors. in Ref. Dormita, & M. Adm. Mr. Hilbrand reported that Dr. Learmouth favors spring door closers for lavatory doors in Ref. Dormita, and M. Adm. Bldg., as doors are frequently left open and allow odors to get out into the halls.

GB1456 - Voted that we approve of this request in so far as the Adm. Bldg is concerned.

Water Taps for Ref. and Dormita. for scrubbing purposes: Mr. Hilbrand reported that Dr. Learmouth requests that water taps be provided for scrubbing purposes.

GB1457 - Voted to approve of this request.

Additional Furniture for Robtler Hall: Mr. Oman stated that \$2492. have been spent on furniture out of the \$2500. authorized and that an additional \$200. would be required for further furniture. He stated that partially a big table is required for the lecture room and it was decided

GB1458 - To authorize the purchase of a big table for the lecture room, but as far as other needs are concerned to wait until the various departments have been assigned to their respective offices as there may be further requirements.

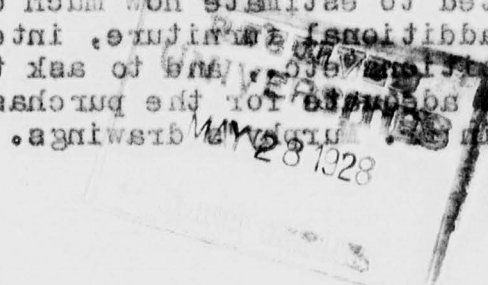
Steel stacks for the library: Mr. Hung reported that two years ago the library com. made a request to Mr. Gipp to have temporary stacks put in but were informed by him that an order was placed for steel stacks in New York, but as nothing further was heard about these the library com. is anxious to know what the status of the matter is. In this connection it was reported that in compliance with the request made at the last meeting of the G. & B. Com. the matter was investigated and it is found that when this matter was last discussed Dr. North wrote on Dec. 24th, 1926, that they were short of funds then, but hoped to place the order for the stacks soon.

Mr. Hung further stated that at the present moment there is reported a credit balance of \$17,000. on the library Bldg., and that although there are undistributed charges to be considered, it is hoped that the above sum would cover the needs of the library Bldg. He reported that there are other more urgent requirements such as interior decoration, additional furniture (tables) adjustment of partitions and heating pipes which should be done as soon as possible.

GB1459 - In connection with additional furniture (tables) it was decided to have these made.

GB1460 - Voted to authorize the Construction Bureau to proceed with same. In regard to interior decoration it was decided to ask for estimates on same.

GB1461 - Voted to estimate how much of the \$17,000. would be needed to cover the cost of additional furniture, interior decoration and the adjustment of pipe and partitions. and to ask the New York office whether the balance left would be sufficient for the purchase of steel stacks for the library as planned for in the drawings.



Secretary.
H. S. Galt.

ADJOURNED.

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MINUTES OF THE GROUNDS & BUILDINGS COM.

MEETING, APRIL 26TH, 1928

TRANSFER
W. Galt
5/2/28

The meeting was held at the Construction Bureau office at 3.30 p.m.

Present: Mr. Galt chairman and secretary, Mrs. Frame, Misses Stahl and Wagner, Drs. Learmonth and Porter, Messrs. Barker, Hildabrand, King, Hung, Chuan, Bevan, Wiant, Tayler, Holm and Bush.

Mr. Barker led in prayer.

MINUTES OF THE LAST MEETING: with the exception of:

GB1448 - Under Dormitory Plans: to change by adding a note indicating that those who voted in the negative held that the plans should be carried out without delay.

as previously circulated were approved.

MATTERS ARISING FROM MINUTES:

a) Attitude of students toward dormitory plans: Mr. Galt reported that the com. appointed at the last meeting to consult with the students re new dormitory plans had brought the matter before the students, who approved of the plans on the whole, the only question being asked was whether there is space for servants quarters. Mr. Galt further read a letter from The Student Self Govt. Association of the Men's College, in which they expressed their hearty thanks and appreciation to the Board of Trustees in New York for the new plans, and also their appreciation in having been consulted about these plans.

b) An additional partition in McBrier Hall: Mr. Galt stated that for information purposes he wishes to report to this com. that the President's office in dealing with the allocation of offices in McBrier Bldg., authorized to put an additional partition at the west end of the corridor on the second floor.

c) Repairs for Science Bldg Roofs: Mr. Hildabrand reported their last communication to Wm. Forbes & Co., in which they asked this firm to send their representative to make a more minute inspection of the roofs, and who would be given authority by Wm. Forbes & Co., to deal directly with the University. That in connection with this request Wm. Forbes & Co., sent their No.1. Roofing man who had inspected the roofs and returned to Tientsin to make a report to their Head office. Because it is important to have these roofs repaired before the rainy season starts it was

GB1462 - Voted to ask the sub-com. appointed re the above matter to try and speed up the process as quickly as possible.

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MR. HILDABRAND'S RESIGNATION: Mr. Galt read a letter addressed to him by Mr. Hildabrand, in which it is stated that an offer has been made to him, which looks like a permanent position with an increase in salary to begin with over and above what he is getting now of about M\$200.- He also mentions in his letter that according to his contract with the University there is a clause which says, that he may discontinue his services with the University if and when a suitable substitute can be procured. In view of this he has secured the promise of Mr. S. Dean, member of the Presbyterian Mission to take his place beginning from July 1st of this year and to continue until July 1st, 1929. He further stated that at first Mr. Dean advised that he would be able to spend only three days a week here at Yenching, to which Mr. Hildabrand replied that he did not think this would be satisfactory way of handling this job, which required the full time of one man. To this Mr. Dean replied that he would be able to spend five days a week until September 1st, 1928, for which he would require a salary of \$375.00 a month, and that he would also bring with him a Chinese assistant, who is a specialist in heating installation, at a salary of \$60.00 a month. Also that from September, 1928, until July 1929, Mr. Dean could spend three days a week here, at a salary of \$225.00 per month with two Chinese assistants at \$60.00 a month each; one to continue the supervision of heating and plumbing installations, and the second to look after the general building work.

Mr. Hildabrand further requested in his letter that if his resignation is accepted, the entire management and operation of the Power Plant be turned over to Mr. Holm, also that the Construction Bureau payments be made at the Treasurer's office, enabling Mr. Dean better to look after the construction and repair work.

Mr. Galt further reported that Mr. Hildabrand's resignation was also brought up before the Faculty Executive Com., and that in view of the fact that Mr. Dean can only spend part time on the job this proposal was found unsatisfactory. After a lengthy discussion, on the suggestion of Mr. Hung the following voted was passed:

GB1463- That a small committee be appointed by the chair to consult with the University authorities, with Mr. Hildabrand and such other parties who are concerned in this matter, such as the Treasurer's office and the engineering office, and to report back to this committee for final decision.

The Com. appointed by the chair: Mrs. Frame, Messrs. Hung, Barker and Chuan, Mr. Hung chairman.

In compliance with Mr. Hildabrand's request that he be given a reply as soon as possible it was

GB1464- Voted to meet not later than a week from today so as to make a final decision re Mr. Hildabrand's resignation.

WIANT'S RESIDENCE AND UNIT "A" DORMITORY CONTRACTS: Mr. Hildabrand reported that a contract has been let for Wiant's Residence for \$8,444 and that tenders ran from \$26,000.- to \$10,000.-

In regard to Unit "A" Dormitory, though the contract has not been signed, the bid is for \$7,991. and is undertaken by two men who had done building operations here before. In this case the Construction Bureau is to supply sand and gravel which will cost about \$400.-

In this connection Mr. Galt reported the receipt of a cable from New York authorizing G\$7,000.- for this unit instead of G\$6,000.- as previously authorized.

ADDITIONAL EQUIPMENT FOR DEPT. OF PHYSICS: Mr. Galt read a letter from Mr. Anderson asking:

1. That the cost of the motor-generator for supplying alternating current to the physics laboratories be charged to the "permanent equipment budget". The cost being £129/6/- plus Tientsin Tls. 68.21.
2. That rooms 110, 113 and 115 of the physics dept. be supplied with work tables, electricity, gas, and water, and that the windows of rooms 110 and 115 be fitted with darkening shutters.

Mr. Hildabrand reported that there is a credit balance of \$157.- on the Physics Apparatus account and that apart from this there are no other funds available, the Physics Bldg. account being overdrawn to the extent of about \$9,000.-

GB1465- Voted that we reply to the Physics Dept. that there are no capital funds to draw, but that if gas and other equipment are required the same will have to be paid for out of the Current Budget.

REPAYMENT OF LOAN TO MR. R.H. RITTER: Mr. Hildabrand reported that in their suspense account there appears a loan which has been made by Dr. Stuart, amounting to \$4,000.- This money was borrowed to build and repair the Yen Compound, and that we were asked to make a part payment of \$500.- on this loan. Mr. Hildabrand further stated that he was informed that this loan was to be repaid out of the funds for the new dormitories.

GB1466- Voted to refer this matter to the Administrative authorities.

In this connection Mr. Hildabrand also quoted an extract from New York letter in which it is mentioned.

"That the G.&B. will make provision for securing the necessary funds for whatever special work it may approve. Of course in many cases the Grounds and Bldgs. Com. may recommend certain work for which funds are not in hand and which it is hoped may be secured through promotion efforts here in the West. In such cases naturally no action can be taken except that of approving such work if and when the necessary funds are available."

CAMPUS ROADS: Reports and actions of Dec. 1927 in regard to Campus roads were again reviewed and the following action which had been taken by the Finance Com. in New York was also quoted:

"F-2223 -VOTED that the location of the motor road on the south shore of the lake, as described in Action GB-1344 and a preliminary report of the sub-com. on Campus Roads and Paths be referred to the Grounds and Bldgs. Com. with Power."

Mr. Chuan proposed that the road be built as originally sketched on the map, but as this would be against the wishes of members of the Faculty, no action was taken. Dr. Porter then proposed that the road instead of going along the lake should turn southwards and pass between the President's House and Sage Bldg, from thence to pass along the Infirmary, or further south by the new dormitories.

After some discussion it was decided that the committee should examine the various routes proposed, and the Com. then made a tour of the Campus and the following actions were taken:

GB1467 - Amendment to Mr. Chuan's motion:

Voted, that the road to be built along the southern border of the lake be a walk for pedestrians and not a motor road.

The original motion was then changed in form, as follows, and

GB1468 - Voted, that the Com. proceed with the construction of a walk for pedestrians along the southern border of the lake with suitable east and west connections.

The Com. then observed the partially finished cut in the ridge west of the southwest corner of the lake, undertaken last autumn in connection with the proposed motor road along the lake.

GB1469 - Voted that this cut be filled and restored to its former condition, allowing the walk to be built along the border of the lake to pass the site of the cut at the southern border.

The Committee then examined various routes for proposed roads from the corner of Balford to the front of the President's residence site. No proposals were adopted and the subject was held over for consideration at a future meeting.

AN EXIT FOR THE WANG FAMILY AT THE EAST RES. COMPOUND. Mr. Chuan

reported that when the wire fence was first put around the East Compound, a plot of land belonging to Mr. Wang was cut off by this plan, on the understanding that the Univ. would authorize some arrangement for an exit from the Wang property, in regard to which it was reported that there was some verbal arrangement between Mr. Wang and Mr. Gibb. In this connection Mr. Chuan proposed to give Mr. Wang an entrance through the east wall of his property, and to wall up that section of land through which his traffic would pass.

GB1470 - Voted to authorize Mr. Chuan to conduct negotiations on the above basis, with Mr. Wang and with the residents of the East Residence Compd.

ADJOURNED.

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MINUTES OF THE GROUNDS & BLDGS COM.

MEETING, MAY 3RD, 1928.

TRANSFER

3 p.m.

The meeting was held at the President's office at

Present: Mr. Galt secretary and chairman, Mrs. Frame, Miss Stahl and Wagner, Drs. Learmonth and Porter, Messrs. Barker, Hildabrand, Hung, Chuan, Wiant, Tayler, Holm and Bevan.

Mr. Galt led in prayer.

MINUTES OF THE LAST MEETING: the following corrections were made:-

Wiant's Residence and Unit "A" Dormitory Contracts: should read:

Mr. Hildabrad reported that a contract had been let for Wiant's Residence for \$8,444 and that tenders ran from this amount to \$26,000.- the nearest one to it being \$10,000.-

Additional equipment for Dept. of Physics: The last paragraph should read:

Mr. Hildabrand reported that there is a credit balance of \$750.- (not \$157.-) on the Physics Apparatus account and that apart from this there are no other funds available, the Physics Bldg. account being overdrawn to the extent of about \$9,000.-

Repayment of loan to Mr. R.H. Ritter: Mr. Hildabrand reported that in their suspense account there appears a loan which had been made by Dr. Stuart, amounting to \$4,000.- This money was borrowed to remodel and repair the Yen Compound, and we were asked to make a part payment of \$500.- on this loan. Mr. Hildabrand further stated that he was informed that this loan was to be repaid out of the funds from the rent for the Yen Compound (Dormts).

The rest of the minutes as previously circulated were approved.

MATTERS ARISING FROM MINUTES:

Mr. Hildabrand's resignation: It was reported that the sub-com. appointed at the last meeting to deal with this matter had met. The proposal that Mr. Dean should take over Mr. Hildabrand's job was not found satisfactory, in view of the fact that Mr. Dean can only spend part time out here, and also that he will be going home on furlough after a year's time. Mr. Hildabrand agreed to suspend his resignation for the time being, and stated that he would take the matter up with Dr. Stuart on his arrival.

The Com. expressed its appreciation to Mr. Hildabrand's attitude in this matter.

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PLAN FOR BUILDING NEW RESIDENCES: Mr. Chuan submitted a report, copy of which is herewith attached, which he had been asked to make for forwarding to the New York office, and which had been drawn up after making an inquiry to the various departments, asking how many additional residences would be required for their teachers.

In connection with the above Mr. Hildabrand pointed out that in some cases the figures given on the estimate for the new residences are too low and in view of this

GB1471 - Voted that the above report be revised as to the figures and submitted to New York for immediate action.

It was also reported that according to recent word from New York the Financial Campaign was planning on G\$40,000.- for residences.

RESIDENCE COMPOUNDS ROADS AND LIGHTS: Mr. Chuan stated that several inquiries have been made as to whether there was any provision made for public roads and lights in the Residence Compounds. It was mentioned that, when the residences were first authorized, if any funds should be left over from the total amount, these were to be allocated for the improvements of roads and installation of lights in the residence compounds, but as the cost of these residences exceeded the authorization it is feared that there are no funds left for residence compound roads or lights.

In connection with the above and in view that most of the matters dealt with by this com. are usually related to financial measures it was proposed to appoint a sub-com. which would handle these financial matters, and supply the information as to funds needed or available for various projects.

GB1472 - Voted to appoint a sub-com. consisting of the Treasurer and the University Engineer to deal with the financial end of matters brought up before this Com.

GB1473 - Voted that with reference to Residence Compound roads and lights to refer this matter to the new Finance Com., and to ask that a statement be prepared in regard to same, and that this matter be reported to this Com.

ADDITION TO RESIDENCE 20A: It was reported that the house which was at present occupied by Judge Kuo is too small for his family and that he is unable to have his family with him owing to this circumstance, and it was proposed to build two additional rooms to this house, but as there are no funds available for this purpose it was decided to

GB1474 - Incorporate this request in the report to be sent to New York re new residences for special and earlier treatment.

ADDITION TO RESIDENCE 14: It was reported that different arrangements had been made and no additions are required to this house.

RETURN OF CHECK FOR COMMITTEE TEAS: Mr. Galt read a letter from Mrs. Learmonth in which the check for \$50.00 which was contributed by this com. for teas supplied by Mrs. Learmonth, was returned. Mrs. Learmonth stated that she could not think of accepting this check, and that it gives her great pleasure to supply teas to this com.

GB1476 - Voted to express this com. appreciation to Mrs. Learmonth for her generosity.

A LETTER REGARDING MR. H.F. WOO: Mr. Galt read a letter from Mr. A.V. Millar, Assistant Dean, College of Engineering in the University of Wisconsin, Madison, in which it is stated that Mr. Woo registered as a graduate student, and that at a recent faculty meeting it was voted that Mr. Woo be offered one of their graduate fellowships, Mr. Woo being the first Chinese student to receive one of these fellowships.

WATER SUPPLY FOR THE SWIMMING POOL: Mr. Galt reported that a representative from the Men's Student Self Association had called and asked whether it would be possible to supply water for the Swimming Pool from the Artesian Well instead of from the Lake as was done in the past. Mr. Hildabrand stated that the matter of supplying water for the Swimming Pool from the University Artesian Well was taken up at the time the Swimming Pool was in process of construction and that he had at that time and still does strongly advise against this arrangement, since the water required would undoubtedly be sufficient in volume to overtax the capacity of the well. Also that to drill a new well specially for the swimming pool would also be inadvisable, since it would have to be within 400' of the existing well, and would undoubtedly diminish the flow of the University Well. In connection with this water supply Mr. Hildabrand thought that the water might be clarified by first putting it thru a filter bed, and then it might be further purified by chlorinating.

GB1476 - Voted to reply to the Men's Student Self Association in the negative, i.e. that it would not be possible to supply the water from the Univer. Artesian Well.

RENEWAL OF THE LEASE ON THE LANG JUN YUAN: Mr. Chuan reported that there were four separate papers concerning the lease on the Lang Jun Yuan and that although the terms are not exactly alike yet they are alike in spirit. Mr. Chuan further reported that to avoid any misunderstanding a new contract was drawn up about two months ago and a few changes were made, which the Prince approved.

The terms in general are as follows:-

The lease is for thirty years, extending from 1923 until 1953 at \$1400.- a year, to be paid in semi-annual installments: in January and June.

GB1477 - Voted to accept this report and to ask Mr. Chuan to have a translation made of this contract, which is to be filed with the records of this com.

REARRANGEMENT OF ELECTRIC MAINS: Mr. Holm reported that at present both the University bldgs., and residences in the South Compound are on one line, and that should anything happen either to these residences or the Univer. bldgs., lights would have to be cut off from both, and proposed to have one electric line for the residences and one electric line for the Univer. bldgs., In connection with this it would be necessary to have a new wire laid to the South Compd., the cost of which would be about

\$200.-

GB1478 - Voted to approve of this, funds to be paid out from the Power Plant Operating Current Account.

CABLE TO NEW YORK CONCERNING RESIDENCES: Mr. Chuan reported that at his suggestion an inquiry was incorporated in the cable recently sent off to New York, asking the Trustees if they could authorize the expenditure for two additional residences.

Mr. Galt also reported the receipt of cable from New York stating that President Stuart is expecting to leave on the 12th instant and hopes to arrive on the 9th of June.

ADJOURNED.

Howard S. Galt,
Secretary.

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Plant Operating Current Account. Voted to approve of this, funds to be paid out from the Power

CABLE TO NEW YORK CONCERNING RESIDENCES: Mr. Chan reported that at his suggestion an inquiry was incorporated in the cable recently sent off to New York, asking the Trustees if they could authorize the expenditure for two additional residences.

Mr. Galt also reported the receipt of cable from New York stating that President Stuart is expecting to leave on the 13th instant and hopes to arrive on the 9th of June.

ADJOURNED.

Howard S. Galt,
Secretary.

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M O N I T O R

INDEXED
MINUTES OF THE GROUNDS & BUILDINGS DEPARTMENT
MEETING, MAY 10TH, 1928

The meeting was held at the Construction Bureau office at 3.30 p.m.

Present: Mr. Galt secretary and chairman, Mrs. Frame, Misses Stahl and Wagner, Dr. Learmonth, Messrs. Hildabrand, Holm, Chuan and Tsai/

Miss Stahl led in prayer.

THE BILL FOR RECONDITIONING THE RUNNING TRACK: Mr. Galt reported that there was a bill for approx. \$89.00 for reconditioning the running track, about which there was some misunderstanding as to where it should be charged, but as he had had no time to go into this question, he suggested that it be postponed for further study.

GB1479 - Voted to postpone this matter for further study.

TRANSFER OF MR. HOLM'S SALARY: Mr. Hildabrand suggested that that, now since Mr. Bush has gone and Mr. Holm has the entire charge of the Power Plant, his entire salary should be charged to the Power Plant a/c. instead of half to the Con. Bureau and half to the Power Plant.

GB1480 - Voted that Mr. Holm's entire salary be charged to the Power Plant account.

PURCHASE OF PUMP FOR TSAI TAO GARDENS WELL: Mr. Hildabrand reported that the present water supply in the Gardens is not satisfactory due to the insufficiency of the current for the hydraulic ram, and suggested that an electrically driven pump be installed, the cost of which will be about \$500.-

In connection with this it was reported that the Dept. of Chemistry is to analyze the water, and the present indications are that it might prove to be hard. An alternative plan of supplying the water from the main system was discussed.

GB1481 - Voted that we proceed with the purchase and installation of the proposed electric pump unless the analysis of water seems to suggest some other plan more advisable, the cost of the pump to be charged to Power House Current Account.

PURCHASE OF DRILLING MACHINE FOR MACHINE SHOP: Mr. Holm reported that at present the machine shop has three lathes and one shaping machine, but no drilling machine, and that all the materials which have to be drilled must be sent into town, involving additional expense and delay, and suggested that a drilling machine be purchased, the cost of which will not exceed \$550.-

GB1482 - Voted that we proceed with the purchase and installation of this drilling machine, the question of where to charge the cost to be decided by the new Finance Com.

0783

FUNDS FOR THE PRESIDENT'S RESIDENCE: Mr. Galt reported that the plans as prepared by the architect do not come within the G\$10,000.- authorized for this building, and that in consulting with the architect whether anything could be done to reduce these plans, Mr. Galt stated that the architect was very unwilling to make any changes. The additional sum required is G\$2,500.- He further stated that the architectural com. suggested to the architect that the eastern extension of the house for servants quarters be placed in the basement, the saving thus effected being about \$1,500.- Mr. Galt also reported that the architectural com. decided to send a cable to New York, asking for the additional sum (\$2,500.-) for this residence, but that no reply had as yet been received

GB1483 - Voted to postpone decision regarding this matter until Monday morning, and if no reply is received, to ask the architectural com. to advise the architect to reduce the plans within the G\$10,000.- as originally authorized(See below)

FUNDS FOR ADDITION TO RESIDENCE 20A: Mr. Galt reported that letters have been exchanged between him and Judge Kuo re addition to be made to his house, and that Judge Kuo is willing to have two additional rooms built, Mr. Galt further stated that as to funds, according to the last action of the G.&B. Com., this request was to be incorporated in the letter to New York re new residences required, for special and earlier treatment.

Mr. Hildabrand questioned whether in view of the fact that he would probably be leaving soon, would it not be feasible to assign his house, which is larger to Judge Kuo. He also suggested that the required additions to Judge Kuo's house would impair the appearance of this house, and that it could never be made into a residence suitable for a large family.

GB1484- Voted to refer this matter to the Pres. office in consultation with the Construction Bureau for further study and report at the next meeting of this com.

After these decisions were made a cable, which had just arrived from New York was handed to this com., reading in part as follows:

"Authorize additional G\$2,500.- for Pres. Residence, also two Chinese residences, the cost of which not to exceed G\$3,500.- each, for which you may draw at three days sight at G\$1,000.-

SUGGESTIONS FOR REORGANIZING THE G.&B. COM. Mr. Galt stated that, since it is only a few weeks before the Board of Managers meeting he thought perhaps this com. could make a suggestion as to reorganizing the G.&B.Com. The city members of the committee representing the Board of Managers, have great difficulty in attending frequent meetings of the com., held at the University, also the large personnel of the com. seems unnecessary in dealing with minor questions and routine business. In view of these circumstances he raised the question of possible reorganization. He reported also that letters from New York suggested that perhaps certain steps in general reorganization were being initiated by the Trustees.

GB1485 - Voted to ask the chair to appoint a com. if the step seemed opportune after the receipt of further word from New York, to study the question of reorganizing the G.&B. Com., taking into consideration not only the question of representation from the Board of Managers, but also from the local departments of the University.

REPAIRS TO SCIENCE BLDG ROOFS: Mr. Hildabrand reported that when he was last in town, he called on Wm. Forbes & Co., and learned from Mr. Smith, the manager, that he had been given authority by his head office to deal with the University directly re the above matter. Mr. Smith mentioned that his company still maintain that they are not entirely responsible for these roofs. Mr. Hildabrand suggested to him that if they provide labour and the University materials for repairing them it perhaps would solve the difficulty.

GB1486 - Voted to refer this matter to the sub-com. appointed to handle this matter, with power.

ADJOURNED.

Howard S. Galt
Secretary.

UNIVERSITY OF CALIFORNIA
JOINT OFFICE

0785

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GR1485 - Voted to ask the chair to appoint a com. if the step seemed opportune after the receipt of further word from New York, to study the question of reorganizing the G. & B. Com., taking into consideration not only the question of representation from the Board of Managers, but also from the local departments of the University.

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GR1486 - Voted to refer this matter to the sub-com. appointed to handle this matter, with power.

Howard S. Galt
Secretary.

ADJOURNED.

RECEIVED
UNIVERSITIES
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JOINT OFFICE

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MEETING, MAY 24TH, 1928

PEKING

INDEXED

The meeting was held at the Construction Bureau office at 3.30.p.m.

Present: Mr. Galt, chairman and secretary, Mrs. Frame, Misses Stahl and Wagner, Drs. Learmonth and Porter, Messrs. Barker, Bevan, Hildabrand, Tayler, Chuan, Holm and Tsai.

Mr. Barker led in prayer.

Minutes of the last two meetings as previously circulated were approved.

REPORT OF CABLES FROM NEW YORK: Mr. Galt reported the following cables, received from New York at the end of last week:-

1. " You may draw at three days sight G\$3000.- Gamble contributions roads."
2. "You may draw at three days sight G\$500.- Mrs. Gamble contribution roads."

Mr. Galt reported that Messrs. Hildabrand, Holm, Tsai and himself met in the morning to discuss some of the questions which were to come up on today's agenda, so as to expedite and prepare matters for the meeting.

MATTERS ARISING FROM MINUTES

a) Addition to Residence No.20A: It was reported that the group which had met this morning discussed two questions concerning the above matter. First, the plans, and second, funds for carrying them out. It was reported that the plans as prepared called for two additional bedrooms, making it altogether four bedrooms with only one bathroom, which would not be convenient, and it was again pointed out that such an addition would impair the appearance of the house.

It was suggested that in view of the fact that small houses are being wanted more and more, and taking into consideration that the suggested addition to House No.20A would spoil the style of this house, whether it would not be possible to build a bigger house for Judge Kuo and leave his house for a small family, funds to be furnished from the recent authorization from New York for two additional residences. But it was stated that it was not certain whether funds would be sufficient to build one big house and one small house, and that Judge Kuo is reluctant to move from the Gardens.

Mr. Hildabrand suggested that in view of his family leaving soon he would be willing to move from his house and to let Judge Kuo occupy it. And that he would take one of the recently authorized houses when completed

GB1487 - Voted that we re-commit this matter.

b) Residence Compounds Roads and Lights: In discussing this matter two questions were faced: First roads and lights within the com-

0787

pounds and roads and lights to the compounds.

Mr. Hildabrand reported that 3000' of roads 10' wide would be needed for the two Residence Compounds, which would cost approx. \$600.-

GB1488 - Voted to proceed with the construction of roads in the two residence compounds (East and South) the amount to be assigned for this purpose approx \$600.- and to be paid from the Gamble gift for roads.

Mr. Holm reported the following estimate on lights within and to the Compounds:-

South Compound	\$100.-
East Compound	150.-
Chiang Chia Hutung	50.-
Lang Jun Yuan	250.-
From the Lang Jun Yuan Gate to the corner of Chiang Chia Hutung	<u>100.-</u>

\$ 650.- for about 40 lights.

It was reported that sometime ago G\$3,000.- had been authorized for Campus lighting, out of which \$2,000.- had already been spent.

GB1489 - Voted to proceed with the installation of lights within and to the Residence Compounds, funds to be furnished from the Campus Lighting authorization, the amount not to exceed the above estimate.

In connection with the above the matter of electric lights for Chengfu Street was also brought up. It was reported that some kind of a promise had been made by Mr. Gibb to the village elders that a few lights would be installed in Chengfu Street on the poles for the line connecting the East Compound with the main electric line, which arrangement was authorized by the Chengfu authorities. But as no lights as yet had been installed the village elders sent in their communication recently reminding the Univer., of this promise.

Mr. Holm reported that this installation would call for about four or five lights and that the cost would be \$50.- To insure the good-will of the Univer., towards its neighbors it was decided

GB1490.- To install a few lights in the Chengfu Street, on the basis of a written statement specifying certain conditions, such as protection of electric fixtures, and re further extension of lights to other streets; funds for the above to be paid out from the General Campus Lighting authorization.

Plans for the two new residences: Plans for the two new residences were exhibited and after some discussion it was decided to refer these plans to Mrs. Porter, Mrs. Tsai and Mrs. J.C.Li, who are occupying Chinese residences for their criticisms and approval.

Central Campus road plans: In view of the funds now authorized for roads, this matter was again discussed. Actions of the meeting of April 26th were again reviewed, and the following motion was passed:-

GB1491- That the road from the junction of the roads between Bashford and Berry Bldgs., should follow a route eastward, then southward past the cenataph, then turn eastward to the front of the President's House .

Dr. Learmonth proposed: that the road from the Pres. House should follow eastward along the high ridge from Sage towards Mr. Gibb's house and then turn north and again east to the East Gate. After discussion it was

GB1492- Voted to approve of the periphery roads approximately as proposed by Mr. Hung at the meeting of Dec. 9th., but to leave the exact location to further consideration when a permanent road can be built.

With regard to a road to the President's House it was voted to

GB1493 - Rescind the former vote (1491) and to leave the question in abeyance until the arrival of Dr. Stuart.

In connection with this road it was also

GB1493a Voted that in putting the periphery roads in condition the East Gate of the Univer., Campus shall be built at a point south of the Power House service court; that the service court wall should also be built, and that the existing gate be used only for Gen. Bureau and Power House business.

Building dyke south of Chengfu: It was reported that at one time there had been a dyke running eastward from about the middle of the East wall of the "Korean Garden" . This dyke diverted the water to the eastward thru what is now an old dry river bed, emptying it into the stream near the Tsinghua College Gate. This dyke had been out of repair for a good many years with the result that all the water, which formally was carried thru this old channel, now flows down the road which runs along the east side of the Univer. Campus, with the result that during the flood stages a part of the Campus and part of the village of Chengfu are inundated. During the summer of 1927 there one time was a foot of water on the boiler room floor from this cause. A petition has been recently received from the village elders of Chengfu, asking that the Univer. participate in the re-building of this dyke, their estimate of the cost being \$800.- They had been reminded, however, that the first thing to be done is to acquire the right to turn the water thru the old river bed, and that this might require a considerable time, since it has been under cultivation for a good many years.

GB1494 - Voted to reply to the authorities that if they succeed in acquiring this river bed from the farmers the Univer. would be willing to discuss this dyke proposal, but that the Univer., might desire to consider the rebuilding of the dyke and the improvement of the road along the east side of the Campus as one proposition, since the latter would also be of benefit to the village.

Roads to East Compound: Mr. Tayler, who now represents the East Compound Association, reported that, since it has not been possible to procure the Temple property, which would be the most desirable solution of the East Compound road problem, it is now requested that the piece of land on the opposite corner from the Temple be procured, which would permit removing one of the most undesirable curves. He also reported that the East Compound people were now willing to drop their first request and would be satisfied if the road could enter at the south-west corner of the Compound.

GB1495 - Voted to put this work in hand as soon as funds could be found

for purchasing the land in question, and constructing the road.

Mr. Tayler also submitted another request from the East Compound Association: to have a temporary entrance made to the main Univer. Campus opposite the Chiang Chia Hutung Bridge, in which case the road would pass thru the future Athletic Field, thence via the road in front of the Lakefront dormitories. After discussion, in view of the fact that the road along the lakefront dormitories would probably be considerably torn up and blocked for a period during construction it was

GB1496 - Voted to reject this request.

Road to Yen Compound: Mr. Chuan requested that some improvements be made to the road leading to the Yen Compound, since it is very muddy and impassable during the rainy season. Mr. Hildabrand reported that it would cost something like \$600.- to make the needed improvements.

GB1497 - Voted to approve of this request.

As the time was getting late and there were still a few more items on the agenda it was proposed

GB1498 - To continue until 6.30 p.m. and then to adjourn.

Sleeping quarters for Power House employees: Mr. Hildabrand raised the question of sleeping quarters for Power House employees, which he said was brought up at the meeting of Jan. 26th.

GB1499 - Voted that the com., on houses for kitchen employees be authorized to attend to the question of housing Power House employees who are single, and that the matter of providing quarters for married men to be referred to the above com., for further study and report.

Re-insulation of heating mains: Mr. Hildabrand reported that when they began the installation of the heating main for the Men's Gymnasium they found upon removing some of the insulation that the existing mains were corroding very badly. This is partly because the steel pipes were not properly painted. The insulation consists of a layer of braided rice straw to which was applied a coating of lime and clay and outside this was a lime and cement plaster reinforced with small mesh chicken wire. The trenches are not moisture proof, with the result that the straw wrapping absorbs moisture and fermentation has set in. Upon consulting the Chemistry Dept., it was found that an acid compound developed under these conditions, which accelerated corrosion. This means that the entire heating main would have to be opened up, painted and re-insulated. Mr. Hildabrand further stated that he is in touch with some Chinese asbestos mine owners and the Chemistry Dept., and may be able to develop an insulating material closely approaching the products manufactured abroad. He also suggested that this matter should be given a thorough study in consultation with experts in order to avoid mistakes being made a second time.

GB1500.- Voted to refer the above matter to Mr. Hildabrand for further study in consultation with the Chemistry Dept., if necessary securing the advice of other experts.

Decoration for Bashford Bldg: Dr. Porter made an informal report and stated that it is desirable to have the central section of the Bashford Hall decorated in Chinese style but not as elaborate as the Miner Hall of the Wom. College.

It was decided that in preparing this matter for the next meeting it is to be ascertained from the balance sheet what funds are available for this purpose .

Curtains for Library Building: Mr. Hildabrand reported that there was a request from Mr. Tien, the Librarian for roller type shades for the Library.

GB1501- Voted to refer this matter to the Library Com.

ADJOURNED.

0791

0791

MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

TRANSFER

INDEXED MEETING, JUNE 14TH, 1928

Present: Mr. H.S. Galt, chairman and secretary, Miss Wagner, Dr. Learmonth, Messrs. Bevan, Hildabrand, Holm, Chuan, Tayler and Tsai.

Dr. Learmonth led in prayer.

MINUTES OF THE LAST MEETING: as previously circulated were approved.

MATTERS ARISING FROM MINUTES:

a) Plans for the two new residences: Mr. Hildabrand reported that at the last meeting they were asked to consult with Mrs. Porter, Mrs. Tsai and Mrs. J.C. Li re plans for the two new residences, which they had done. He further stated that contracts have been let for M\$4,200.- each without plumbing, heating and lighting. The location chosen for these two houses is on the lot south of House No. 54 (Wm. Hung's house) and the work is already under way.

b) Sleeping quarters for Power House employees: It was reported that the sub-com. appointed to handle the above matter have only been able to go into the question of providing quarters for Power House unmarried employees, and that the com. proposes to locate these bldgs., on the site in front of Lao-Tung's (Gardener) house, a little southwest of Dr. Learmonth's house (No. 2). This would provide lodgings for 24 men. But as this place slightly encroaches on the land in use by the Dept. of Agriculture it was decided to send a communication to them concerning it.

Mr. Tsai also raised the question whether the housing of other Univer. servants whose welfare was discussed by the Yenta Christian Fellowship Society could not be considered by the committee.

GB1502- It was voted to refer this to the com. formerly appointed and to add Mr. Chuan's name to this sub-com. and to allow the com. to co-opt other members, if the sub-com. so proposes.

In connection with the above matter Mr. Tayler suggested providing bath-houses for these employees and it was also

GB1503- Voted to refer this to the same sub-com.

c) Decoration for Bashford Bldg: Mr. Galt read a report on Interior Decoration for Bashford Hall submitted by Mr. L.C. Porter, copy of which is herewith attached. *not attached - jh*

The report was approved in general and it was decided

GB1504- To appoint a sub-com. consisting of Mr. Hildabrand (convener) and Mrs. E.O. Wilson to study this report and make recommendations and also that they be authorized to secure expert advice from the City.

In connection with the above Mr. Chuan brought up the question of changing the floor of the center section of the entrance Hall to tiles instead of the cement floor as it is at present.

0792

GB1505- Voted to refer the above matter to the sub-com. appointed to study the suggestions made on Decoration.

Extracts from the Report on Color of July 22nd, 1927, were also read concerning:

Bashford Auditorium ceiling, balustrades, balcony etc. and it was

GB1506 - Voted to refer this for study to the same sub-com.

In regard to the ceiling it was decided to offer prizes amounting to \$80.00., to the student-body for decisions and suggestions for the solution of this problem.

Chairs for the Auditorium: It was reported that the sub-com. Miss R. Stahl, Messrs. Chuan and Hildabrand visited several auditoriums in Peking and found a type of chair in the Chen Kwang Theatre which might do for the Bashford Auditorium. The chairs are of wood with folding seats and after being in use for seven years are still in a good state of repair. The sub-com. suggested that a sample be made and submitted to the Grounds and Bldgs., Com. for inspection and suggestions.

GB1507 - Voted that the sub-com. continue its studying and investigation as to the best type of chairs for the Auditorium, and that a sample of the Chen Kwang Theatre chairs be made for the inspection of this Committee.

Curtains for the Auditorium: Mr. Tsai brought up the question of curtains for the Auditorium.

GB1508 - Voted to refer this to the sub-com. appointed to study Mr. Porter's suggestions on Bashford Decoration.

Exterior Decoration for College Bldgs: Mr. Hildabrand reported that the general contract for McBrier Bldg., calls for painting. He further stated that the Color Com. recommends that in order to make Bashford the dominant bldg., of the quadrangle in which it stands it would be necessary to paint it in as bright colors as possible which would necessitate changing the painting on the north side of the Physics Bldg., to more dull colors, the cost of which would be about \$500.-

GB1509 - Voted that the design be not changed on the Physics Bldg., and that McBrier be painted in a similar design.

Road to the East Compound: Mr. Galt read a letter from the East Compd Asso., in which they expressed their appreciation of the decision of the Univer., to build a good road connecting the East Compd with the main Campus. Two requests were submitted in this letter.

1. To have a road entering the Campus a little south of the west end of the Chiang Chia Hutung and running just north of the Settling Tanks directly westward to join the lake side road.

This would mean crossing the future Athletic Field, and 220yd. track.

2. To make a more detailed study of the comparative costs for alternatives No.1. and No.2 of the three choices as to exits from the East Residence Compound made by the East Compound (at the meeting of the G. & B. Com. of Jan. 26th, 1928) and to report the same to them.

Mr. Hildabrand reported that the cost of moving the gate-house to the south-west corner of the East Compound and building the road would be about \$600.- and the cost of having an entrance between Houses 33 and 34 where it is necessary to purchase land would be about \$1600.-

Mr. Chuan reported that as yet the village elders had not formally approved filling up the village well and having a new one dug which would permit a fairly straight road thru Chiang Chia Hutung. He, however, was of the opinion that with a little time this eventually could be accomplished. This plan together with their willingness to sell² strip of the Temple property would secure a very desirable right of way at a cost not to exceed the purchase price of the land on the opposite corner as mentioned in the minutes of the G. & B. Com., meeting of Feb. 23rd, 1928.

GB1510- Voted that with reference to the first request that a com. of Athletic Experts be consulted for the purpose of deciding whether or not disadvantages of having a road across the Athletic Field and 220 yd .track would be too great to make it practicable to grant the request of the East Compound people.

As Mr. Galt had to leave and there was still one more item to be taken up Mr. Chuan was appointed temporary chairman.

Fire-Hydrants : Mr. Hildabrand reported that at the present time there is no provision made whatever either inside the buildings or outside for drawing water in case of fire except thru the toilet fixtures and a few 3/4" hose cocks, and that as Univer. Engineer he felt it incumbent upon himself to once more call the G. & B. Com. attention to this hazard.

GB1512- Voted that a sub-com. consisting of Messrs. Hildabrand, Bevan and Holm be appointed to study the question of how many fire hydrants would be required.

ADJOURNED.

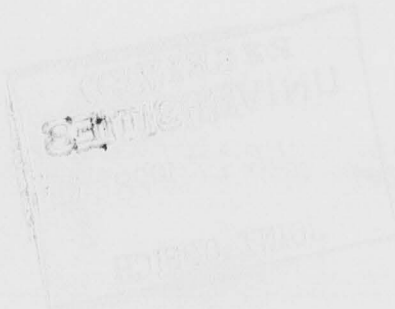
RECOMMENDATIONS OF A SUB-COMMITTEE ON
ORGANIZATION OF THE G. & B. COMMITTEE .

- 1) That the Committee consist of fifteen members, appointed (as at present) by the Board of Managers, and including the following representatives:

President of the University)	}	Administrative	3		
Assistant to the President)					
Treasurer of the University)					
Construction Bureau			2	"	
Yen Tung Yuen Representative)	}	Residence Compounds			
Yen Nan Yuen ")					
Lang Jun Yuen ")			3	"	
Men's College Faculty			2	"	
Women's			2	"	
Board of Managers-members outside of Faculty and Staff			3	"	
TOTAL			15	"	

- 2) That the Committee meet three times each semester - on the last Thursday of Sept., Oct., Nov., Feb. March, May: other meetings of the Committee only to be called by the decision of Executive for important or emergency business.
- 3) That an Executive Committee of the Grounds and Buildings Committee be appointed, consisting of Dr. Stuart, Mr. Chuan, Dr. Galt, Mr. Hildabrand, and a representative from the Women's College: the function of this Executive to be :
- a. to carry out the decisions of the G. & B.
 - b. to have power to approve and carry out measures involving expenditures not exceeding Mex \$1000.
 - c. to have complete responsibility for the laying out and keeping in order of the University grounds.
 - d. to have complete responsibility for the protection and preservation of all buildings and equipment belonging to the University.

T.M. Barker (Convener of Com.)
Ruth Stahl
S.J. Chuan.



M O R N I N G

RECOMMENDATIONS OF A SUB-COMMITTEE ON
ORGANIZATION OF THE G. & B. COMMITTEE

1) That the Committee consist of fifteen members, appointed (as at present) by the Board of Managers, and including the following representatives:

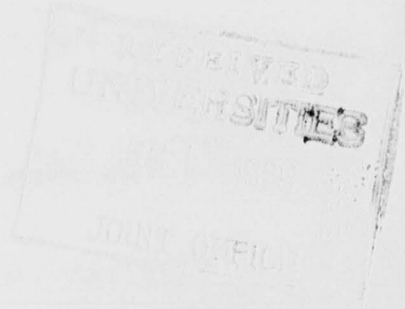
	President of the University	1
	Assistant to the President	1
	Treasurer of the University	1
" 2	Construction Bureau	2
" 3	Yen Tung Yen Representative	1
	Yen Nan Yen	1
	Yang Jun Yen	1
" 2	Men's College Faculty	2
" 2	Women's	2
" 3	Board of Managers-members outside of Faculty and Staff	3
" 15	TOTAL	15

2) That the Committee meet three times each semester - on the last Thursday of Sept., Oct., Nov., Feb., March, May; other meetings of the Committee only to be called by the decision of Executive for important or emergency business.

3) That an Executive Committee of the Grounds and Buildings Committee be appointed, consisting of Dr. Stuart, Mr. Chan, Dr. Galt, Mr. Hildebrand, and a representative from the Women's College; the function of this Executive to be:

- a. to carry out the decisions of the G. & B.
- b. to have power to approve and carry out measures involving expenditures not exceeding Mex \$1000.
- c. to have complete responsibility for the laying out and keeping in order of the University grounds.
- d. to have complete responsibility for the protection and preservation of all buildings and equipment belonging to the University.

T.M. Barker (Convener of Com.)
Ruth Stahl
S.J. Chan



M O N T H L Y

GROUPS & BUILDINGS COMMITTEE

INDEXED

MEETING, JUNE 28TH, 1928.

PEKING
TRANSFER

The meeting was held at the Construction Bureau office at 3.30 p.m.

Present:- Mr. Galt, chairman and secretary, Misses Stahl and Wagner, Dr. Learmonth, Messrs. Barker, Hildabrand, Chuan, Tayler, Tsai and Bevan. Mr. S. D. Wilson by invitation.

Mr. Galt led in prayer .

MINUTES OF THE LAST MEETING: as previously circulated were approved.

ADDITIONAL EQUIPMENT IN DEPT. OF CHEMISTRY . Mr. Wilson stated that three additional laboratories are required by the Dept of Chemistry for graduate students and that it is suggested that Rooms 101, 207, and 211 be made into Laboratories, and also to have a partition put in the basement so as to have a place for storing dangerous chemicals.

Mr. Hildabrand reported that this request calls for 160' of Lab. tables and desks and 112 gas, water and electric outlets, the cost of which would be less than \$1000.-

It was reported that the bal. sheet for May showed something like only \$100.- left over from funds assigned to this building, and it was

GB1513- Voted to refer this matter to the Finance Committee (appointed at the G.&B. meeting of May 3rd, 1928).

MATTERS ARISING FROM MINUTES:

a) Sleeping quarters for Power House employees (married men) It was reported that Dr. Learmonth had called a meeting of the sub-com., (appointed Jan 26th, 1928, GB1401) on Wednesday, June 27th, to discuss the question concerning the housing of Univer., employees in general. Nothing was done, however, due to the fact that the Business Office had not yet completed the report, which they were asked to make concerning the housing of the janitors, caretakers in the Univer., Academic Buildings.

In connection with the quarters for the Power House employees (unmarried men) it was reported that when completed these would cost about \$2,000.-

GB1514- Voted that this sum be borrowed from the Power House Operating A/c for the year ending June 30th, 1928, and that New York be asked for funds for this purpose, failing which a similar amount be added to the budget for the year 1929 and 1930.

The question of providing sleeping quarters for Power House employees (married men) and also for other College servants was brought up and it was

GB1515 - Voted to incorporate this in the request for funds for Power

0797

House employees (unmarried men) to New York.

b) Decoration for Bashford Building : Mr. Hildabrand reported that he had seen Mr. King and provided him with a copy of Mr. Porter's report of May 29th, 1928, and that Mr. King is going to supplement this request.

ROAD TO THE EAST COMPOUND : It was reported that the owners of the plot of land immediately outside the East Compound (west end) are asking for \$2400.- for it.

Re comparative costs for alternatives No.1. and No.2 of the three choices as to exits from the East Compound:

GB1516- Voted to ask Mr. Hildabrand for definite figures on the above and to submit them to the East Compound.

With reference to the entrance to the College Campus of the East Compound road it was reported that two directors of Athletics at Tsing-hua College had visited the Univer., on June 27th for the purpose of advising as to whether there would be serious disadvantages in having a road just north of the Settling Tanks, which would necessarily cross the straight-away of the future Athletic Field Track. Measurements made earlier indicated that the proposed road would in no way interfere with the 400 meter oval track. It was the opinion of the gentlemen consulted that there would be no great disadvantages connected with the proposed road. In view of this the following action was proposed by Mr. Barker and passed.

GB1517- Voted to build the road as proposed, locating the gate at a corresponding point in the east wall, with the understanding that if after the Athletic Field is completed and put in use, the location of the road is found to seriously interfere with the use of the Athletic Field, the question of an exit to the Campus and the location of the road may be reconsidered.

d) Fire Hydrants : No report was submitted on this as the sub-com. had not been able to meet.

ITEMS FROM THE AGENDA OF THE LAST MEETING:

a) Campus and Landscaping a/c in relation to the Wom. College

No report was submitted on this as same still requires further study of the accounts.

b) Refund of money for residence improvement spent by members of the Faculty It was reported that Mr. L. Hsu of the East Compd had asked whether occupants would be reimbursed by the Univer., for making improvements in their court-yards, and planting hedges. In this connection color-washing in residences was also brought up, and extracts from previous meetings of the actions taken in regard to the above matters were read:

Landscaping in Residences: June 30th, 1926 (GB1041) That we accept the obligation of marking off boundaries around residences with hedges. The sub-com. on Landscape to be consulted, and if they agree, hedges can be planted. And a further action to reimburse those who have advanced money. To ask Mr. Gibb and the Landscape Com. jointly to present recommendations to the Com. re the South Compound.

"May 23rd,1927: Communications from the residents of Houses Nos. 36 and 40 stating that they have planted hedges around their houses for which they ask to be refunded, were brought up

(GB1210) Voted to honor these two bills and to have a notice sent to the two chairmen of the East and South Compounds that this Com. does not take any responsibility for any further payments for Landscaping in Residence Compounds until funds are available.

" Color-washing(June 10th, 1926, G.B. 1017) That after a house has been heated for a year there should be an allowance of \$60.- available to color wash the house for the first time.

"(June 8th, 1927, G.B. 1236) Voted to suspend painting in residences until funds are available. It was further voted that if residents desire to paint their houses at their own expense the Color Com. be consulted as to ~~the~~ colors."

In view of the above actions it was

GB1518 - Voted to circulate a notice among the faculty reminding them of these actions covering the above two points.

c) Wall east of Mr. Wang's property : No report was submitted on this.

d) Wall around property outside the south-west gate of the South Compound

This was brought up due to the request from the O.&.M.Com to wall off this lot which is occupied by "moonshiners".

Mr. Hildabrand reported that this calls for 200' of boundary wall at \$2.00 per ft. making a total of \$400.-

It was first suggested that inasmuch as this plot is within the Univer. boundaries, and is occupied by undesirable people whether it would not be better to purchase it instead of building a wall around it. Mr. Chuan was of the opinion, however, that a very high price would have to be paid, which would set a bad precedent when it came to buying other plots of land within the Univer. boundary wall.

GB1519 - Voted to put a barbed wire fence around this property, which due to the Univer. having materials, which are not in use, would not require much cash outlay.

e) Registration of Lights: Mr. Chuan reported that this matter had already been taken care of.

f) Report of the Com. on the reorganization of the G.&.B.Com
A sub-com. consisting of Mr. Barker(Convener) Miss R. Stahl and Mr. Chuan, who were appointed to handle the above matter had met and a report was submitted to this Com.(copies of which had been circulated) containing recommendations on reorganization of the G.&.B.Com. The report was adopted in general and a few changes were made.

1. Dr. Stuart, Mr. Chuan and Mr. Tsai to represent the Pres. Office.

2. Mr. Hildabrand to represent the Construction Bureau.

with respect to the summer vacation

GB1520- Voted to meet again on the last Thursday of Sept., but to have the Executive Com. as called for by the report on the reorganization of the G. Com. consisting of Dr. Stuart, Mr. Chuan, Dr. Galt, Mr. Hildabrand, and a representative of the Wom. College (Miss A Wagner) to act for this Com. during the Summer.

Mr. Holm's salary: Mr. Galt read a letter from Mr. Hildabrand in which it was requested that an additional \$100.- per month be paid to Mr. Holm during the period of Mr. Holm's active service with the Univer. but should not apply to the year after he leaves the Univer. during which he is still on the pay roll. This is due to the fact that he has more work and responsibilities than was assumed at the time his existing contract was made.

GB1521- Voted to refer this matter to the chair for further study and report at the next meeting.

Mr. Hildabrand's resignation: As President Stuart was not present at the meeting it was decided

GB1522- To refer this matter to the President Stuart and Mr. Galt with power

Pagoda Windows: An extract was read from a letter from Dr. Porter written in Harbin in which it was requested that such a provision be made as would enable sightseers to look out from the Pagoda windows.

Swimming Pool: It was reported that the students have requested that this swimming pool be cleaned out and put in usable condition.

GB1523- Voted that a sub-com. consisting of Dr. Learmonth and Messrs. Tsai and Chuan be appointed to study this question and to report this to the Com.

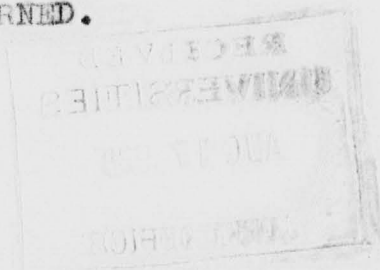
Gymnasium basement: It was suggested that windows be put in the basement wall, and that the shower bath and toilet facilities be installed therein, which would release the rooms intended for this purpose for some other use.

GB1524- Voted to proceed with the construction of three windows, but that the matter of toilet and bathing facilities be left for further consideration

Request from the Athletic Dept. It was reported that Mr. R. Sailer had inquired whether it would be possible to use the ground north of the McBrier Bldg., for basket-ball, volley -ball fields etc., for use by the Athletic Dept.

GB1525 - Voted to hold this matter in abeyance until a board of Athletic experts is organized, or until Mr. Wee returns.

ADJOURNED.



GROUNDS & BUILDINGS COMMITTEE

Special Executive Committee in charge of
G.& B. affairs for the summer.

YENCHING

Minutes of meeting, August 7th.

TRANSFER

Present: President Stuart, Mr. Hildabrand, Mr. Holm, Mr. S. J. Chuan,
Mr. Galt.

1. The Committee took up the question of Mr. E. O. Wilson's salary, which in view of Mr. Gibb's salary as Director of the Construction Bureau having been charged to the Methodist Mission, has been charged to the University Construction Bureau.

Voted that after July 1st of this year, Mr. E. O. Wilson's salary be transferred to the regular University current budget.

2. Heating System at House No. 11 (Miss Boring and Miss Boynton)

The necessary alterations in this heating system having been authorized by earlier vote of the G. & B. Committee, it was voted to charge the cost temporarily to account No. 22 (University Residence Operation) and transfer the item later to capital residence funds, when such are available.

3. Reconstruction of Telephone: The question of the reconstruction of the telephone system as set forth in a letter of August 4th signed by Mr. Hildabrand and Mr. Holm was considered. It was agreed to increase the amount of money to be used for the reconstruction from \$7,000 Mex., to \$10,000, and to spend these funds for permanent improvements in such a way that the improvements would all be in the direction of the more thorough reconstruction advocated in the letter from Mr. Hildabrand and Mr. Holm referred to above. It was voted to secure the \$10,000.- needed from the following sources:

Funds as authorized by the Trustees.....	\$ 7,000.-
Sum estimated as saved from Item 164 in the current budget for telephone operation.....	2,000.-
From the profits of telephone operation for the year ending June 30, 1928.....	<u>1,000.-</u>
Total.....	\$ 10,000.-

GROUNDS AND BUILDINGS COMMITTEE.

Special Executive Committee in charge of
G. & B. affairs for the summer.

Sept. 12th, 1928.

Present: Mr. Galt, chairman and secretary, Miss Stahl,
Dr. Stuart, and Messrs. Chuan and Hildabrand.

STORM WINDOWS FOR BASHFORD BUILDING: Mr. Hildabrand stated that pursuant to an unrecorded request made by the Grounds and Buildings Committee earlier in the year, investigation had been made as to whether it would be more economical to install additional radiation, or provide double windows on the north and west rooms of some of the University buildings, which at present have inadequate heating facilities for the coldest weather. This investigation indicated that the cost of additional radiation would exceed the cost of installing double windows, which due to the fact that there would still be the operating costs on additional radiation, would make it more economical to provide windows.

Due to the fact that the most serious complaints received last year were from the occupants of the west and north rooms of Bashford Building, a special study had been made of this particular structure, and it was found that the cost of installing double windows would approximate \$600.-

8 - Voted to authorize storm windows for the west and north sides of Bashford Building.

NINDE DIVINITY HALL ATTIC: It was reported that Mr. Barker suggests that this attic be fixed up to accommodate Theological students as a dormitory. Mr. Hildabrand stated that the cost of this would approximate \$400.- including a new bath-tub. The question of heating was also discussed. It was pointed out that there are pipes in that part of the building, and that by taking the insulation off, the place could be kept fairly warm. And as Ninde Hall provides a reading room where the students can study and spend their leisure hours, and use the attic only for sleeping, there should be no need of installing either stoves or radiation.

Since accommodating this number of students in the Ninde attic, would make that much more space available in the dormitories it was

9 - Voted to proceed with the alterations of this attic, the expense to be charged to the Contingent Fund. Further that this action be referred to the General Faculty Executive Committee, which is in control of the Contingent Fund.

0804

INFIRMARY: Dr. Stuart stated that the Trustees during the last few months have been remitting to the field the remainder of the McKelvy funds for the Infirmary, and that they are anxious that the construction on the uncompleted portions of this building should proceed. He further stated that the New York Office would be pleased to have a set of the plans for the section already erected, and also for the uncompleted portions of this building.

In discussing this question it was suggested that the wings of this building should be widened for sleeping porches, the roof on the south side being extended accordingly. Further it was proposed to proceed with the foundations of these wings this Fall.

10 - Voted to proceed with the work of putting in the foundations this Fall, and to ask Mr. Hildabrand to study the question of widening the wings for sleeping porches, and the extension of the roof on the south side.

CHARGES ON CAPITAL ACCOUNT:

11- Voted that no further charges should be made on the Capital account for the following buildings:- 4 Men's Dormitories, 2 Science Buildings, Ninde Divinity Hall, 2 Refectories and the Wom. College Buildings, and that further expenses should be charged to Maintenance account rather than Construction account. The same applies to residences, except those under construction, due consideration being given to unsettled accounts of occupants for painting, gardening etc. Further that this is subject to Mr. Hildabrand's and the treasurer's approval.

PAINTING: Dr. Stuart stated that since the official dedication of the University is to take place in October of next year, and that the present is the best time to do painting, it would be well to expedite this work. He also raised the question now that Dr. Porter has gone whether it would not be better to have someone responsible for this work, or to have a larger committee in charge.

12- Voted to add Dr. Stuart to the special committee on painting, and to ask him to be the chairman of this committee, and to authorize him to secure any advisers he sees fit.

PAINTING FOR THE LIBRARY

13 - Voted to ask the Trustees for funds for painting this building, failing which the expense will be charged to next year's budget.

LAND PURCHASES: Dr. Stuart raised the question of properties still unpurchased within the University boundaries, and stated that \$10,000.- have been authorized for this. Plots in the tract of the Athletic Field, and some south of the Wom. College Buildings are still yet to be purchased. Mr. Chuan suggested that this matter should be investigated and perhaps official prices fixed thru the Municipal Land Office.

14 - Voted to ask Mr. Chuan to take this matter up and to submit his report to the Grounds and Buildings Committee at its next meeting.

Secretary,
H.S. Galt,

ADJOURNED.

0805

INFIRMARY: Dr. Stuart stated that the Trustees during the last few months have been remitting to the remainder of the McKelvy funds for the infirmary, and that they are anxious that the construction on the uncompleted portions of this building should proceed. He further stated that the New York Office would be pleased to have a set of the plans for the section already erected, and also for the uncompleted portions of this building.

In discussing this question it was suggested that the wings of this building should be widened for sleeping porches, the roof on the south side being extended accordingly. Further it was proposed to proceed with the foundations of these wings this Fall.

10 - Voted to proceed with the work of putting in the foundations this Fall, and to ask Mr. Hilbrandt to study the question of widening the wings for sleeping porches, and the extension of the roof on the south side.

CHARGES ON CAPITAL ACCOUNT:

11 - Voted that no further charges should be made on the Capital account for the following buildings: - 4 Men's Dormitories, 2 Science Buildings, Kings Divinity Hall, 2 Refectories and the Women's College Buildings, and that further expenses should be charged to Maintenance account rather than Construction account. The same applies to residences, except those under construction, due consideration being given to unsettled accounts of occupants for painting, gardening etc. Further that this is subject to Mr. Hilbrandt's and the treasurer's approval.

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14 - Voted to ask Mr. Chman to take this matter up and to submit his report to the Grounds and Buildings Committee at its next meeting.

Secretary,
H.S. Galje

ADJOURNED.

6080

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MINUTES OF THE GROUNDS & BUILDINGS COMMITTEE

MEETING, SEPT. 27TH, 1928.

The meeting was held at the Construction Bureau office at 4.30 p.m.

Present:- Mr. Galt, chairman and secretary, Misses Stahl and Wagner, Drs. Stuart and Learmonth, Messrs. Bevan, Hildabrand, Chuan, Holm, Tsai and Tayler.

Dr. Stuart led in prayer.

MINUTES OF THE LAST MEETING: as previously circulated were approved.

REPORTS:

(a) Construction work done: Mr. Hildabrand reported the following:

Unit "A" Dormitory: This is finished with exception of painting, and can accommodate 16 students.

Wiant's residence: will be finished in the near future.

Two small Chinese residences: one of these will be finished next week and the other one a week after.

President's House: This will be finished next month.

Water-Tower: will also be finished this year.

Roads: in the East and South Compounds, which are over a mile in length, are finished with the exception of a couple of short pieces in the South Compound, which can be finished up as soon as the residences are completed.

Campus Lights: are progressing as rapidly as the roads are being done.

Workmen's Quarters: These have been completed and the cost amounts to about M\$2,000.-

(b) Communications from New York: Mr. Galt reported that authorized payments for buildings have been coming out regularly. The following method being adopted: a schedule of authorization is sent to the Field by the Trustees and all money drawn by drafts, nothing being drawn unless authorized by the New York Office.

He further stated that a cable received a few days ago authorized G\$5,000.- to complete the purchase of the north-east property for the Athletic Field, also \$10,000 (silver \$) for a building on the island. In connection with this it was reported that the Construction Bureau have gotten in touch with a Chinese architect in Tientsin and asked him to submit a design for the proposed building.

These first plans were found too elaborate and the architect was asked to re-draw and simplify them. It is proposed to start this work next Spring. It was stated that it is proposed to have a simple tea-house and a pavilion, which would accommodate a company of not more than one hundred.

Mr. Galt also reported that in one of their recent letters the New York Office suggested that accounts of completed buildings be closed, and on the basis of this the following action has been taken by the Executive Committee:-

"Voted that no further charges should be made on the Capital account for the following buildings:- 4 Men's Dormitories, 2 Science Buildings, Ninde Divinity Hall, 2 Refectories and the Wom. College Buildings, and that further expenses should be charged to Maintenance Account rather than Construction Account. The same applies to residences, except those under construction, due consideration being given to unsettled accounts of occupants for painting, gardening etc. Further that this is subject to Mr. Hildabrand's and the Treasurer's approval."

(c) Actions by the Executive Committee during the summer: Mr. Galt reported that two meetings were held during the summer by the Executive Committee. First one was held on Aug.7th, the minutes of which Mr. Galt read to the Committee. A copy of the same is attached to these minutes.

Another meeting was held on Sept.12th copies of the minutes of which had already been distributed.

(d) Available materials from Yen Nun Yuan, Dept. of Agriculture : Mr. Galt stated that the Dept. of Agriculture in their letter of Aug.27th offered for sale stones, tablets, and other materials from their new site, Yen Nun Yuan.

GB1526 - Voted to defer this matter until the question of the legal status of movable properties is settled.

(e) Coal Supply: Mr. Hildabrand reported that arrangements have been made with the Kailan Mining Administration whereby we can purchase as much coal as is required from Sept/ 27th to Dec. 31st,1928, at \$10.00 a ton for No.1. Slack and \$9.35., for No.2 Slack.

In connection with the above it was

GB1527 - Voted to ask Mr. Hildabrand to prepare a memorandum for householders as to what kind of coal is best for use in arcolas, and boilers.

(f) Repairs to Science Bldgs.,roofs: Mr. Hildabrand reported that work is going on; for which it has been arranged to pay at \$7.90., per fang, \$5.00 of which being paid by Wm.Forbes & Co., and that there are 344 fangs on the two Science Buildings.

DECISION REGARDING MOTOR ROAD TO THE PRES.HOUSE:

GB1528 - Voted to ask the chairman together with Mr. Hildabrand to report to President Stuart the various proposals made re roads last Spring by this Com., and to leave this matter to the three with power.

INSURANCE ON ACADEMIC BUILDINGS: A letter from Mr. Edwards, chairman of the Insurance Committee was read and the following was noted:-

The possible losses to be covered on certain buildings as follows:-

Men's Dormitories(4)	M\$9,000 each
Refectories (2)	9,500 each
Ninde Building	6,500.-
Science Building	12,000.-
McBrier Building	12,000.-
Sage Building	8,800.-

making a total of M\$94,300.- This covers the entire probable loss for each building in case of fire in the roof. In case of the re-
fectories the amount was increased as the upper floor ceilings and the upper floor windows would be damaged in case of a roof fire.

The Insurance Com. , further recommends that the University create its own reserve fund to cover loss on these and other buildings, and second that until this fund is created insurance be carried by regular insurance companies to cover the risk during the period while the fund is accumulating.

It is also recommended that the reserve fund be fixed at M\$15,000.-so as to cover easily the loss on any one building, and that this fund be secured by setting aside \$1,000.- per year for eleven years at 6% compound interest, which would approximate this sum at the end of the period. Further that while the fund is being accumulated it would be advisable to insure the buildings. The Insurance Committee recommends Mr. Paulden, a well known insurance man in Peking, and with whom they have been in touch in working out the above suggestions.

Dr. Stuart was of the opinion that precautions and measures should be taken on the Field for protecting the buildings against fire rather than insuring the buildings with an outside company. In connection with this it was reported that no provision as yet had been made for fire-hydrants.

It was also emphasized that it is most essential to insure the Power Plant.

Mr. Hildabrand suggested deferring the recommendations of the Insurance Committee and getting in touch with another company which he has in view.

GB1529 Voted to approve of the general policy in regard to self insurance, and that temporary arrangements as recommended by the Insurance Committee be deferred until Mr. Hildabrand consults with another company.

REORGANIZATION OF THE COMMITTEE : The report submitted by the sub-com., on reorganization of the Grounds and Buildings was again taken up and discussed and it was decided:-

GB1530 - That the nominations be made by this committee and submitted to the Board of Managers at their meeting on Monday (Oct. 1st.)

The following was suggested:-

President of the University:	Dr. J.L. Stuart	} 5 Administrative Officers.
Comptroller	: Mr. S.J. Chuan	
Treasurer of the University:	Dr. H. S. Galt	
Dean of the Wom. College	: Miss Ruth Stahl	
Medical Officer	: Dr. B.L. Learmonth	
Yen Tung Yuan	: Mr. J.B. Tayler	} 3 Residence Compounds
Yen Nan Yuan	: Mrs. J.C. Li	
Lang Jun Yuan	: Mr. S. Tsai	
Men's College Faculty	: Mr. T.M. Barker) 1
Women's College Faculty	: Miss A. Wagner	0
Construction Bureau	: Mr. C. Hildabrand	} 2
	Mr. L. Holm	
Board of Managers-members outside of Faculty and Staff	(To be named by the Board)	

ELECTRIC CURRENT SUPPLY FOR THE SCIENCE DEPTS. DURING

HOLIDAYS:

GB1531- Voted to ask the Comptroller's Office to request the three departments (Physics, Chemistry and Biology) to report to the Comptroller beforehand when electric current is required during holidays

MOTOR CAR INSURANCE : Mr. Hildabrand reported that the purchase of the Graham Brothers 1½ ton truck from the Frazar, Federal Inc., had been completed, and asked the Committee's opinion as to whether or not motor car insurance should be procured for this, advising that the cost would be \$204.-

GB1532- Voted to insure the truck, and to charge this to the Power House Account.

PURCHASE OF LAND FOR RIGHT OF WAY FOR THE EAST COMPOUND

GB1533- Voted that the same be purchased and money paid out from funds authorized to purchase the north-east corner of the Athletic Field and to report this to the Trustees.

PLANS FOR HOSPITAL WINGS: Plans were exhibited, which called for two wings and the architectural features were discussed. Also the desirability of using the same building for men and women students was discussed.

GB1534 - Voted that the Construction Bureau be authorized to go ahead with the foundations of the additions this Fall, and the desirability of building a separate infirmary for women to be further studied, especially by the members of the Women's College Faculty.

REPORT ON COLOR COMMITTEE: Dr. Stuart made a brief report regarding the painting of Bashford now under way and plans for painting the Library.

Mr. Galt reported that with reference to prizes offered to students re design for Bashford Auditorium ceiling one attempt was made, but was found not acceptable.

FUTURE DORMITORIES: Dr. Stuart brought up the question of housing married students. It was decided

GB1535- That the question as to the expediency of providing dormitories for married students be referred to the Administrative Officers (Dean and Associate Dean).

The question of future dormitories was also discussed. Dr. Stuart asked whether it would not be advisable to eliminate the dining hall features in the additional dormitories.

GB1536- Voted to ask the Construction Bureau to consider the structural and architectural issues in eliminating the dining hall features from the Lakeside dormitories. Further that the Trustees be written to about this matter and that if they find it advisable to consult with Mr. Murphy on this rearrangement it should only be on the understanding that no further set of plans is required by the Field.

RADIO FOR PHYSICS DEPT. Dr. Stuart reported that a request was submitted by the Physics Dept., for a radio antennae, to be erected between the two Science Buildings. Fearing that this might impair the appearance of these buildings from the architectural point of view it was suggested that the installation be erected near the Power House. After discussion it was

GB1537 - Voted to ask Mr. Hildabrand to consult with Dr. Y.M. Hsieh as to the location of the proposed radio and to report back to the Committee.

0811

A SLEEPING PORCH FOR MR. BREECE'S HOUSE: A request from Mr. T.E. Breece was reported for a sleeping porch to his house, the cost of which would be approx. M\$300.- It was considered that if this request was granted similar cases might also be submitted.

GB1538 - Voted not to grant this request and to ask the chairman to communicate with Mr. Breece to this effect.

GB1539 - It was also voted that we look forward to erecting houses for faculty on our own grounds rather than on grounds rented.

ADJOURNED.

Secretary,
H.S. Galt.

0012

0812

MINUTES OF THE EXECUTIVE COMMITTEE OF
THE GROUNDS & BUILDINGS COM. OCT.3rd,
1928.

YENCHING

The meeting was held at the President's Office at 2p.m.

Present:- Mr. Galt, chairman and secretary, Miss Ruth Stahl, Dr. Stuart, and Messrs. Chuan and Hildabrand, and Dr. Y.M. Hsieh by invitation.

RADIO FOR THE PHYSICS DEPT: Dr. Hsieh stated that it is desirable to have this erected between the two Science Buildings and not near the Power House as was proposed at the last meeting of the Grounds and Buildings Committee. His objection being that having this structure that far from the Science Buildings it would be difficult to receive clear messages should there be any disturbances in the atmosphere. He proposed to have three poles erected, one on the Physics Bldg., one on the Chemistry and one on the Library, thus forming a triangle, and to have nine wires altogether.

This matter was again considered from the architectural point of view, and it was pointed out that this structure would not be so much exposed to view from outside, and would only be seen in this particular quadrangle. After some discussion it was

15 - Voted to leave this matter for further consideration between Dr. Hsieh and Mr. Hildabrand.

MOTOR GENERATOR: Dr. Hsieh raised the question whether the motor generator which was purchased for supplying alternating current to the Physics Dept., could not be considered as permanent equipment. It was reported that the University has no funds for permanent equipment. Mr. Hildabrand stated that he had that morning written to Dr. Hsieh on this subject.

16 - Voted that on receipt of this letter Dr. Hsieh consult with Mr. Galt on this subject.

WARNER GYMNASIUM: In connection with this a letter from New York, dated Aug.31st., was read and the following action of the Finance Committee was noted:-

"F- Voted that the Committee finds no further funds are available at the present time for the Warner Memorial Gymnasium, and that it instructs the Construction Bureau to incur no expenses beyond Mex\$38,000.- without further authorization from this Committee."

this was in reply to Mr. Hildabrand's letter of July 13th, in which he stated that in order to complete this unit they would have to spend more than the G\$16,000.- originally authorized for this unit.

In discussing this matter it was stated that \$1,000.- will be needed to complete this unit, and that no saving would be effected if we were to leave it as it is, as it would not be usable in its present condition.

0813

17 - Voted that we go ahead and complete this unit, expenses not to exceed \$1,000.-l.c. and that Mr. Warner be written to ~~go~~ regarding the whole situation.

LOCATION OF THE GYMNASIUM: Mr. Hildabrand stated that in his letter to New York of July 13th he wrote that it was found desirable to move 150' north from the original site shown on Mr. Murphy's plan of May, 1926, in order to save some fine old trees.

After further discussion on this point it was

18 - Voted to ask Mr. Hildabrand to write to the Trustees explaining the reasons why the Gymnasium has been located as it is.

FINANCIAL MATTERS: Mr. Hildabrand reported that the Construction Bureau will need \$33,000.- l.c. between now and the 1st of the year. \$8,850.-l.c. of the above sum is needed to cover balances due or to become due on the following:- Water-Tower, Men's Gymnasium, two Chinese residences, President's House and McBrier Building. \$8,800.- of this sum is required for paying outstanding bills such as the stone-cutter, plumber, electrician, Andersen, Meyer & Co., J.E. Hayes and the American Express Co., together with salaries for the last three months of this year. The balance of the \$33,000.- is needed for painting and decorating the interior and exterior of Bashford, exterior of the Library and McBrier, furnishings for the President's Office suite (Bashford) and furnishings for the President's House. \$8,000.- of this is needed to pay the money borrowed from the Power House.

He further stated that we have still coming to us from New York G\$8,000.- which at exchange \$2.15 equals \$17,200.- about \$6,000.-l.c. recoverable from various departments of the University, and that New York had been advised in a letter dated Sept. 5th that additional \$10,000.-l.c. would be needed to carry thru to the 1st of the year.

With reference to the above matters President Stuart asked Mr. Hildabrand to write to him regarding the financial needs and that he will take this matter up with New York.

In regard to the painting it was

19 - Voted to continue the painting of the Administration and McBrier Buildings, and the exterior of the Library.

that
ELECTRIC LIGHTS FOR THE MAIN-GATE: It was reported/two bracket lamps for the outside of the main-gate have been given by the graduating class of 1927. In discussing this subject it was pointed out that if these are installed outside the gate there is the danger of having them broken, further that if these are installed inside the gate the design would have to be changed.

20 - Voted to consult with the students re location of these lights and if they approve of installing them inside, Messrs. Hildabrand and Chuan be asked to work out a design for these lamps.

ADJOURNED.

H.S. Galt,
Chairman and Sec.