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Admin
Board of Managers - Grounds
and Buildings Committee
1930-1931

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YENCHING

EXECUTIVE
MINUTES OF THE GROUNDS AND BUILDINGS/COMMITTEE
MEETING, JANUARY 13TH, 1930..

1/13/30
TRANSFER

INDEXED

The Committee met at the President 's Office at 11 a.m.

Present: Mrs. A. B. Frame, Messrs. Chuan, Galt and Holm.

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

that
BOYD GYMNASIUM: Mr. Galt reported/in connection with estimates mentioned at the last meeting, these were received and forwarded to the New York Office.

Apparatus: Mrs. Frame reported that Miss McGowan in consultation with Mr. John Mo of Tsinghua presented an estimate amounting to G\$2700.- for apparatus for this building, but pointed out that this list needs to be revised in regard to certain items. With reference to lockers, Mr. Holm suggested that these might be made in Tientsin and that he will make inquiries in regard to this matter.

Mrs. Frame raised the question as to whether a room has been provided for drying clothes, towels etc., and whether machinery for this purpose has also been ordered. It was reported that a space in the building for this room has been provided, but that no machinery was ordered. It was suggested that these requirements should be gone over by Miss McGowan in consultation with the Comptroller and Mr. Leth-Moller.

WARNER GYMNASIUM : Mr. Galt reported that a letter was received from the New York Office, dated Dec. 4th, stating that a gift of G\$35,000.- was promised by Mr. Franklin H. Warner to complete the building. Several questions were also raised, one of them being whether plans drawn by Mr. Murphy in 1926 are suitable for this building. Mr. Galt reported that a letter covering these points had already been sent to the New York Office, and also that G\$35,000- will not be sufficient to complete and equip the building.

VOTED: that this Committee having heard the above report considers that no immediate steps should be taken in regard to this building, and further that if no word is received from the New York Office in February, that a cable be sent then asking for further instructions.

HOUSE 6(D.K. YANG): It was reported that the pipes and radiators of the heating system in the west rooms of this house have burst. After discussing the matter it was decided to make the necessary repairs, not installing radiators in the west house, but providing stoves for same, and to leave this matter for further consideration.

LANDSCAPING: Mr. Chuan reported that the question in regard to how much of Dr. Parr's salary should be charged to the Landscape Account is still undecided, and asked this Committee's opinion. In connection with this it was

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G. J. B. C. 1/13/30

VOTED: that inasmuch as the Landscaping funds ~~for~~ already received have been nearly exhausted that we ask the Comptroller in consultation with the chairman to make a report of the expenses and to present the same to the New York Office.

With reference to further funds needed for the final completion of the Bashford Building it was

VOTED: to ask the Comptroller's Office to prepare a report after which the chairman and the comptroller be authorized to present the same to the New York Office.

DOUBLE WINDOWS FOR THE NORTH SIDE OF THE INFIRMARY: Mr. Holm reported that a request was made by Dr. Learmonth to have double windows for the north side of the Infirmary in the two newly built wings. Estimates were procured, the lowest being \$52.02., from Shuang Ho.

VOTED: that double windows on the north side of the Infirmary be installed, and to accept Shuang Ho's bid of \$52.02

DEAN'S RESIDENCE: Mrs. Frame reported that the floor in the north-east room on second floor of this residence is deteriorating, as well as other parts of the floor in the rest of the house, It was decided that this matter should be looked into.

ADJOURNED.

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EXECUTIVE
MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE
MEETING, JANUARY 22ND, 1930.

INDEXED

Present: Mrs. A. B. Frame, Acting President Dr. H. S. Galt, and Messrs. S. J. Chuan and I. Holm, and Mr. Leth-Moller by invitation.

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

Ref

PLOT OF LAND EAST OF THE EAST COMPOUND: Dr. Galt reported that a communication was received from the East Compound, signed by Messrs. Chenfu F. Wu, Lawrence M. Mead and C. F. Chou, stating that the owner of the land, immediately east of the East Compound, on which the University holds a lease, is contemplating to sell the beautiful trees which are standing on this plot. In order to save these trees the residents of this Compound are willing to advance \$1000.- with the understanding that the University reimburses \$400.- within the next academic year (1930-31) and the balance within the following two years, to effect the purchase of both the land and trees.

In connection with this Dr. Galt pointed out that in going over the accounts, there is a surplus of some \$2,000. on the Land Account which could be used for this purpose, but which needs to be studied further. After discussing the matter the Committee took the following action:-

Having received from the three representatives of the East Compound a communication regarding the purchase of the land and trees on the leased site immediately east of this Compound, the members of the East Compound being responsible for advancing funds, amounting to \$1000.- local currency, at the present time on the condition that the University reimburses them during the next three years in the manner as suggested in the said communication, this Committee voted to accept the proposal with the condition that the University has the right to use the said land for building purposes, and authorized the Comptroller to effect the purchase of the site, the price not to exceed \$1,000, and that this Committee is to report to the Grounds and Buildings Committee at its regular meeting in February as to ways and means of covering this responsibility.

WARNER GYMNASIUM: a list of apparatus for this building amounting to \$5,604, in addition to the thousand lockers, was submitted by Mr. K. A. Wee. In going over the list it was suggested to ask Mr. Chuan to procure expert advice re this matter during his stay in Shanghai to attend the Conference of the Christian Higher Association.

BOYD GYMNASIUM: Mr. Holm reported that inquiries have been made in Tientsin in regard to lockers, and estimates will be submitted later on. It was suggested that a sample of these should be made, and inquiries also made in Shanghai. In connection with this building Mrs. Frame raised the question in regard to the style of windows and it was suggested that this matter should be taken up by Mr. Leth-Moller in consultation with the Wom. College.

ADJOURNED.

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MINUTES OF THE EXECUTIVE COMMITTEE OF THE GROUNDS
AND BUILDINGS COMMITTEE MEETING, ~~SARCA~~ FEB. 19TH, 1930.

INDEXED

TRANSFER

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt and L. Holm, and Mr. Lehh-Moller by invitation.

Plot of land east of the East Compound: Mr. Chuan reported that inquiries have been made with reference to this plot. Owing to the owners' inability to come to any terms the business is at a standstill.

Three plots of land south of the Wom. College: Mr. Chuan stated that negotiations have been continued with the owners of these plots. \$7,000.- was offered for the largest one, but the owners is undecided. He further stated that negotiations are also proceeding with reference to putting a wall around this property in case if it is not possible to purchase the same.

Request from the Physical Department: Mr. Chuan reported that a request was received from the Physical Education Department asking that the play floor of the Warner Gymnasium be enlarged from 10' to 15'. As this would require a new set of plans and further expense, the Committee took the following action:-

That as the above request involves further expense and changes in the plans, this Committee cannot grant the same.

Prince Ch'un's garden: Mr. Chuan asked, whether since it is not possible to purchase Ex-President Hsu's Garden, the University is interested in buying Prince Ch'un's garden, west of the University, which is now for sale. It was decided to ask the Comptroller to procure further information regarding this property.

Warner Gymnasium: Mr. Galt reported that a communication has been received from the New York Office, stating that on Dec. 23rd the Finance Committee held a meeting at which it was voted that G\$35,000.- be the maximum amount for the central portion of this building, without the basement.

In connection with the above the following bids were presented for the main building:-

Tung Li Yuan	\$ 60,435.00
Societe d' exploitation des Etablissements Brossard Mopin (without maple floor and panels)	60.400.00
Etablissements Arnoult	61.180.00
Fu Hsin Engineering Co.	62.730.00
Basel and Frey	64.500.00
W.H.Liang	61.505.00

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For roof trusses:

J.E. Hayes Engineering Corp.	\$ 18,339.00
Etablissements Arnoult	18,700.00

For heating and sanitary installations

China Radiator Co.,	4.518.00
Etablissements Arnoult	7.115.00
China American Eng. Corp.	7.890.00

Voted: to ask the Comptroller to study the above in consultation with Messrs. Leth-Moller & Co., and L. Holm, and to submit recommendations at the next meeting.

It was further voted that having examined the bids from the various contractors for the central portion of this building, this Committee approves a cable to the New York Office, reporting the total sum necessary, and asking for permission to contract for exchange on the sale of gold.

Boyd Gymnasium: It was reported that a sample of lockers has been made and is only waiting for the paint to be dried, when the same will be submitted for inspection.

Social Centre for Workmen: Mr. Chuan reported that there are sufficient funds to begin this building, and exhibited plans for the same. Estimates were also submitted calling for a total \$4,650.00

Voted: that the above be referred to the Grounds and Buildings Committee, which meet next Thursday.

Nash's residence: Plans were also exhibited for this residence, and it was proposed to locate the same south of the Wiant and Galt houses in the South Compound, the approximate cost of the site being about \$1500.- The question of ^a path and roadway for this house is also being considered.

Voted: to prepare recommendations re this matter and submit the same to the Grounds and Buildings Committee at its next meeting on Thursday.

Materials returned to the Store-House: It was voted that materials can be exchanged for equivalent articles, but that the Store-House shall not be called to pay for unused articles without this Committee's permission.

As there were still several items to be taken up it was

Voted: to meet again on Wednesday, Feb. 26th, at 11.30 a.m. at the Pres. Office.

ADJOURNED.

YENCHING

2/26/30

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COMMITTEE
MEETING, FEBRUARY 26TH
1930.

INDEXED

TRANSFER

The Committee met at the President's Office at 11.30 a.m.

Present: Mrs. A. B. Frame, Messrs. Chuan, Galt and Holm,
and Messrs. Leth-Moller and V. Nash, by invitation.

Nash residence: It is proposed to locate this house on the new lot, south-west corner of the South Compound, recently purchased. Plans were exhibited, showing the style of the house similar to that of the President's house, the cost of which would be about \$15,500. local currency. In connection with these plans several objections were raised, such as having servants' quarters in the basement, the long corridor space and the small store-room. It was also pointed out that while the porch is typically Chinese, yet it will not be very usable being long and narrow.

The question of a path to this house was also discussed and the possibility of providing a gate to the south of the South Compound, so as to have a direct access to Haitien. It was also pointed out that since the area of this lot is 15604sq.ft., which is smaller than the average lot in the South Compound, it might be better to move this house a little further to the west towards the Wiant's lot, thus making possible an additional building lot. The Committee discussed this at length and as the time was getting late it was decided to meet again at 4.30 p.m. on the same day so as to prepare data for the Grounds and Buildings Committee meeting on the next day.

ADJOURNED.

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2/26/30

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COMMITTEE

FEBRUARY 26TH (4.30 p.m.)

Present: Miss R. Stahl, Messrs. Chuan, Galt and Holm and Mr. Leth-Moller by invitation.

awp

Nash residence: In connection with this it was pointed out that the authorization from New York of G\$7,500., for this house, also includes the price of land.

Voted: to submit the whole data to the Grounds and Buildings for their decision.

Social Centre for workmen: Plans exhibited and the question of shower-bath and kitchen arrangements was discussed.

Voted: to refer the whole matter to the Grounds and Buildings Committee.

CABLE from New York re Warner Gymnasium: Mr. Galt stated that a cable had been received in reply to the cable that was sent in regard to G\$35,000.- authorized for the Warner Gymnasium, authorizing the field to sell this at 2.80 or better, further that both the Finance Committee and Mr. Warner disapprove of the swimming pool and the basement.

In connection with this tenders were again reviewed and the following estimate was presented by Mr. Leth-Moller:-

General contract)	
Connections to the existing pavilion))	54.870.00
Trench		1.140.00
Deeper foundations		3.950.00
Excavation of present hills		585.00
Extras		500.00
Roof trusses		18,339.00
Hardware		1,000.00
Heating installations))	
Plumbing installations))	5.719.00
Electrical installations		1.000.00
Connections(heating installations)		200.00
Painting and decorating		1.500.00
		<u>\$ 88.803.00</u>
Architects' fee 3 1/2%		<u>3.108.00</u>
		<u>\$ 91.911.00</u>

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With regard to the above and the rest of the tenders as presented by Leth-Moller & Co., it was

Voted: to recommend to the Grounds and Buildings Committee that the project go forward with the understanding that this Committee be authorized to award the general contract to one of the first three lowest bidders, after further investigation.

Voted: In connection with the heating and plumbing contract it was suggested, if the lowest bid is accepted, the firm be asked to supply a shop guarantee.

Voted: With reference to the roof trusses for this building that J.E.Hayes Engineering Corporation's bid be accepted and the order placed immediately.

Quarters for University servants: Mr. Chuan pointed out that while we have quarters for Power House workmen, no quarters have been provided for other servants of the University, who are now living in various academic buildings. He suggested that if a move is made to erect quarters for these servants that old building materials could be used for this purpose and the cost of the building would be somewhere between \$1500 and \$2000.-

Voted: to transmit the above to the Grounds and Buildings Committee with the recommendation that some move be made in this direction.

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Pumping Station: With reference to this Mr. Holm reported that the 11 H.P. Kerosene Engine which they have in their Power House could be used for this purpose. It was decided to ask Mr. Holm to prepare information regarding this project and submit the same to the Committee.

Residences: Mr. Chuan presented a list showing the need of additional residences.

Voted: to take this matter up at the Grounds and Buildings Committee which meets to-morrow (Thursday).

ADJOURNED.



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YENCHING

2/28/30

MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

MEETING, FEBRUARY 28TH, 1930.

INDEXED

TRANSFER

Present: Mrs. A. B. Frase, Mrs. J. C. Li, Messrs. E. J. Chuan, H. S. Galt, J. D. Hayes, L. Holm and S. Tsai.

Dr. Learmonth led in prayer.

Dr. Tsai not being present, Mr. Galt took the chair.

Minutes of the last meeting: were approved.

Insulation of heating mains and drainage of trenches :
It was reported that no reply has been received in regard to the \$10,000.- asked for this purpose. It was further pointed out that in this estimate was included \$2500. l.c. for installing a pumping system near the School of Religion for pumping water out of the trenches, and also for water-proofing the basement windows of the two Science Buildings. In connection with the pumping system Mr. Holm suggested that the 11 H.P. Kerosene Engine, which they have in the Power House, could be used for this purpose temporarily.

As this matter is important and it is urgent to have the same installed before the rainy season starts it was

GB1609 - Voted to ask the chairman to communicate again with the New York Office, and if a cable is sent to include the above request.

Additional machinery for the Power Plant: It was reported that a communication has been received from the New York Office in regard to this matter, in which it is mentioned that an additional boiler is needed for the Power House, while our communication stated the need of an additional Diesel set and a hot water calorifier. In view of this it was

GB1610 Voted to ask the chairman to take this matter up again with the New York Office in consultation with Mr. Holm.

Water supply: Mr. Holm reported that with reference to the actions taken by the Executive Committee on Nov. 28th and Dec. 13th of last year in regard to this matter, the two wells have now been connected. Pipe was borrowed from the Store-House and is not yet charged to the Power House account, and the cost of installation was approximately \$200.- The present water supply is 9000 gallons per hour. A question was raised whether to dig a new well and connect the same to the central well, or keep the present arrangements. It was decided to leave this matter for further study.

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University staff residences: Mr. Chuan prepared rough data as to the additional need of faculty residences. He pointed out that if the new teachers, as proposed by the different departments in the new budget, are all invited and all come we will have to provide nineteen houses in addition to living accommodations for seventeen new instructors and assistants. He further stated that there are no funds to put up houses and not sufficient land for these new residences in case we should get the money, nor are there any suitable houses for rent in the neighbourhood of Yenching.

He, however, pointed out that the various departments concerned are on independent financial budgets and are ~~not~~ supposed to pay rent or expenses for remodelling houses for their teachers. In view of this he suggested that these be approached in regard to funds for houses for their teachers and in that way relieve the situation to some extent. The following action was taken:

In view of the fact that funds for additional staff are available in financially independent divisions of the University, such as the College of Applied Social Sciences and the Harvard-Yenching Institute, and that therefore demands are made upon the University for capital expenditures for new residences (the available supply of rentable Chinese residences in the neighbourhood of the University now being exhausted)

GB1611- Voted that the G. & B. Committee request the University authorities to negotiate with the authorities of the financially independent divisions asking for appropriations for residences or for other financial arrangements which may enable the G. & B. Committee to solve the problem of additional residences.

GB1612- Voted- In regard to residences needed by the University for its own immediate members that the matter be referred with power to the Grounds and Buildings Executive Committee, which is authorized to appeal to New York for these needs.

Residences for single men on the staff: Mr. Chuan reported that as stated at the Executive Committee meeting of Nov. 28th of last year, it is proposed to erect a two-story foreign style building for accommodating thirty-six persons, the same to be located in the north west corner of the Yen Nung Yuan. This would cost approximately over G\$28,000.-

GB1613- Voted that this committee approves of this general scheme and asks the Comptroller's Office to undertake further consideration of the matter.

Warner Gymnasium: Mr. Galt stated that a cable was received from the New York Office authorizing the field to sell G\$35,000 at 2.80 or better and that in connection with this the University was able to contract at 2.89 giving a sum of \$101,150.00. With regard to this various tenders were mentioned for the general contract of this building and report was made of the proposal made by the Executive Committee, namely, that with regard to the tenders presented by Leth-Moller & Co., summarizing the expenditures on the basis of the lowest tender of

\$91,911.00., we recommend to the Grounds and Buildings Committee that the project go forward on this basis with the understanding that the Executive Committee be authorized to award the general contract to one of the first three lowest bidders after further investigation.

GB1614- Voted that the Executive Committee be authorized to award the general contract to any one of first four of the lowest bidders.

Location of the Athletic Field: It was reported that with reference to the request made by Mr. K.A. Wee that the site east of Sage Building be assigned for the Athletic Field (Sept. 26th, 1929) (GB1596) this matter was referred by the special committee to the University Council, which Committee referred the matter back to the Grounds and Buildings Committee for decision.

GB1617- Voted that we reaffirm our original action with reference to the assignment of this location for Practice Schools, but, in view of the low, wet ground of the west Athletic Field, we seek further funds to put this field in proper condition.

GB1618 Voted also to ask the chairman to inform Mr. K. A. Wee that permanent tracks on the athletic grounds should not be constructed without this committee's permission.

Plots of non-University land within the campus: Mr. Chuan reported that the deal has been completed on the Hsieh' farm for \$7,000.- (south of the Wom. College) the money having been contributed by the trustees, who were here for the Formal Opening, and further that there is hope of purchasing the two other plots, also south of the Wom. College.

Social Centre for workmen: Mr. Chuan made the following report on finances for this project:-

Contributions	\$ 2316.81
University's subsidy	<u>1200.00</u>
	\$ 3516.81
Old materials contributed by the University	<u>750.00</u>
	<u>\$ 4266.81</u>

He also reported that he was informed by Mr. P. C. Hsu that there is also a \$50.00., contribution for this building.

Plans were exhibited, proposing to locate the same west of the Power House workmen's quarters, and the estimated cost was \$4650.00., as against the above mentioned resources.

GB1619 - Voted to approve of the general scheme and to refer the matter to the Executive Committee with power.

G. + B. C.

Hugh residence Similar statement was made as per Executive Committee meeting of ~~1/26/30~~ Feb. 26th and plans were also exhibited. With regard to having servants quarters in the basement it was decided to ask Mr. Hush to reconsider this matter.

GB1620- It was voted that the whole matter be referred to the Executive Committee with power.

As time was getting late and there were several other points to be taken up, it was

GB1621- Voted to refer these to the Executive Committee.

ADJOURNED.

Howard S. Galt
Secretary.

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YENCHING

3/7/30

EXECUTIVE
MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

MEETING, MARCH 7TH, 1930.

INDEXED

TRANSFER

The Committee met at the President's Office at 4.30 p.m.

Present : Mrs. A. S. Frame, Messrs. S. J. Chuan, H. S. Galt and L. Helm, and Messrs. Leth-Boller and K. A. Wee by invitation.

Warner Gymnasium contract:

Voted: that we approve of awarding the general contract for this building to Tung Li Yuan (\$60,435.00) if the said firm agrees to make a cash deposit of \$5,000.- as a guarantee of satisfactory work, the work to be completed by Nov. 15th of this year.

In connection with the heating and plumbing contract it was

Voted: to reaffirm our action of Feb. 26th, that if we accept China Radiator Co's bid of \$5,619.00., the said firm is to provide shop guarantee.

Hardware:

Voted: to approve of the following estimates on hardware: Warner Gymnasium \$3366.00., Boyd Gymnasium \$236.00., Unit E Dormitory \$95.00., c. i. f. Tientsin.

With reference to the Boyd Gymnasium it was also reported that it would be necessary to change the present style of windows from casement to sash, the cost of which would be \$350.00., i.e.

It was reported that a sample of locally made lockers had arrived, the cost of which is \$84.00., for one section, which is very expensive compared with lockers imported from abroad.

Voted: that this Committee having heard ~~of~~ of the cost of lockers made locally, approves of having lockers imported from abroad, and further that Miss M.M. McGowen and Mr. K. A. Wee be requested to confer and make recommendations in regard to lockers required.

Location of the Athletic Field: Mr. Galt reported that a communication has been received from Mr. K. A. Wee of the Physical Dept., in regard to the location of the running track on the Athletic Field. In connection with this it was

Voted: to appoint a sub-committee consisting of Messrs. S. J. Chuan, H.S. Galt and Mr. K. A. Wee to go over the grounds in order to decide with regard to the permanent track and also other questions concerning the Athletic Field.

Social Centre for workmen: Mr. Chuan reported that bids for this building will be in by Monday of next week. In connection with this Mr. Chuan raised a question in regard to the old materials which were taken from ~~the~~ old houses on the athletic grounds and used for putting up the Co-operative Store and the Post Office, whether this should be credited to the Athletic Field Account, and further if it is proposed to use old materials for the building of the Workmen's Social Centre,

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where are these to be credited.

Voted: to make further study of these accounts in order to work out an equity with regard to the above questions.

Landscape Committee: Mr. Chuan reported that the Landscape Committee recommends that Mr. C. F. Chou be appointed as additional member of the Landscape Committee.

Voted: to approve of the above recommendation.

Telephones: Mr. Holz reported that the present trunk lines to Feking run from the main-gate thru our main lines, and he suggested that these be changed to overhead lines, the same to run from Sewage Station No. 3, along the north side of the South Compound to the Power Station for which purpose we could use some of our old materials in stock, and these together with ~~lab~~ labor would cost about \$350.00. It was also suggested to charge this to the Telephone Operation Account.

Voted: to make further study of the telephone account before charging this to any particular account.

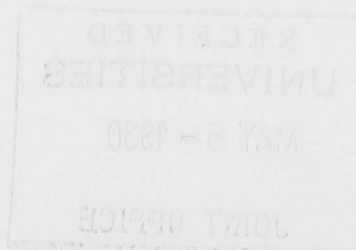
Location of the Tree Nursery: Mr. Chuan reported that it would be well to assign a permanent space for this nursery, and suggested that the space north of the Practice Schools, where the Landscape Committee has its green-house, be assigned to the tree-nursery. He also pointed out that there are two wells located in that area.

Voted: that we recommend to the Grounds and Buildings Committee that the space now occupied by the Landscape Committee's green-house, lying between the north border of the Practice Schools property and the wall which extends eastward from Sage Hall be assigned to the tree nursery, until required for building purposes.

Nash's House: New plans were exhibited and some suggestions were made in regard to changes. It was suggested that since Mr. Nash does not approve of having servants quarters erected on the south-east of his house, these be put west of the house if it is decided to use a part of the plot south of the Wiant's lot.

Voted: to confer with Mr. Nash re these changes and present recommendations at the next meeting.

ADJOURNED.



TRANSFER

MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE MEETING

MARCH 14TH, 1930.

INDEXED

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt, and L. Holm, and Mr. V. Nash by invitation.

Minutes of the last meeting : The following correction was made: "With reference to the Boyd Gymnasium it was also reported that it would be necessary to change the present style of some of the windows from casement to sash, the cost of which would be \$330.00 l.c.

The rest of the minutes were approved.

Nash's residence: Plans were exhibited, showing the servants quarters north-west of the house, comprising of 2½ chiens, the cost of which was estimated at \$550.00. Rubble stone wall was also included in the plans, the cost of which was estimated at \$780.00. A suggestion was made to use old materials from the house on the lot for putting up the servants quarters and in that way reduce the cost.

In connection with this the following tenders from contractors were opened:-

Fu Sheng	\$ 8,737.00)
For tearing down the old house	50.00)
Hsin Sheng	9.950.00)
For tearing down the old house	35.00)
Shuang Ho	12.650.00
Fu Hsin	12.700.00
Sun Fu Chou	12.750.00
Tien Ho Mu Ch'ang	13.100.00

A rough estimate was also submitted for the following:-

Heating and plumbing	2.500.00
Lighting	700.00

With reference to the outside servants' quarters Mr. Nash suggested that these be omitted for the present and the house be built with rooms for servants in the basement as originally planned, leaving sufficient funds to erect servants quarters outside if it is found necessary to do so in the future.

In connection with the tenders it was

Voted: to refer these to the chair and the comptroller with power.

Mr. Chuan also suggested that since the plans have been made by H. C. Tang, the draftsman, that the supervision of the building of this house be given to him under direction of the Comptroller, and in that way costs would be reduced.

Voted: That this Committee agrees that the Nash residence be built under the direct supervision of the Comptroller's Office.

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March 14th, 1930.

With reference to the communication received from the New York Office that the G\$7500.00., authorized for this house is to include the purchase of land, it was decided that the matter be further studied in the light of further communications with the New York Office.

Social centre for workmen : Tenders were also presented for this building as follows:-

Hsin Sheng	\$ 1995.00
Shuang Ho	2385.00
Sun Fu Chou	2220.00

Voted: to refer the above to the chair, the comptroller and L. Holm with power.

Telephone: With reference to the proposal made by Mr. Holm at the last meeting of this Committee in connection with changing the connections of the trunk lines from Peiping in such a way that they are removed from the underground cable and placed on poles running from Sewage Station No.3 along the north side of the South Compound to the Power Station, the cost of which would be \$350.00., it was

Voted: that this Committee approves of the above scheme, and further that the Treasurer's Office be asked to pay the above sum either from Capital Funds, or from the surplus of the Operating Account.

Electrical meter tester:

Voted: that in regard to the electrical meter tester recently purchased for about \$300.- by the Power House, the same be charged to the Power House Contingency Fund.

Road from Power House to Tien Fang Coal Shop: Mr. Holm stated that the present road used by the Power House to haul coal is in very bad condition and that it would be very expensive to repair the same, and proposed that a road be made along south side of the East Compound across country and in that way coal could be hauled from the Power House. This scheme would involve a bridge, the cost of which together with the road would be about \$200.- Mr. Holm further pointed out that this shorter route would save about \$500.- per year on haulage of coal.

Voted: to refer the above matter to the Comptroller and Mr. L. Holm with power, the cost to be charged to the Power House Coal Account.

0940

Athletic Field: Mr. Chuan stated that in making excavations for the Warner Gymnasium it would be necessary to level some parts of the Athletic Field, but since there are no funds to do this, he suggested that funds be paid from those building accounts for which old materials, which on the Athletic Field Site, were used. The cost of leveling these parts would be about \$200.00

Voted: that \$200 from the old material account of the Athletic Field be used for levelling and grading the field in connection with the excavation of the Warner Gymnasium foundations.

Houses 55 and 56: Letters have been received from the occupants of these houses requesting additional rooms, as these are not large enough for their families. As there are no funds at present to make these additions it was

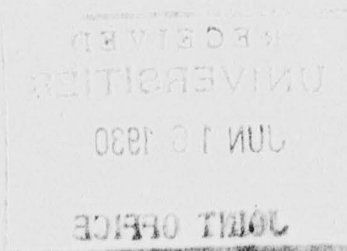
Voted: to reply that we consider these requests reasonable and will study ways and means of carrying out these suggestions.

Pumping system: Mr. Galt reported that a communication has been received from the New York Office stating that with regard to the pumping system as proposed by the field, Mr. Clyde R. Place, their consulting engineer, does not approve of this, but suggests that natural drainage be utilized. The Field is therefore requested to study this question further.

Voted: to ask the chair to reply to the New York Office in consultation with Mr. L. Holm.

Western terraces of the twin buildings (Adm. and Dean's Res.) Mrs. Frame stated that these terraces look unfinished, and pointed out that when this matter was first brought, Mr. Murphy suggested that these should have stone railings. It was decided to study this question.

ADJOURNED.



TRANSFER

EXECUTIVE
MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

MEETING, MARCH 28TH, 1930.

INDEXED

Present:- Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt and L. Holm, and Mr. E. Nyholm by invitation.

Unfinished work: Mr. Chuan stated that sometime ago he raised this question as to whether there were any funds to complete the academic buildings in which the work is done either very poor, or still requires completion. It would require approximately \$10,000.- to do this work. With regard to this it was suggested that the various accounts be studied before this was undertaken.

Voted: to refer this matter to the chair and the comptroller with power.

Roofs: Mr. Chuan reported that a letter had been received from Wm. Forbes & Co., in which they state that their guarantee only covers the water-proofing of the roofs and not the loosening of the tiles. They also point out that the original plan with regard to anchorage of the tiles was not properly carried out by the Construction Bureau.

Voted: to leave this matter in the hands of the Comptroller for recommendations and next steps to be taken.

Nash Residence: Mr. Chuan stated that with regard to the previous action that awarding of the contract be left to the chair and the comptroller, it was decided at first to award this contract to Hsin Sheng, not because it was the lowest, but because it appeared to be more reliable. Mr. Chuan further stated that after this was done the contractor asked to raise his bid, stating that the market prices on building materials had gone up since he submitted his tender. He presented a new tender for \$10,743.00., as against \$9,950.00. In this connection Mr. Chuan stated that both Fu Hsin and Shuang Ho were asked to bid again, their new tenders being as follows:-

Shuang Ho	\$ 11,950.00
Fu Hsin	12,600.00

It was felt that since Hsin Sheng appears to be uncertain in his bidding that Shuang Ho's bid be accepted.

Voted: to accept Shuang Ho's bid of \$11,950.00

With reference to the road for this residence, Mr. Chuan reported that it would cost about \$88.80., for both macadamized section and cinder rickshaw path.

0942

In connection with the rickshaw path it was

Voted: to approve of planting a hedge to border the rickshaw path on the north and charging it to the Nash Residence.

With regard to the road it was

Voted: to leave this matter to the chair and the comptroller.

Mr. Galt reported that he intends to build a garage on the south-east corner of his lot for his car at his own expense, and asks this Committee's approval.

Voted: to approve of the above request.

Mr. Chuan reported that he would like to build a roof on the porch above the new addition to his house at his own expense, and also asks this Committee's approval.

Voted: to approve of the above request.

Trench west of the present wing of Warner Gymnasium :

It was reported that the trench west of the present wing of Warner Gymnasium is not finished, and that in this connection the north-west corner of the wing also requires a support. It was estimated that building of this trench, a support for the corner of the wing and moving of the stones would cost about \$750.00.

Voted: to leave this matter to the comptroller and Mr. L. Holm with power, funds to be paid out of the Reserve Fund.

Sailer's Residence: A plan for this building as proposed by Mr. Sailer was presented, and it was stated that funds for this building may be given by his father. In connection with the plan it was

Voted: to ask Leth-Moller & Co., to prepare another plan following the general principles of the above drawing.

With reference to the whole matter it was

Voted: to leave it to the chair and the comptroller for further study, and recommendations.

Workshop for the Power Station

Voted: to refer the above matter to the comptroller and Mr. L. Holm.

Voted: to meet again on Wednesday, April 2nd, at 11 a.m. to take up the other items on the agenda.

ADJOURNED.

JOINT OFFICE
JUN 16 1930
UNIVERSITIES

0943

TRANSFER

EXECUTIVE
MINUTES OF THE GROUNDS AND BUILDINGS/COMMITTEE

meeting, April 2nd, 1930.

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt,
and L. Holm.

Nash's residence: Mr. Holm presented the following estimates
for heating and plumbing:-

<u>Etab. Arnoult</u> :	Heating for 700 sq.ft. of radiation	\$ 2,318.00
	Plumbing	<u>2,480.00</u>
		\$ 4,798.00
<u>China Radiator Co</u> :	Heating for 854 sq.ft. of radiation	\$ 3,200.00
	Plumbing	<u>2,506.00</u>
		\$ 5,706.00
<u>Li Hsiao</u>	for 570 sq.ft. of radiation	\$ 2,285.00
	Plumbing	<u>1,865.00</u>
		\$ 4,150.00

In connection with lighting an estimate from Li Yu Ting was submitted for \$664.00. Mr. Holm further pointed out that as Mr. Nash desires to have foreign fixtures in some of the rooms the total cost would be for lighting about \$700.

He also presented estimates for :-

Electric main connections including a meter	\$ 69.00
Water connections	<u>131.81</u>
	\$ 200.81

In connection with estimates presented for heating and plumbing Mr. Holm pointed out that these are too high, and that they are still waiting for Chinese American Engineering Corporation to submit their tender, and proposed to hold the matter in abeyance until they receive the above tender.

Voted: to hold this matter in abeyance until a tender is received from the Chinese American Engineering Corporation.

Voted: It was also voted that further consideration of the Nash's residence and expenses be left to the chair and the comptroller for study and report.

0944

Sewage: Mr. Holm reported that with reference to the report made on Nov. 28th, 1929, in connection with Infirmery's septic tank, it is now proposed to install the same under the edge of hill at a level 3 feet higher than the old one. It is estimated that this would cost about \$720.-

Voted: to refer the above matter to the comptroller and Mr. Holm with power, provided that it does not cost more than \$720.

Lang Jun Yuan sewage system: It was also reported that on account of high water level in this Garden damages are being caused to the septic tanks, as well as injury to the walls. Mr. Chuan stated that this matter has ~~1/2~~ already been reported by Mr. Holm in a letter, and that the matter has been taken up with the owner of the Garden.

Renting of faculty residences during the summer: Mr. Chuan reported that a question has been raised by Mr. T. E. Breece of the East Compound whether it would not be possible for the University to rent faculty houses for one or two months in the summer to outsiders. This question was discussed at length and it was

Voted to request the comptroller to refer this matter first to the various compounds for their consideration and suggestions.

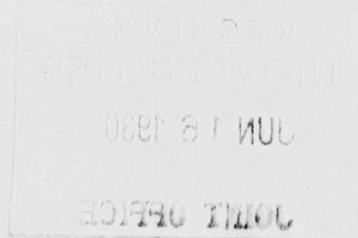
Gymnasium apparatus: It was ~~also~~ decided to ask both Miss M. McGowen and Mr. K. A. Wee to study this matter further and present their recommendations.

With reference to the last three items on the agenda it was

Voted: to refer this matter to the chair, the comptroller and Mr. Holm for study and report.

Voted: to meet again on Wednesday, April 16th, at 11 a.m. at the President's Office.

ADJOURNED.



TRANSFER

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COM-

MITTEE MEETING, APRIL 16TH, 1930.

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt, and L. Holm.

Gymnasium apparatus: It was reported that a letter has been received from L. M. Bocker & Co., in which it is stated that they are gathering data for the above and as soon as they get all the prices together they will supply us with the necessary information.

New tenders for the Nash's house: Mr. Holm reported that with reference to the suggestion made at the last meeting that Etablissements Arnoult be asked to make reductions on their quotation for plumbing for this house the following new tender has been received from them:-

Plumbing	\$ 2160.00
Heating	<u>2318.00</u>
	<u>\$ 4478.00</u>

In connection with the above Mr. Chuan reported that it is estimated approximately that the house would cost over \$19,400.00., out of which \$600.- is for the reserve fund for the servants quarters. Mr. Galt stated that the total sum available is about \$20,000.- With reference to the estimate presented by Mr. S. J. Chuan it was pointed out that this was more than authorized for the other residences built by the University, in view of which it was

Voted: to ask the comptroller to take this matter up with Mr. Nash to request him to make some eliminations so as to reduce the cost of the building.

Mr. Chuan also reported that Shuang Ho., are making a sample of the window, as desired by Mr. Nash, for the Committee's inspection and approval.

Plans for the Sailer's house: It was reported that the plans are not yet ready for this house.

Sale of concrete mixers: It was reported that the specifications for the Warner Gymnasium call for concrete to be mixed by machinery, and as it is too expensive for the contractor (Tung Li Yuan) to bring their machinery from Tientsin it was proposed to sell the set of mixers owned by the University. It was also reported that Tung Li Yuan had already been approached with regard to this proposal and offered \$300.- for the set.

Voted: to authorize Mr. Holm to sell these at \$350.- to Tung Li Yuan.

0946

New sewage plant for the Infirmary: Mr. Holm reported that in regard to the suggestion made at the last meeting to move this north and raise the same as high as possible, a tender has been received from the China American Engineering Corporation for \$771.00., for building this new sewage plant.

Voted: to accept the above bid, and that Mr. Holm be asked to consult Dr. Learmonth in regard to this matter.

Electric bulbs for the store-house: Mr. Holm reported that we have been getting our supplies of electric bulbs largely from Siemens China Co., Ltd. in Peiping. The total amount required yearly by the University is about 1200 bulbs. Since Siemens China & Co., may close their agency in Peiping very shortly, and have a large supply of these bulbs on hand, they offered to sell these to the University at a reduced price.

Voted: to ask Mr. Holm to make further inquiries on the basis of getting half of the above supply, and also to make inquiries with reference to procuring these from other local (am) markets and to report back to this Committee.

Telephone trunk lines: Mr. Holm reported that with reference to the statement made in regard to changing the connections of the trunk lines from Peiping, the cost of which was reported \$350.00., that while negotiations were proceeding the cost had gone up to \$374.00., due to the sudden advance in the price of certain materials.

Voted: to approve of the revised estimate.

Petition from the South Compound: A letter was presented by the chair from the South Compound in which it was requested that the vacant lot east of House 59 and west of House 57 be reserved as a playground for children.

Voted: to refer this matter to the Grounds and Buildings Committee.

Request from Mr. K. A. Wee of the Physical Education Department: A letter was read from Mr. K. A. Wee in which the following requests are made with regard to the Athletic Field:-

1. It should have area enough to put the playing fields in the best position possible.
2. The playing fields and track should be so laid that they will avoid obstacles and intersections.
3. The field should be so inclosed that admittance of people on the field is under full control.

With regard to the above it was

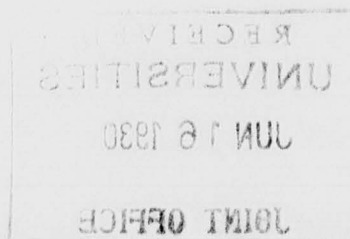
Voted: to file the above requests and to consider these after the Warner Gymnasium building is completed and the field can be laid out permanently.

Furniture for Unit B Dormitory: Mr. Chuan reported that when the west dormitory was rented furniture was also purchased for it with the view that when Unit B Dormitory was finished this furniture would be transferred from the west dormitory to this building. Mr. Chuan further stated now that Unit B Dormitory is nearing completion and since it is also proposed to continue to use the west dormitory it is necessary to purchase furniture for Unit B Dormitory.

Voted: to hold this matter in abeyance pending further study of the accounts of these buildings.

For items Nos. 1, 2 and 3 the committee adjourned to inspect the grounds.

ADJOURNED.



0948

30251

MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE MEET-
ING, APRIL 24TH, 1930.

TRANSFER

The Committee met in the conference room at 4.30.p.m.

Present: Dr. Y. T. Tzur, chairman, Mrs. A. B. Frame, Mrs. J. C. Li, Dr. H. S. Galt, Dr. B. L. Learmonth, Messrs. J. D. Hayes, S. J. Chuan, L. Holm and S. Tsai, and Dr. C. W. Parr and Mr. Leth-Moller by invitation.

Mr. J. D. Hayes led in prayer.

Reports: Mr. Galt made the following report on activities of the Executive Committee:-

Telephone trunk lines: At the meeting of the Executive Committee on March 7th Mr. Holm suggested that the present trunk lines to Peking, with stronger current, which were running from the main-gate thru our underground cables, be changed to overhead lines, and that these should run from Sewage Station No. 3 along the north side of the South Compound to the Power Station, which change would cost \$350.- The Executive Committee approved the proposal. Later on April 16th it was reported that while negotiations were proceeding the cost had gone up \$374.00. The Executive Committee had approved of the revised estimate and the change had been made.

Road from the Power House to Tien Fang Coal Shop: At the meeting on March 14th a proposal was made to have a road along the south side of the East Compound across country to the Tsinghua R. R. station and in that way to haul coal from the Coal Shop along this road to the Power House, as the present road used by the Power House is in very bad condition and it would be too expensive to repair the same. Mr. Galt reported that this plan is now under consideration.

Roofs of the University buildings: Mr. Galt stated that the matter of loosened tiles had been taken up with William Forbes & Co., who state in their letters that their guarantee does not cover the above, but only the water-proofing of the roofs. The Executive Committee decided to drop this matter and to undertake the repairs of the roofs, unless this Committee disapproves of this action.

Insulation of the heating mains and the protection of trenches: It was reported that the proposal of having a pumping station near the School of Religion was taken up with the New York Office. The authorities in New York consulted Mr. Clyde R. Place, who suggests that a natural drainage system be adopted. In regard to the additional equipment for the Power House there was also some misunderstanding. Mr. Galt stated that all these matters have been carefully studied and taken up with the New York Office again by Mr. Holm.

Location of periphery road: It was reported that this matter was considered two years ago, but that no decision was reached then. As the development of Practice Schools, Wom. College Gymnasium and the Workmen's Social Centre makes it important to locate the proposed road,

the Executive Committee at its last meeting made a tour of the grounds and recommends the following location: the road to start from the Men's west football field, pass straight eastward and along the north side of the South Residence Compound, then turn north, passing the future Wom. Dormitories, turn east again passing the Practice Schools on the north, then turn north passing east of the future Men's Dormitories and joining the road passing the Water Tower. Questions were raised in regard to having this road pass the future Wom. Dormitories, which would be inconvenient on account of traffic at night. In this connection it was suggested as an alternative plan that after passing the South Compound the road should continue straight east along the south border of the Practice Schools site. As this scheme would involve a boundary wall which would cost from \$4000. to \$5000 more, and also due to the fact that the other proposal would serve the future Men's College Dormitories and other needs of the campus, the Committee after discussing at length

GB1622- Voted to approve of the road as recommended by the Executive Committee.

Workmen's Social Centre: It was reported that it was proposed to locate the same west of the Power House Workmen's Living Quarters. Funds for the same have been contributed by the Yenta Christian Fellowship, the faculty and the students. Plans were also exhibited. Mr. Hayes raised a question in regard to having a large assembly room, which he said might encourage mass meetings, and asked whether the same could not be made into two rooms serving as a library and a club. It was reported that since this work is now in the contractor's hands it would be difficult to make changes without further expense. It was also reported that this matter was referred to the Executive Committee with power, which approved of the plans and authorized the construction of same. In view of this

GB1623- Voted to approve of the location and to suggest that the Executive Committee study the plans further to see if the above changes should be incorporated.

Nash's House: It was reported that the cost of this house would be over \$19,400.- and total sum available being about \$20,000.- It was pointed out that this is more than is authorized for the other residences built by the University. It was further ^{stated} that besides being an expensive house, it might also be uneconomical to run

GB1624- Voted to suggest to the Executive Committee the preparation of regulations concerning the size and cost of future residences.

Sailer's House: Plans were exhibited, both as proposed by Mr. Sailer and as drawn by Leth-Moller & Co., following the general principles of the plans as proposed by Mr. Sailer. The cost of the house as proposed by Mr. Sailer would be about \$17,000, while the cost of the house as designed by Leth-Moller & Co., would be about \$13,000.-

GB1624- Voted to approve in general of the plans and estimate by Leth-Moller & Co., and to refer the project to the Executive Committee with power.

Lamb's house: Mr. Chuan stated that with regard to the request made at the meeting of the Executive Committee on March 14th to build an additional room to this house, the Department of Sociology which is renting this house proposes to advance to the University a sum of \$700. in order to make this extension, on the condition that the University will pay back through reduced rental. It was questioned whether, since it is the University's policy to maintain some small houses, it is wise to enlarge the small houses. Since there are no houses to be exchanged at the present, it was decided that the offer of the Sociology Department be accepted.

New residential needs: It was reported that the New York Office cabled asking for information regarding the minimum residential needs for the next year. In reply a cable had been sent asking for funds for five new residences costing \$5,000. each and for remodeling and extensions \$3000.

GB1625- Voted to refer this matter to the Executive Committee with power,

Lake embankment: Dr. Parr asked the Committee's permission to remove part of the bunding, as was done at the extreme west end of the lake, so as not to have such high walls, making the lake look shallow, from this point as far east as the lagoon, east of the President's house.

GB1626- Voted to approve of this proposal.

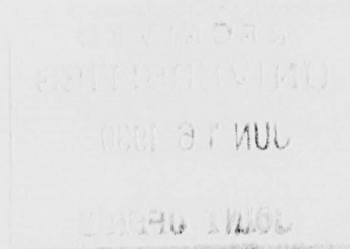
Playground space for the South Residence Compound:

Mr. Galt stated that a petition has been received from the South Residence Compound in which it was requested that the vacant lot east of House 59 and west of House 57 be reserved as a playground for children. It was agreed to allow the South Compound to use this as a playground, until required for a building lot.

Proposed purchase of the garden west of the University Campus: A letter from Dean T. C. Chao was read in which it was stated that if it is proposed to purchase the garden west of the University campus, the School of Religion would like to move to that site. This proposal was made since the School of Religion is not registered under the Ministry of Education and might be asked to move its quarters from the campus.

GB1627- Voted to hold this matter in abeyance pending further study of this request and final decision with regard to the University's policy re this matter by the General Faculty Executive Committee.

ADJOURNED.



TRANSFER

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COMMITTEE MEETING, APRIL 30TH, 1930.

INDEXED

Present: Messrs. H. S. Galt, S. J. Chuan and L. Holm, and Mr. Leth-Moller by invitation.

Minutes of March 28th, April 2nd and 16th: as previously circulated were approved.

Residences: Mr. Chuan reported that as stated at the Grounds and Buildings Committee meeting G\$25,000.- was authorized by the New York Office. It is proposed to put up four new residences using available plots, three in the East Compound and one in the South Compound. In addition to which there will be the Nash's new house, also the Sailer's new house now under discussion. He further stated that it is also proposed to rent three or four residences if needed, thus giving the University about 10 new residences, which should be enough to meet the needs.

The style of houses was discussed, and it was proposed to erect two houses similar to houses No. 60 and 64, which were built last year, and two houses of "type E", or perhaps similar to house 59 in the South Compound (Dr. Galt's house). Further that Leth-Moller & Co., be asked to study these plans with possible modifications and present estimates for these.

Voted: that we proceed to use the funds authorized for four new residences of the types proposed above with possible modifications, reserving a considerable sum for alterations on rented or other houses as the need appears. Further that Leth-Moller and Co., be asked to study the above plans and present estimates for same to the chair and the comptroller.

Sailer's house: Mr. Chuan stated that plans have been drawn by Leth-Moller & Co., on the principles of the original plan and have been referred to Mr. B. M. Wiant, who is acting as Mr. Sailer's representative. Minor changes were suggested, and these were referred to Leth-Moller & Co., to incorporate these in the plans already drawn. It was estimated that this house would cost about \$12,300., and Mr. Chuan suggested that G\$5,000.- be asked by cable.

Request from the Biological Department: It was reported that a letter was sent to Dr. C. W. Parr from the chairman of the Department stating that they would like to put up a screened outdoor laboratory, and animal and green house. A plan was exhibited showing the proposed location near the campus wall, southwest of the Chemistry building. Mr. Galt pointed out that it was Mr. Murphy's suggestion to keep the site south of the Chemistry Building free of buildings, and that the present proposal should first be referred to the Wom. College. As the Landscape Committee were having a meeting in the afternoon of the same day it was decided to ask the comptroller to refer this matter to the representative of the Wom. College on the Landscape Committee and to ask her to confer with the Wom. College.

0952

Request from Mr. K. A. Wee : A letter was read by the chair in connection with which the following action was taken:-

Voted: that in replying to Mr. K. A. Wee's request to use for the Athletic Field purposes the eastern section of the strip of land, formerly assigned to the Landscape Committee, this Committee approves of such use until such time as it may be needed for future Men's Dormitories or other building purposes, and that if the Department of Physical Education has the funds for the improvement of the grounds, the same be referred to the Comptroller and Mr. Wee with power. Furthermore that this Committee suggests that the site in question should be used chiefly for tennis courts in order to relieve the west Athletic Field from use of tennis as much as possible, so that gradual grading of the plot by means of cinders and clay can be undertaken.

In connection with the above it was proposed to experiment on one or two tennis courts with the proposed grading.

Social Centre for workmen: It was reported that the location of this building is moved further south on account of the proposed periphery road. Mr. Galt pointed out that this building has the northern exposure which is not very convenient in the winter. A question was also raised re shower baths and dressing rooms and it was decided that the whole matter be studied further.

Store-room for lime : Mr. Holm reported that ~~the~~ the Water Softening building has a door opening to the west and during dust-storms a lot of dust settles in the room. Complaints have also been received from the medical officer. He also mentioned the need for a room for storing lime. He proposed to build an additional room on the west for storing lime, with capacity of from 6,000 to 10,000 cattles, and affording indirect entrance to the Settling tanks through a south door. The cost of putting up this additional room would be about \$231.00., and it is also proposed to use old ~~the~~ windows for this room which would cost \$50.00., making a total \$281.54 .

Voted: to approve of the above and the same to be charged to the Power House account.

Garage for the motor truck: Mr. Holm reported that the present garage used for the motor truck is too small for it. He pointed out that it takes some time in the winter to start the truck in an unheated garage, and suggested building a garage by the old gate-house of the Power House. The cost would be \$241.00 out of which \$95.00 is for old materials.

Voted: to approve of the above, expenditure to be charged to the operation of the truck.

Wall for the Settling tanks : Mr. Holm reported that the north wall near the Settling Tanks has been down for sometime and suggested that the same be ^{repaired} repaired, the cost of which would be about \$65.00

Voted: to approve of the above, the same to be charged to the Campus Improvement Fund.

Workshop for the Jobbing Department: Mr. Holm reported that the Jobbing Department has no workshop at present, and proposed to put up a house of two chiens, south-west of the coal-bins, using old materials, the cost of which would be \$67.00 plus \$154.00 for old materials, total \$221.00.

Voted: to approve of the above, charging the same to the Jobbing Department, and making no charge for the old materials.

Lamb's house : It was reported that as stated at the Grounds and Buildings Committee meeting a letter was received from the Sociology Department, stating that they are willing to advance \$700. to the University for making the necessary addition to Mr. Lamb's house, the fund to be returned through the reduction of rental. It was decided to hold this matter in abeyance pending further information, and in the meanwhile to procure estimates for the same.

ADJOURNED.

JUN 1 1930
JOINT OFFICE

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TRANSFER

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COMMITTEE

MEETING, MAY 7TH, 1930.

Present: Mrs. A. B. Frame, Messrs. H. S. Galt, S. J. Chuan, and L. Holm.

Minutes of the last meeting: as previously circulated were approved.

Sailer's house: It was reported that a cable was received from New York, stating that Mr. Sailer does not wish to have his house started until he returns.

Compound road : Mr. Chuan stated that some sections of the South Compound road have not yet been built. Especially important is the section on the south side of the square, south of the tennis courts. He suggested that this section be graded and charged to the Campus Improvement Account, the same not to exceed \$100.-

Voted: to authorize the comptroller to undertake this work, the cost not to exceed \$100, to be paid out of the Campus Improvement Account.

Request from the Biology Department: With reference to the request made at the last meeting from the Biology Department in regard to the proposed location for their screened outdoor laboratory, and animal and green house, which had been referred to the Wom. College, Mrs. Frame stated that the Wom. College took the matter up and favored Mr. Murphy's suggestion that the site south of the Chemistry Building should be kept free of buildings, and had proposed to the Biology Department, a place south of the Pavilion, which was not approved by the Biology Department, because the water is too shallow there.

The Committee discussed this at length and it was

Voted: to get more definite details from the Biology Department to be considered further with the proposed location.

Residences' extensions:

Lamb's house (No.56 in the South Compd.): Plans exhibited and estimates presented, one for an extension on the east side for \$950. and another for \$800.-

Voted: to approve of an extension on the east side at \$950.-

Kuo's house (No.17 in Lang Jun Yuan): Mr. Chuan reported that Judge Kuo also asked for an extension to his house, suggesting that an extension be made on the north side, the cost of which would be \$450.- without heating installation. It was also suggested that rearrangements be made of the present rooms, and it was

Voted: to ask the comptroller to make further study of the situation.

0955

House No.55 in the South Compound: An extension on the east side at \$520.- without installations.

Voted that we approve of making an extension to this house, but that the plan be further studied and reported later.

Mr. B. M. Wiant's house: Mr. Chuan reported that a request was made by Mr. Wiant to have screens installed in his house, the cost of which would be about \$18.00., above the present deficit of \$650.- The Comptroller agreed to have the bill paid from the Current Budget for Residence Maintenance.

Lighting fixtures for Boyd Gymnasium: Mr. Holm reported that various tenders have been received, Bocker & Co's being the lowest, namely, G\$256.

Voted: that we accept Bocker & Co's estimate of G\$256. for lighting fixtures for the Boyd Gymnasium.

Telephone switchboard extension: Mr. Holm reported that on account of new residences and buildings being erected we will need an additional panel (twenty telephones), the cost of which would be G\$220.-

Voted: that we approve of Mr. Holm placing an order for an additional panel for telephone extension at G\$220.-

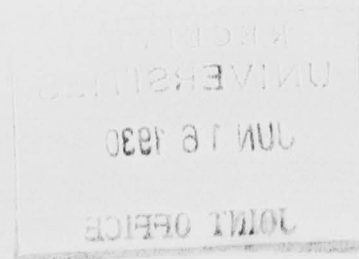
Hardware for Mr. Nash's house:

Voted: to refer this matter to the comptroller and ~~Mr.~~ Mr. Holm.

Request from Mr. C. P. Tsao: Mr. Chuan reported that a request has been received from Mr. C. P. Tsao, asking that electric lights be installed in his house in Chengfu.

Voted: to approve of the above request, with the understanding that Mr. C. P. Tsao pays for the installation, and to ask the Comptroller's office to procure an estimate for the above.

ADJOURNED .



MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE

COMMITTEE MEETING, MAY 14TH, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. H. S. Galt, S. J. Chuan, and L. Holm, and Mr. Leth-Moller by invitation.

Minutes of the last meeting: as previously circulated were approved.

Residences: Plans were exhibited similar to Houses Nos. 64 and 59 with some modifications, and estimates presented for type of house similar to House No. 64.

Tung Li Yuan

\$10,649.00

For general contract without hardware, sanitary installations, steam heating, telephones and elec. lights.

Shuang Ho

\$ 8,085.00

For general contract without painting, hardware, kitchen stove, sanitary and heating installations.

Fu Hsin

\$ 8,600.00

In accordance with drawings and specifications.

Mr. Leth-Moller stated that he estimated that painting, hardware, heating and plumbing installations would cost about \$4,785.00., which are not included in the above estimates.

With reference to the above it was

Voted: to build in the East Compound two houses approximately of the type of House 64, and one larger residence similar to the plans submitted by Leth-Moller & Co., and on lot No. 65 in the South Compound a house of one story construction, similar to House 55 or 56 with one additional room.

It was further voted that the estimates submitted above /
two houses of type of House No. 64 be referred to the chair and the comptroller with power.

Warner Gymnasium: Mr. Leth-Moller stated that there is still some work uncompleted in connection with the north wing of this building and presented the following estimate:-

0957

May 14th '30.

Stone steps for the west entrance	\$ 19.00
Three window "areas" for the west side	156.00
Sewer line to be raised	<u>54.00</u>
	<u>\$ 229.00</u>

In connection with the above it was

Voted: that the above estimate for stone steps, window areas and sewer line be approved.

Camel back bridge north-west of the Warner Gymnasium: Mr. Holm reported that this is still not completed.

Voted: that this Committee approves of the Landscape Committee undertaking the completion of the Camel back bridge and the adjoining section of the trench according to the plans of last year.

Lamb's house (No. 56). Further estimates were presented for the addition to this house:-

Shuang Ho

\$ 576.50

For general contract only.

Tung Li Yuan

\$ 598.70

.. .. .

It was also estimated that it would cost \$115.00., for steam heating and \$20.00., for electric lights.

Voted: that the extension to House 56 (Lamb's house) with an estimate of \$576.50., for the main construction, \$115.00., for steam heating, and \$20.00., for electric lights be approved.

House 55: The following estimates were submitted for an extension to this house:-

Shuang Ho

\$510.00

Including painting and hardware.

Sun Fu Cho

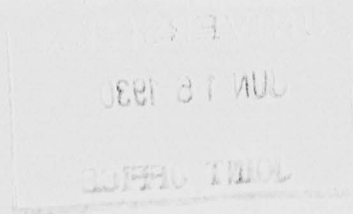
\$513.00

Without painting & hardware

Voted: to hold this matter in abeyance.

The rest of the items on the agenda were referred to the next meeting of the Committee on Wednesday, May 21st.

ADJOURNED.



MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE

COMMITTEE MEETING, MAY 21ST, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. H. S. Galt, S. J. Chuan and L. Holm, and Mr. V. Leth-Moller by invitation.

Minutes of the last meeting: as previously circulated were approved.

Residences: Mr. Leth-Moller submitted estimates for House No. 41 to be erected in the East Compound:-

Tung Li Yuan

\$10,290.00

General contract, excluding sanitary, heating and electrical installations, and also painting.

Fu Sheng

\$11,150.00

General contract only.

Fu Hsin Engineering Corp.

\$11,450.00

General contract only

Etablissements Arnoult

\$ 8,900.00

General contract only.

He also presented estimates for heating and plumbing installations for the above residence:-

China American Engineering Corp.

\$ 2,800.00

Heating installations

\$ 1,908.00

Sanitary ..

China Radiator Co

\$ 2,650.00

Heating installations

\$ 1,525.00

Sanitary ..

Etablissements Arnoult

\$ 2,840.00

Heating installations

\$1,350.00

Sanitary ..

Mr. Leth-Moller reported that if Etablissements Arnoult's bid is accepted, he estimated that the house would cost about \$17,000.- including such items as painting, telephone, electrical installations, roof porch etc., not included in the above estimates.

0959

May 21st, 1930.

Voted: to erect one large residence on lot No. 41 in the East Compound, accepting tenders from Etablissements Arnoult, which, with other additional expenditures as above should not exceed \$17,000.-

Residences 32 and 39 (Type of 60 and 64)

China American Engineering Corporation

\$ 2,310.00
\$ 1,860.00

Heating installations
Sanitary ..

China Radiator Co.

\$ 1,843.00
\$ 1,528.00

Heating installations
Sanitary ..

Etablissements Arnoult

\$ 1,920.00
\$ 1,330.00

Heating installations
Sanitary ..

Voted: that the contract for heating and sanitary installations for residences Nos. 32 and 39 be awarded to Etablissements Arnoult.

House 65 in the South Compound : A plan was exhibited and some changes were suggested in view of which it was

Voted: to study the above plan further.

Hardware for residences: Mr. Leth-Moller presented the following estimates for hardware:-

<u>House 41</u>	G\$280.00 at Tientsin
<u>Houses 32 and 39</u>	G\$220.00
<u>House 65</u>	G\$110.00

Voted: to approve of placing these orders.

Gymnasium apparatus: Mr. Chuan reported that a committee had prepared a list of imported apparatus for the Boyd Gymnasium amounting to G\$2,626.30 (excluding apparatus to be made locally).

Voted: to approve of placing the order for the imported apparatus at the above estimate, the procedure in placing the order to be left to the chair and the comptroller.

Warner Gymnasium: A similar list for the Warner Gymnasium was presented, amounting to G\$2,422.05., without lockers and items to be made locally.

It was estimated that 600 box-lockers and 200 full-size lockers would be required for the above building.

Voted: that this matter be studied further.

0960

Request from the Biology Department: With reference to the request made by the Biology Department, presented at the meeting of this Committee on May 7th re screened outdoor laboratory, and animal and green house, a model of the proposed structure was exhibited and it was

Voted: that this Committee approves of the Biology Department erecting a screened outdoor aquarium along the west wall of the campus, the exact location to be determined by the chair, the comptroller and Wom. College representatives.

Additions to the Wom. College dormitory units : Mrs. Frame reported that the Wom. College propose to make additions to the Wom. College Dormitory units for social purposes. It is proposed to either erect a house of 3 chien on the lots between the dormitory groups, or to change the present entrance to the dormitories by adding two chien at the sides of the gate-ways of the courtyard. She further stated that plans were being made for further consideration.

Sage and Miner Halls: Mrs. Frame stated that the slipping tiles on these roofs are being repaired.

Dean's Residence: Mrs. Frame reported that the matter of heating in the Dean's Residence has been taken up and it was proposed to install another boiler.

Oil contracts: Mr. Holm presented estimates from the Asiatic Petroleum Co., and the Standard Oil for fuel and lubricating oils for the Power House.

Voted: that the tenders submitted to the Power House by the Standard Oil Co., be accepted.

Coal for the Power House : Mr. Holm presented the following estimates for coal:-

Kailan Mining Administration
\$10.00

For No. 1 Slack per ton, if they are able to secure railway cars on the Peiping-Suiyuan Line to the Tsinghua Station.

\$11.00 (approximately)

Per ton if they are not able to secure cars, which includes handling and storage charges at Tsinghua Station.

With reference to the above Mr. Holm reported that the above estimates hold good until June 30th, and if the same is accepted the entire payment to be made within three months.

Ting Chang Co. (This Company supplies coal to the P.U.M.C.)
\$10.80

Per ton, delivered to the Tsinghua Station.

Tien Fang Coal Shop

\$11.00
\$11.60

For Tatung coal
Lao Chin Hsien coal

Payment to be made within five months.

Voted: to leave this matter to the chair, the comptroller and Mr. Holm.

ADJOURNED.



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MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

MEETING, MAY 29TH, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. T. M. Barker, H. S. Galt, L. Holm, J. D. Hayes, B. L. Learmonth and S. Tsai.

Dr. Learmonth led in prayer.

Dr. Y. T. Tzur not being present, Mr. Galt took the chair.

Correction of minutes of the last meeting:

Workmen's Social Centre: The sentence reading:
"Mr. Hayes raised a question in regard to having a large assembly room, which he said might encourage mass meetings, and asked whether the same could not be made into two rooms serving as a library and a club".

was changed to read:

"Mr. Hayes raised a question in regard to having another large assembly room, and asked whether the same could not be made into two rooms serving as a library and a club".

The Chairman reported on the following:-

(1) Boyd Gymnasium: As stated in the minutes of the Executive Committee of the Grounds and Buildings a list of imported apparatus is being prepared to be sent to America.

Permission has also been asked to contract for the last part of the appropriation.

(2) Residences: As stated before G\$25,000., was authorized by the New York Trustees for residences. Mr. Galt pointed out that as per action of the Executive Committee of May 14th it is proposed to build in the East Compound two houses approximately of the type of House 64, and one large residence similar to the plans submitted by Leth-Moller & Co. He further stated that estimates for the large house have been submitted and approved, and estimates for smaller houses have been referred to the comptroller and himself with power.

(3) Enlargement of existing residences: A request has been made by Dr. J. D. H. Lamb for ~~his~~ an extension to his house, as the present house is too small for his needs. As per action of the Executive Committee of May 14th it was voted that the extension of House 56 (Lamb's house) with an estimate of \$576.50., for the main construction \$115.00., for steam heating, and \$20.00., for electric lights be approved.

With reference to the request for an extension to house 55, this matter is being held in abeyance for further study and report.

Lease of a Cheng Fu residence: It was reported that this residence has been occupied by Mr. H. H. Chuan on the basis of a 5 year

0963

lease, the period of which has now expired, but the owner has offered to renew the lease.

Inasmuch as Mr. H. H. Chuan, before knowing that the lease could be renewed, had made other housing arrangements, Mr. S. J. Chuan now proposes that the 5-year lease be taken by the University, thus making available another residence.

A fourth new residence : Mr. Galt stated that as per action of the Executive Committee of May 14th, it was also proposed to build on lot 65 in the South Compound a house of one story construction, similar to House 55 or 56 perhaps with one additional room. In connection with this Mr. Galt presented a petition from the residents of the South Compound, in which it was asked that the above lot (65) be reserved for children's playground. The Committee discussed this at length.

The petitioners presented two main points. First, they agreed that residences in the compound were too congested. This point was considered and it was noted that, as compound with the original plans only one extra residence had been added, and this could hardly be considered as causing undue congestion.

The second point made by the petitioners was the need for a children's playground. Regarding this it was noted that the present proposed plan for a central tennis club and courts may result in a diminished use of the separate compound courts, thus making the space more available for the plan of the children.

Furthermore, the suggestion was made that the empty space in the southwest corner of the compound might be made available for a children's playground with some expenditure for leveling and improvement.

After discussion, it was

GB1628- Voted to retain lot No. 65 for building purposes, and to use capital funds if need be to prepare the plot in the southwest corner of the compound for a children's playground, and to refer to the Executive Committee with power the carrying out of this plan. Also to request the Chairman to explain the reasons for these decisions.

The Sailer residence: It was reported that a cable has been received from New York, stating that Mr. Sailer does not wish to have his house built until he returns.

Drainage for the campus: Mr. Galt read a letter from Mr. S. J. Chuan in regard to the above matter, in which it was stated that, according to Landscape Committee's estimates, in order to supply the campus with an efficient system of drainage it would require several thousands dollars, which it is thought that the Landscape Committee cannot or ought not to pay in full. As the need/is becoming urgent the Grounds and Buildings Committee is asked to take this matter up.

GB1629- Voted that, since no funds for this are now available, this matter be held in abeyance.

Elementary Practice School Buildings: Mr. Galt stated that a further sum of G\$5,000., was authorized for the above in a cable from New York. In connection with this it was

the
GB1630- Voted that the plans for/remaining buildings of the group be studied again to see if improvements can be made for these buildings and the matter be referred to the Executive Committee with power.

Wom. College Dormitory Court additions: As reported in the minutes of the Executive Committee the Wom. College propose to make additions to the Wom. College Dormitory units for social purposes. It is proposed to either erect a house of 3 chien on the lots between the dormitory groups, or to change the present entrance to the dormitories by adding two chien at the sides of the gate-ways of the courtyard. Plans were being made for further consideration.

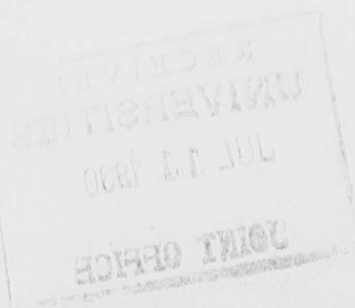
Outdoor laboratory for the Biology Department: Mr. Galt reported that on May 21st at the meeting of the Executive Committee a model of the proposed structure was exhibited and the following action was passed: " Voted to approve of the Biology Department erecting a screened outdoor aquarium along the west wall of the campus, the exact location to be determined by the chair, the comptroller and Wom. College representatives."

new
Location for/tennis courts : It was reported that a picnic-supper meeting was held recently at which it was proposed to have central faculty tennis courts. The sites thought to be available are: (1) west of the Holm-Barker- Learmonth compound, and (2) east of Sage Hall.

Pagoda Water Tower Funds : It was reported that word has been received from the New York Office requesting to know the cost of the Pagoda features in addition to the Water Tower. It was estimated that the cost of the same in excess of the original contribution for the purpose was about Mex. \$14,000.

The rest of the items on the agenda were referred to the Executive Committee.

ADJOURNED.



MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COMMITTEE

MEETING, JUNE 4TH, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt, and L. Holm, and Mr. Leth-Moller by invitation.

Minutes of the last meeting: as previously circulated were approved.

House 65 in the South Compound: The following bids were submitted for this house:-

Etablissements Arnoult

General contract	\$ 6,800.00
Hot water heating 630sq.ft. of radiation with one ideal type boiler	2,840.00
Plumbing installations	1,420.00

Tung Li Yuan

General contract	8,930.00
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Tung Pao Chen

General contract	10,885.00
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Fu Hsin Engineering Corporation

General contract	8,900.00
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Voted : that the matter of accepting bids be referred to the chair and the comptroller with power.

Insurance: Mr. Chuan made a brief report with reference to insuring the academic buildings, and stated that new proposals have been secured from different insurance companies.

Voted: to ask Mr. Chuan to secure more definite information with regard to the above and to refer the matter of the continuation of the Insurance Committee to the Board of Managers.

Requests from the East Compound residents:

Voted: that with reference to the suggestion made by the chairman of the East Compound concerning the window in the amah's room in House 32 this Committee thinks it advisable to retain that window in order to admit $\frac{1}{2}$ sunshine to that room.

0966

Voted: that with regard to the location of the servants quarters of House 42, this Committee would point out that there seems to be no feasible different arrangement, because the main living rooms of this residence are on the east and south. Also the location of the servants' rooms is not so near to the road as in the case of other houses.

Drainage system for the University campus: A communication from Miss L. Hague, secretary of the Landscape Committee was read by the chair, in which was pointed out the urgency of improving the present drainage system of the campus.

With reference to this Mr. Chuan pointed out some sections of the campus where it is essential to install drainage system: north-east corner of the Library, west of the twin buildings (The Wom. Administration and the Dean's Residence) toward Dr. L. C. Porter's house, and at the South Gate. He stated that if the proposal of installing drainage system for the whole campus is approved, it would cost about \$2200.- a part of which he said should be paid by the Landscape Committee and the rest by the University. It was reported that there are no available funds for this purpose at the present time.

Voted: that this Committee having received the above communication from the Landscape Committee, and heard the statement by the comptroller, would reply that there are no funds available for this purpose at the present time, and suggests that the Landscape Committee at its own discretion use funds from the Campus Improvement Account to meet the most essential and immediate needs with regard to a drainage system for the campus.

House 39 in the East Compound:

Voted: that with regard to plans for House 39, the store-room and the kitchen be reversed in accordance with the scheme followed a year ago, and that the outside rooms, laundry and servants-quarters, be moved to the north-east corner, and that the house be placed as far westward on the lot as possible.

Dean's Residence: It was reported that with regard to altering the heating system in this house the piping system would have to be changed, and it was proposed to install the old boiler, which was formerly used to heat Ninde Hall, in addition to which it is proposed to provide this building with its own domestic hot water system, for which purpose a water heater would be necessary. The whole scheme was estimated to cost about \$2160.00. In connection with installing a boiler it would be necessary to use a part of the servants quarters, and it was therefore suggested that a building of two or three chiens be added outside for servants quarters, the cost of which would be about \$600.- Mrs. Frame reported that there are still funds left in building fund in the New York Office.

Voted: that this Committee having heard the statement of the need of independent heating system for the Dean's Residence of the Women's College, and estimates submitted by Mr. Holm for the same amounting to \$2160.00., and also the extra expenditure of \$600 for the new outside servants' quarters, approves of this plan on the condition that the Wom. College is able to provide funds for the same.

Adjourned.

0967

MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COM-

MITTEE MEETING, JUNE 11TH, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt and
L. Holm.

Minutes of the last meeting : were approved.

Heating in the Dean's Residence : Mrs. Frame reported that with reference to the action taken at the last meeting proposing that the heating system in this house be changed, a cable was sent to the New York Office asking for funds for the above.

Light and water for Mr. H. H. Chuan's house: Mr. Chuan reported that Mr. H. H. Chuan has now moved into a new residence, near Dr. T. H. Chen's house in Haitien. Mr. Chuan further reported that since Mr. H. H. Chuan was extended the privilege of light in his old house, he would like to know whether the same privileges could be extended to him in his new residence.

Voted: to approve of the installation of electricity and water in Mr. H.H.Chuan's newly rented house, adjacent to Dr. T. H. Chen's residence, the University to pay for electrical installations and Mr. H. H. Chuan for water installations. In case the residence is not occupied by Mr. H. H. Chuan as a member of the staff the University will withdraw these services.

Residence for Mr. E. K. Smith: It was reported that Mr. Smith has purchased a residence in Shu Pu Hutung, in Chengfu, and the following agreement was proposed between the University and Mr. E. K. Smith with regard to the above residence. (See exhibit A).

Dr. T. H. Chen's house: In connection with the above matters the question was also raised in regard to Dr. T. H. Chen's house, and it was suggested that a written agreement concerning the electrical and water installations in this house should be secured.

Voted: to approve of the above suggestion and to ask the comptroller to prepare a statement and report the same to this Committee.

Furniture for Unit B Dormitory: Mr. Chuan pointed out that since this building is nearing completion it would be well to place an order for furniture for this building.

Voted: that Mr. Chuan be authorized to place an order for necessary furniture for this building, the cost to be charged to the funds contributed for this building in consultation with President Stuart after he returns.

Request from Dr. Wm. H. Adolph: Mr. Chuan reported that a letter was sent by Dr. Wm. H. Adolph, in which it was stated that he proposes to take over the improvements put in by the Taylers in their house, and would like to know the basis of such arrangements. In connection with this it was

0968

Voted: to ask Mr. Chuan to procure more definite information concerning this matter.

Extension to Mr. G. Loehr's house: Mr. Chuan reported a proposal to add an additional room to Mr. Loehr's house, to provide accommodations for a second occupant, and that it would cost about \$610.00., for this addition.

Voted: to approve of the proposed addition to Mr. George Loehr's house at an estimate of about \$600.00

House 65 in the South Compound: Mr. Chuan reported that with reference to the action taken at the last meeting of the Committee, that the matter of accepting bids for this house be referred to the chair and the comptroller with power, the general contract for this house was awarded to Etablissements Arnoult, and plumbing and heating to China Radiator Co.

General contract		\$ 6800.00
Hardware		450.00
Heating installation		2455.00
Plumbing installation		944.00
Electric light		500.00
Painting and decorating		250.00
Connections: Cold Water	\$110.00	
Sewer	<u>100.00</u>	210.00
Sundries		<u>100.00</u>
		\$ 11709.00
Architects fees		<u>410.00</u>
		<u>\$ 12119.00</u>

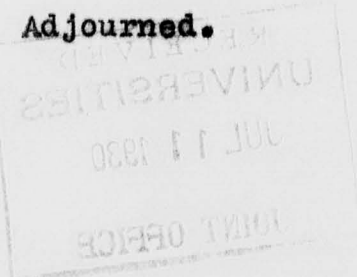
Tenders for a new Diesel Generating Set: Mr. Holm presented various tenders for a new Diesel Generating Set and it was

Voted: to ask Mr. Holm and the comptroller to procure expert advice in regard to this and to report back to this Committee.

Elementary Schools: With reference to the new authorization of G\$5,000.- it was suggested that plans for the heating and sewage systems of these buildings be studied further and estimates secured for same.

Architects fees for Leth-Moller & Co., Mr. Chuan reported that this Company is inquiring what will be their commission on Houses 32,39,41 and 55. It was reported that this should be in accordance with the existing contract.

Adjourned.



MINUTES OF THE GROUNDS AND BUILDINGS EXECUTIVE COM-

MITTEE MEETING, JUNE 18TH, 1930.

TRANSFER

Present: Mrs. A. B. Frame, Messrs. S. J. Chuan, H. S. Galt, and L. Holm.

Minutes of the last meeting: were approved.

Campus road: In connection with the proposed Faculty central tennis-courts, to be located west of the Workmen's Social Centre, a petition was addressed to the Grounds and Buildings Committee in which it was asked that the proposed peripheral motor road, instead of passing north of the grounds where the Practice Schools are located, pass between these and the Wom. College Dormitories and then turn eastward along the high ridge, east of the Sage Hall. Since the petition was addressed to the Grounds and Buildings Committee, it was decided to refer this matter to that Committee when it meets on Tuesday, June 24th.

Furniture for the Boyd Gymnasium: It was reported that a list of furniture and apparatus for the Boyd Gymnasium is being prepared in connection with which it was

Voted: that the comptroller and Mrs. Frame be authorized to place orders for the furniture and apparatus to be made locally, the same to be considered in relation to the available funds as revealed in the correspondence from New York.

House 61(S. D. Wilson's): A request was submitted from Mr. S. D. Wilson to have one of the bed-rooms, and the dining room enlarged, and the porch made into a study, and the following estimate was presented:-

Dining room	\$ 155.00
Porch	130.00
Bedroom	160.00
Basement for boiler room	230.00

The question was again raised in regard to enlarging small houses and it was

Voted: that with regard to Mr. S. D. Wilson's request to have his house enlarged, the comptroller be asked to consult further with Mr. S. D. Wilson re certain alternative arrangements and to report back to this Committee for further consideration.

0970

Request from the Physics Department: The comptroller reported a request from the Physics Department in which it was proposed to turn one class-room into a laboratory for which they will need additional equipment. In view of this they propose to ~~sell~~ the furniture in this class-room to the University and to use funds from this to buy the additional equipment for the new laboratory.

Voted: that this Committee approves of the Comptroller's Office undertaking alterations of a class-room in such a way as to make it a laboratory, the cost to be borne by the budget of the Physics Department and the new furniture needed for this laboratory also to be paid for by the Physics Department unless the University can use their old furniture, which would be superseded.

Men's toilet in the Physics Building: The comptroller also reported that the above toilet is causing trouble, being too low, and asked whether the floor level of this room could be raised. It was reported that this could be raised about one foot, the cost of which would be about \$100.00

Voted: that the Comptroller's Office be authorized to make the necessary alterations in the men's toilet in the Physics Building in order to remedy the drainage problem, the cost to be borne by the General Maintenance Account.

Heating and sanitary changes in the residences: The comptroller reported that due to poor construction, troubles were experienced in the way of frozen pipes, expansion tanks etc., in the winter time and asked whether this could be remedied. No detailed estimate was procured, but it was estimated that this work would cost about \$1000.00

Voted: that the comptroller having reported the deficient construction in the heating and sanitary systems in the various residences, resulting every winter in frozen pipes, this Committee approves of thorough going repairs and alterations necessary to remedy these troubles, the cost to be borne by the Maintenance Account, spread over two years.

Heating in the Dean's Residence: It was reported that a telegram was received from the New York Office authorizing M\$2800. as requested for changing the heating system in the Dean's Residence and building new servants' quarters.

Voted: that having received a cable from the New York Office authorizing the expenditure for changing the heating system in the Dean's Residence and building new servants' quarters for this house, the question of accepting contracts is referred to the comptroller and the Dean of the Wom. College with power.

ADJOURNED.

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YENCHING UNIVERSITY

BOARD OF MANAGERS

ANNUAL REPORT OF THE GROUNDS AND BUILDING COMMITTEE
June 21, 1930.

At the time of the Annual Meeting one year ago, the procedure for handling construction business in the University had been operating on the new basis but a few months, and it was too early to test the results. It will be recalled that the plan adopted is approximately as follows:

The Comptroller's Office is responsible, under the Grounds and Building Committee, for the organization and direction of building projects. Lethmoller & Co. have been engaged on a three and one-half percentage basis as Consulting Architects and Engineers and Superintendents of Construction. The Comptroller's Office maintains a small staff for the superintendence of minor projects and for assistance and general oversight of grounds and buildings. All new building projects are submitted to contractors for their tenders, and these tenders are handed in sealed and opened in the presence of the Grounds and Building Executive Committee, as responsible for awarding contracts and deciding all questions of detail.

This procedure seems to be working satisfactorily as the months go by. The Committee has been interested to note that as experience accumulates, the tenders offered by the contractors are more nearly equal in amount, which indicates that the plans and specifications provided are better understood, and the contractors are estimating more intelligently.

Regarding each of the important building projects of the past year, we can make brief statements as follows:

1. THE BOYD GYMNASIUM OF THE WOMEN'S COLLEGE

The contract for this building was awarded shortly after the Annual Meeting of a year ago. The total cost is limited to G\$77,500, plus an additional \$5,000 mentioned below. Construction has proceeded slowly, partly on account of the heavy rains of last summer, which flooded the foundation area. At the present time the main structure has reached the level of the eaves, and the steel roof trusses are being placed. The building should have been completed by July 1st, but certain difficulties have retarded the work of the contractors. They are now being pressed to go forward as rapidly as possible, and it is hoped to have the building completed in the early autumn. An order for apparatus and equipment, that part of it which needs to be purchased abroad, was recently sent to the New York Office.

Mr. and Mrs. Boyd, the donors of this building, were present at the Formal Opening last autumn and took great interest in the progress of the building. When informed of certain difficulties due to lack of funds, they generously agreed to contribute an additional G\$5,000.

2. THE WARNER GYMNASIUM FOR MEN.

Mr. Franklin Warner, chairman of the Board of Trustees, was present at the Formal Opening last autumn and evinced great interest in the plans for the Warner Gymnasium, the first small section of which, the northern wing, had already been completed. Shortly after Mr. Warner returned to the States he and members of his family contributed an additional G\$35,000, estimated to be sufficient to erect the central, or main portion of the building. The Grounds and Building Committee, as soon as authorization was given, went forward with the plans and construction of this unit. The total cost, according to contracts and estimates, is L.C. \$91,911, which, with the good rates of exchange prevailing, is more than covered by the appropriation of G\$35,000.

The construction of this building has now reached above the main floor, and the granite walls of the base are almost completed. It is the expectation that this building, also, will be ready for use some time in the autumn.

3. UNIT B. OF THE LAKESIDE DORMITORIES.

This structure is being built by funds contributed by Chinese friends of the University in Tientsin and Peking. The amount in hand is slightly under \$40,000 local currency. The building provides for eighteen rooms, and will accommodate thirty-six students. The structure is nearing completion, and should be ready in good season for the opening of the autumn semester.

Because this dormitory was not ready for use last autumn, the University took advantage of the opportunity to rent a group of buildings just outside the University campus to the west. At the time it was thought that the rented buildings would not be needed after Unit B. Dormitory was completed. But it is now thought advisable to retain possession of the rented buildings, as the rental is not high.

4. RESIDENCES

In the spring of 1929 the Trustees provided the sum of G\$25,000 to meet the residence needs of the year. Of this sum, \$7,500 represented donations made during the campaign for the Department of Journalism for the purpose of providing a residence for Mr. Nash, the Chairman of that Department. Those funds were held over the last building season and are now being used to provide Mr. Nash's residence.

The other C\$17,800 of the appropriation built two new residences, No's 80 and 84, in the South Residence Compound, purchased a ready-built semi-foreign residence contiguous to the University grounds, and has enlarged or remodeled, making fit for University use, twelve other residences. The operations under this fund were all completed by the end of the building season last autumn.

The double residence in the South Residence Compound, belonging to the Women's College, was also completed in the late autumn, costing L.C. \$28,000 plus, and providing suitable accommodations for at least six members of the Women's College staff.

When the residence needs of the present year were reported to the Trustees in New York, they generously appropriated another sum of \$25,000 gold to meet the present needs. With these funds the Grounds and Building Committee are building four new residences, one small one-storey building in semi-Chinese style in the South Residence Compound, and three two-storey residences in foreign style in the East Residence Compound. Of these three, two are small in size, and the third is medium-sized. The building of these four residences now completely fills the building plots in both of these residence compounds. In the future, if further new residences are required, the problem of suitable location will have to be considered.

5. THE INFIRMARY

The addition of the two new wings of the Infirmary under construction one year ago was completed last autumn, and has added much to the capacity and convenience of this very necessary building. The original appropriation for the building, the gift of Mrs. McKelvy, was G\$25,000. A small surplus of a little over L.C.\$3,000 still remains available for further equipment as needed.

6. THE SCRANTON-LUCE PAVILION

This structure, built on the island, was completed last autumn, and provides a very beautiful social-center, which has been very popular for use both by student and faculty groups. This building not only provides a very beautiful room for in-door meetings, but by serving as a center, and by its kitchen and service room equipment, makes it possible to use the space out on the island for large meetings. The donation for this building amounted to G\$5,651, and there is still a small surplus of L.C. \$1,105.

7. THE PRACTICE SCHOOLS OF THE DEPARTMENT OF EDUCATION

At the time of the Annual Meeting a year ago a sum of G\$5,000 for these buildings was in hand, but at the time it was thought that nothing should be done because of the inadequacy of the fund. Later, yielding to the strong urging of Chinese members of the staff who were interested in better school facilities for their children, it was agreed to invest a small sum of the University's local endowment funds in this structure, and with these increased resources it was found that a part of the building for the Kindergarten and a part of the group for the Elementary School could be built and made available. The work was completed early in the autumn, and the new buildings were occupied from that date onward.

Recently a cable from President Stuart reports that another sum of G\$5,000 is available for the completion of the buildings as planned a year ago. The building of the necessary additions is now under way, and the additional space will provide very satisfactorily for the Kindergarten and Elementary School children, and also for the first two years of the Junior Middle School.

8. WORKMEN'S SOCIAL CENTER

For some time members of the Yenta Christian Fellowship and other members of the University community, have been interested in providing a social center for the university workmen. A campaign for contributions was conducted, and the proceeds, with contributions from other interested friends, amount to nearly L.C. \$3,000. This, with certain old building materials contributed by the University, will be sufficient to complete this building. The work was undertaken in the early part of the spring, and the roof of the structure is now practically completed. The location is in the southeast part of the campus, west of the residence occupied by Dr. and Mrs. Learmonth.

9. COOPERATIVE STORE AND POST OFFICE

When the old buildings located on the plot in the Northeast corner of the campus, designated for the Athletic Field, had to be demolished, it became necessary to provide elsewhere for the post Office and Cooperative Store building. Funds were provided partly by the Department of Economics, interested in the Cooperative Store, and partly by a small fund in the University Treasury not designated for any special item. Old building materials were also used. The buildings are located directly inside the East Gate of the Campus, and the arrangement is proving to be one of great convenience and utility.

10. CAMPUS ROADS

During the past years a good deal of attention has been given to the location and grading of roads around the campus. The road from west to east in the south part of the campus, known as the peripheral road, was located by definite vote of the Grounds and Building Committee in May, and it is hoped that the permanent road can be built during the summer or autumn. It should be remarked, however, that a petition from members of the faculty has been received, asking for a different location of the road, and this petition is on the agenda of the Committee for consideration at the next meeting.

11. MEN'S ATHLETIC FIELD.

The removal of the old buildings from the northeast corner of the campus, just east of the Warner Gymnasium, has made possible the leveling and the lay-out of this Athletic Field. As soon as building materials needed for the construction of the Gymnasium can be removed, the permanent running track and other parts of the playing field can be completed. In order to provide additional tennis courts on a site high enough not to be affected by flooding, the Grounds and Building Committee has designated a new plot of land south of the Pagoda and not far distant from the Gymnasium for additional tennis courts and basketball fields.

12. THE HEATING MAINS

The insulation of the heating mains, which has given great trouble in the past, has been carried out to the extent of the funds provided by New York, namely, L.C. \$10,000. This has remedied the defects in that part of the system extending from the Library to Ninde Hall. We are still in need of further funds to complete this project.

13. ADDITIONS TO THE POWER PLANT MACHINERY

When the members of the Trustees were with us for the Formal Opening last autumn, a good deal of attention was given to the need for additional electric generating machinery, due to the growing needs of the University. The Trustees made their report to New York, and recently the New York Office has authorized an expenditure of \$25,000 for an additional Diesel generating set of increased capacity. Tenders for this machinery are now in the hands of the Grounds and Building Committee, and an order will be placed at an early date.

14. PURCHASE OF ADDITIONAL PLOTS

For some years much anxiety has been caused because of three small plots of land in the southwest part of the campus belonging to outside parties. We may speak of these as the intraterritorial plots. The members of the Board of Trustees who were on the ground last autumn took note of this situation and generously contributed funds estimated to be sufficient for the purchase of these plots. For several months thereafter no progress could be made in the matter, but in February our Comptroller's Office succeeded in putting through a deal whereby the largest and most important of these plots came into the hands of the University. Negotiations are still going forward, and at the present moment there is hope of securing the two remaining plots at sums which do not exceed the funds available. If and when this deal can be completed, we shall have secured the last of these intraterritorial plots and our campus will be unencumbered by any outside holdings.

Respectfully submitted,

Howard S. Galt,
Acting Chairman.

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MINUTES OF THE GROUNDS AND BUILDINGS COMMITTEE

TRANSFER

MEETING, JUNE 24TH, 1930.

Present: Mr. J. D. Hayes, chairman, Mrs. A. B. Frame, Drs. H. S. Galt, and B. L. Learmonth, Messrs. S. J. Chuan, L. Holm and S. Tsai.

Mr. S. J. Chuan led in prayer.

Minutes of the last meeting: as previously circulated were approved.

Personnel of the Committee: It was reported that at the meeting of the Board of Managers on June 21st the following personnel was elected as the Grounds and Buildings Committee:-

Mr. J. D. Hayes, chairman,
President J. L. Stuart,
Dr. H. S. Galt,
Dr. B. L. Learmonth,
Dr. D. W. Wilder or Mr. R. M. Cross,
Mrs. A. B. Frame,
Mrs. J. C. Li,
Mr. T. M. Barker,
Mr. G. B. Barbour,
Mr. S. J. Chuan,
Mr. L. Holm,
Mr. S. Tsai.

Matters arising from the minutes of the last meeting:

Petition from the residents of the South Compound:

Mr. Hayes asked whether the decision, with regard to lot 65 in the South Compound, of this Committee reached at the last meeting has been reported to the residents of the S. Compound. It was reported that the same has been done and that no further comments were received.

Reports :

Residence for Mr. E. K. Smith: Mr. Galt reported that as stated at the meeting of the Executive Committee of this Committee on June 11th, Mr. Smith has purchased a residence in Shu Fu Hutung, in Chengfu, further that an agreement between Mr. E. K. Smith and the University has been reached in regard to this residence, copies of which have already been circulated with the minutes of the Executive Committee on June 11th.

Depreciation Fund for Faculty Residences: Mr. Chuan reported that in view of the fact that the University is constantly called upon to make repairs to residences, especially those in the Lang Jun Yuan and Chengfu, which are old houses, it would be wise to set aside a sum for taking care of the above.

GB-1631 Voted that we approve in principle of creating a depreciation fund for Chinese Faculty residences, and to ask the comptroller to prepare plans and proposals for the above to be reported at the next meeting of this Committee.

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Artesian water in the Tang Jun Yuan: It was reported that the water needs to be tested, because of possible contamination.

GB - 1632 Voted to refer the matter to the comptroller in consultation with the medical officer, to take action if necessary.

Additional work on Mr. B. M. Wiant's house : Mr. Chuan reported that a request has been received from Mr. B. M. Wiant for further improvements on his house.

In connection with this Mr. Galt reported that as stated before this residence has a large deficit, and there are no capital funds for the above purpose.

GB - 1633 Voted that this committee records the decision that the account for residence No.63 is closed on the expenditure side, and the matter of additional work if in excess of the current budget required for this house be referred to the General Faculty Executive Committee for decision.

New location of the periphery road: Mr. Galt reported that as stated at the meeting of the Executive Committee, a petition was addressed to this Committee in which it was asked that the proposed peripheral motor road, instead of passing north of the grounds where the Practice Schools are located, pass between these and the Wom. College Dormitories and then turn eastward along the high ridge, east of the Sage Hall. The matter was discussed at length and it was

GB - 1634 Voted that the decision reached by this Committee at its meeting on April 24th re periphery road be revised in accordance with the petition now in hand from the Faculty members, in such a way as to locate the east and west section of the road on the high course north of the stone wall, extending east from Sage Hall.

Faculty central tennis-courts : In connection with the periphery road the matter of Faculty central tennis-courts was also brought up, and it was pointed out that it is proposed to locate these south-east of Sage Hall. In connection with this the Women's College claim on this site for future Wom. Dormitories was also considered, and it was

GB - 1635 Voted that this committee approves of locating the Faculty central tennis-courts at a site south and east of the Sage Hall, until this is required for future Wom. College Dormitories, and further that the Executive Committee be appointed to act jointly with the representatives from the group which sent the report concerning the courts, to mark out the exact location of these courts.

Insurance of the academic buildings : Mr. Chuan reported that with reference to insuring the academic buildings four companies have submitted their bids.

GB - 1636 Voted that the Board of Trustees be approached in regard to insuring the academic buildings for this current year, and the matter is referred to the Executive Committee.

New machinery for the Power Plant : With reference to the tenders presented for the new machinery for the Power House it was

GB - 1637 Voted that the matter of ordering new machinery for the Power House be referred to the Executive Committee with power, also that before placing the order expert advices be procured from Tientsin and Shanghai. Further that data be sent to the New York Office immediately and if necessary advice be secured by cable.

As Mr. Hayes was obliged to leave before the meeting was over, Mr. Galt took the chair.

Landscape Endowment Fund : With reference to the Marmon gift of G\$5,000., for campus improvement, which it is proposed to hold as endowment for upkeep, Mr. Chuan pointed out that in view of the high rate of exchange it would be well to have this money remitted to the field for investment.

GB - 1638 Voted that this Committee request the New York Office to send to the field for investment the G\$5,000 for campus improvement, taking advantage of the present high rate of exchange.

Heating in the Dean's Residence : Mr. Galt reported that as stated at the meeting of the Executive Committee on June 18th, a cable was received from the New York Office authorizing the expenditure of M\$2800.00., as requested for changing the heating system in the Dean's Residence and building new servants' quarters, and asked this Committee's approval.

GB - 1639 Voted that this committee approves of the steps take by the Executive Committee based on the approval by the New York Office re using M\$2800.00., of the Wom. College funds for changing the heating system in the Dean's Residence and building new servants' quarters.

Swimming pool in the Boyd Gymnasium : Mrs. Frame inquired whether anything has been heard from the New York Office in regard to a swimming pool in the Boyd Gymnasium, as space for this purpose is available in this building, but that there are no funds to operate the same. It was reported that nothing has been received concerning this matter.

Practice Schools: Mr. Galt reported that as stated at the last meeting of this Committee a further sum of G\$5,000., was authorized for the above, in connection with this Mr. Galt pointed out that since it is proposed to add more buildings, the present heating system will not be sufficient to take care of the whole group, and it is, therefore, proposed to connect these buildings to the central heating plant. The following estimates were submitted:-

Etablissements Arnoult

Heating mains, insulation and painting and heating installation for the buildings added this year	M\$ 9.520.00
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Shuang Ho

Sewage pipes and connections	1.355.00
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For trenches

560.00

M\$ 11.435.00

GB - 1640 Voted to accept Etablissements Arnoult's bid of M\$9.520.00 for heating installations for east and west wings of Practice Schools, and for the heating mains for the whole group, and also Shuang Ho's bid for sewage installation of M\$1355.00.

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BOARD OF MANAGERS

YENCHING

ANNUAL REPORT OF THE GROUNDS AND BUILDINGS COMMITTEE

June 20, 1931.

INDEXED

I. CONSTRUCTION PROJECTS

TRANSFER

1. Unit B of Lakeside Dormitories:

Funds for this dormitory were contributed by Chinese friends of the University in Peiping and Tientsin. The total amount received is L.C.\$37,589.00. An additional sum to bring this amount up to \$40,000.00 is promised.

The building was completed (except the basement) in season for use during the present academic year. The cost has been \$42,302.00. This cost includes the basement, which on account of the contour of the land and other reasons was added to the original plan by the Grounds and Buildings Committee, which Committee, therefore, takes responsibility for any deficit in excess of the \$40,000.00.

The rooms of this dormitory unit all face south and make this the most desirable and popular dormitory for men on the campus. The University again wishes to express its appreciation to the donors for this excellent building.

The basement feature, for which the Committee has assumed responsibility, seemed potentially very desirable, and now plans are under way for fitting up in the basement eleven additional rooms suitable for student dormitories, furnishing accommodations for thirty-one additional students. The purpose of the Committee in this additional construction is to make unnecessary the further renting of a group of rather undesirable buildings west of the University campus. The annual cost for repairs, up-keep and operation of that rented dormitory group has been such that the Committee considered that in two or three years' time the rentals and the saving in operating expenditures would pay for the additional cost of fitting up the students' rooms in the basement of Unit B dormitory. The cost of the work now under way on this basement is slightly over \$4,000.00. This additional space in the basement adds more than fifty per cent to the capacity of the building, at a relatively much lower cost. Of the basement rooms, nine are larger than the rooms on the upper floors, and it is proposed to house three students in each of these rooms, at a reduced rental per student. This plan meets a demand from students for reduced costs, which the University is glad to supply.

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2. Residences:

In the spring of 1930 the Trustees appropriated a sum of G\$25,000.00 for additional residences, as reported last year. With this fund the Committee constructed three new residences in the East Residence Compound, and one new one in the South Residence Compound. The cost of these residences range from about \$12,000.00 to \$17,000.00 local currency. Besides new residences, repairs and additions to existing buildings were effected at a cost of slightly more than \$6,000.00. The total cost of the residence construction under this fund was L.C. \$63,841.00. The excellent rate of exchange applicable to the gold appropriation of \$25,000.00 brought in L.C. \$92,000.00. At the time of writing there is a surplus balance on this residence fund of over \$28,000.00.

Besides the above there was constructed in the South Residence Compound the residence for the Nash family, under its own appropriation from the 1929 residence fund. The cost of this residence was slightly over \$20,000.00.

The construction of three new residences in the East Compound and two new residences in the South Compound completely fills the building lots in these two compounds. If other residences are necessary for the future, new sites will have to be found.

Amongst the old Chinese residence buildings on the additional plots in the southwest corner of the campus, the purchase of which was completed last summer, there was one fairly good group of buildings, which we have been able to enlarge and remodel, at a cost of slightly over \$4,000.00, resulting in a very specious and desirable additional residence, conveniently located on the campus. Funds for this purpose have been taken from the special appropriations by individual Trustees, given for the purpose of purchasing and clearing up these plots of land.

The parents of Professor Sailer have generously contributed a sum of \$3,000.00 Gold toward s new residence for the Sailer family. This residence is now under construction in the east part of the campus, at an estimated cost of about \$17,000.00. That portion of the cost not provided from the proceeds of the G\$3,000.00 specially contributed is to be supplied by the Committee from the 1930 residence fund. The new residence for the Sailer family is the second one toward which Dr. and Mrs. T. H. P. Sailer have contributed, and the University much appreciates this additional evidence of their interest and generosity.

3. Boyd Gymnasium:

The contractor's work on this building was completed in the autumn, and the building was transferred to the Committee on November 29th. Additional furniture and equipment were placed in the building during the following months, and from the late winter the building has been in constant use by the Women's College.

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The total cost to date has been slightly over L.C.\$206,000.00
A balance of approximately local currency \$10,000.00 still remains.
Exterior painting and some additional furniture must be provided
before the account can be finally closed.

4. Warner Gymnasium:

The central section of this building was completed and transferred by the contractor on the 17th of January, since which time it has been in constant use by the men students. This central section provides the main playing floor.

The donor, Mr. Warner, agreed last autumn to provide additional funds for the construction of the south section, and at the time of writing this portion of the building is ready for the roof. It should be entirely completed by the beginning of the autumn semester. The cost of the southern section is approximately L.C.\$32,000.00.

5. Training School Buildings for the Department of Education:

During the late spring of 1930 a special fund was reported by President Stuart for the construction of the additional class rooms of the Elementary School unit. Eight chien of substantial buildings were added, and in connection with the heating installation large heating mains connected with the Power Plant, sufficient for the entire group of school buildings planned by the Department, were installed. Unfortunately, the special fund promised for this construction has not yet been received, and the cost is carried at the present time as a deficit.

6. Unit C Lakeside Dormitory Group:

The Grounds and Buildings Committee has been confronted with the necessity of making some kind of provision for thirty or forty members of the University Staff, either unmarried or unaccompanied by their families, who are now housed in the Ta Yuan property, the lease of which expires in one more year. After discussion of many plans, our Acting Comptroller, Mr. Tsai, proposed that the balance of the 1930 residence appropriation (already mentioned above, which after all obligations are met will probably amount to L.C. \$24,000.00 or more) should be used to provide additional dormitories on the campus, thus permitting the students housed in the south dormitories outside the campus to be transferred from that group of buildings, making them available as a suitable residence for the unmarried men. The estimated cost of Unit C, the next part of the Lakeside Dormitory Group which should be added, is about L.C.\$35,000.00. The suggestion has been made that the building could be erected to the roof line and the concrete slab provided at the level be made waterproof and serve temporarily as a roof. If this proves practicable, it is thought that the fund remaining over from the 1930 residence appropriation would be almost sufficient to provide the necessary construction. The Committee has asked the Trustees in New York for approval to use the left-over residence funds in this way. It is not

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yet time to hear the decision. This plan, therefore, is in a very tentative state, but if ways and means of putting it into effect can be found, it gives promise of solving well the most important remaining residence problem, and also the problem of the inconvenient location of students in the south dormitory group.

7. Alumni Gate Accounts:

The total fund contributed by students and alumni toward the construction of the front gate was \$4,861.00. At the time, it was supposed that this would be sufficient for the building, but either through inaccurate estimates or poor construction management, the cost was about double this amount. Recently further efforts have been made amongst the alumni to increase the contributions, but with very limited success. Evidently the situation does not make a suitable appeal. Accordingly, the Alumni Secretary approached the Committee recently with the request that the account be considered closed, and that the University accept responsibility for the deficit. In view of the history of the project, this request seemed to the Committee reasonable, and has been approved.

8. Pagoda Water Tower Accounts:

Mr. James Porter, uncle of our Professor Porter, several years ago contributed a sum of \$7000.00, estimated to be sufficient to transform a mechanical water tower into the design of a pagoda. Later, this sum proved to be inadequate to cover the necessary cost, and recently the status of the account was reported to Mr. James Porter. He responded generously with a further contribution sufficient to cover the deficit. In addition, he added a small sum in order to correct the design of the pagoda cap, which does not follow exactly the design of the model at Tungchow, from which the whole pagoda was copied.

9. Fifth Dormitory for Women:

In the Women's College there are but four dormitories, and these are already overcrowded, whereas the quota of women students is still nearly thirty below the two hundred and fifty which may be admitted. Accordingly, the need for a fifth dormitory has presented itself, and an appeal has been made to the Women's College Committee in New York. The New York Committee still holds balance of approximately \$19,000.00, but it is not sufficient for the project. Efforts are being made to secure additional funds, and perhaps before another building season this project can be undertaken.

10. New Engine for the Power Plant:

The Power Plant is equipped with ~~the~~ one Diesel engine for the generation of electricity, which is barely able to meet present demands, leaving no reserve power nor alternative resource in case of a breakdown. In view of these circumstances, the Trustees last

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spring appropriated a sum of G\$25,000.00 for a new generator. During the autumn, after consultation with engineering experts both in China and in New York, the Committee placed an order with the same Danish firm which supplied the present Diesel engine. It is expected that the new engine will arrive during the present summer and be installed in time for use during the next academic year.

II. THE UNIVERSITY GROUNDS

1. Plots in the Southwest Corner of the Campus:

During the early summer of 1930 the Committee was able to complete the purchase of the lots within the campus lines, special funds for which had been contributed by individuals of the Board of Trustees. The total cost of these three lots was L.C.\$22,000.00. One of the lots contained a good residence, the remodeling of which has already been mentioned above.

2. Land Formerly Occupied by the Department of Agriculture:

The large plot of land in the southeast part of the campus, for many years occupied by the Agricultural Experiment Station, has been entirely vacated, and a considerable portion of it has passed to the Department of Education for its training schools. On the north and west borders of this plot a considerable space has been made available for tennis courts, both for the men students and for the Faculty, as described below.

3. Roads:

During the year the motor road leading through the compound from west to east has been completely laid out and metaled. It passes along the north border of the South Residence Compound, turns northward across the plot formerly occupied by the Agricultural Experiment Station, then eastward toward the pagoda on the high level in front of the Infirmary. After many prolonged discussions of location, this decision apparently meets with general favor, and is a great improvement in transportation on the campus. The Campus Improvement Fund has provided lighting for the new section, so that the road is now completed, graded and lighted between the west and east gates of the campus.

Another improvement in roads has been achieved by providing a new way from the Alumni Gate to the main road in front of the Women's College buildings, without passing along by the academic buildings. The new road turns directly south from the Alumni Gate, skirts the lotus pond on the west, and turns eastward towards the Women's College Administration Building, in front of which it joins the main road leading to the southern and eastern portions of the campus.

The cost of the road-building which has been carried on during the year has been met from a portion of the Campus Improvement Fund.

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Department of Education training schools having loaned a portion of their land for the time being, pending the receipt of funds for further construction.

The old athletic field at the west of the campus still remains, and is used for football, field hockey and baseball.

III. THE FUTURE OF THE GROUNDS AND BUILDINGS COMMITTEE

The Grounds and buildings Committee was provided for and its duties defined when the Board of Managers was first re-organized in the year 1916-17. During the long period when the University site had to be found and purchased and the entire building program executed, the Committee had constant and heavy responsibilities.

Now that the University is well settled on its permanent site and the building program in relation to the present organization of the University so nearly completed, there does not seem to be the same need for the regular functioning of this Committee. Furthermore, the distance of the University from Peiping makes it very inconvenient for members of the Board of Managers residing in the city to attend and take part in meetings of the Committee on the campus.

In view of these considerations, the Committee has proposed certain changes in the Committee's program of meetings and functions. The following action, passed by the Committee at its last stated meeting in May, reports the opinion of the Committee regarding future plans:

"VOTED to recommend to the Board of Managers as follows:

"A. That the Grounds and Buildings Committee of the Board of Managers be retained, but that it should not be expected to hold monthly or other stated meetings, as in the past, nor to concern itself with details of the administration with respect to grounds and buildings; that its meetings should be subject to call by the Chairman, if occasion demand; and that in general it should be consulted for new construction or investment in new property exceeding in value L.C.\$25,000.00.

"B. That there be consultation between the Board of Managers and the administrators of the University regarding the advisability of the organization of a committee which might be called 'The Committee on Finance, Property and Investment', as a part of the internal administration of the University, which committee should be entrusted with many of the duties heretofore performed by the Grounds and Buildings Committee."

Respectfully submitted,

Howard S. Galt, Secretary.

John Hayes, Chairman.