Minutes  
of the  
71st Meeting  
of the  
Board of Governors of  
Carleton College

TIME: Thursday, June 19, 1952 at 12:30 p.m.

PLACE: Rideau Club, Ottawa.

PRESENT: Dr. M. M. MacOdrum, Chairman pro tem, Mr. V. S. Castledine, Dr. McGregor Easson, Col. C. M. Edwards, Mr. H. R. T. Gill, Mr. C. H. Hulse, Dr. W. C. Macartney, Mr. W. D. MacKewen, Mr. T. R. Montgomery, Dr. H. S. Southam, Mr. F. W. White and Mr. N. F. Wilson. Also present: Mr. F. J. Turner.

CHANCELLOR: Dr. MacOdrum announced the acceptance by Dr. Southam of the position of Chancellor of the College. The College took pleasure in welcoming him to its highest office in recognition of his years of service and of the support he has given to the College. This announcement was met with applause.

CHAIRMAN OF THE BOARD: Dr. MacOdrum reported that by a previous decision Mr. Coyne became Chairman of the Board on the acceptance by Dr. Southam of the Chancellorship. This decision was confirmed.

CHAIRMAN PRO TEM: It was agreed that in the absence of Mr. Coyne Dr. MacOdrum take the chair.

MINUTES: The minutes of the previous 70th meeting were approved on a motion by Dr. Southam, seconded by Mr. MacKewen.

NATIONAL CONFERENCE OF CANADIAN UNIVERSITIES: Dr. MacOdrum reported that he had heard from several unofficial but reliable sources that Carleton College had been admitted to membership in the National Conference of Canadian Universities at its meeting in Quebec in June. Dr. Southam moved that the Board record its deep appreciation for the exceptional job done by the President in the negotiations for membership in the N.C.C.U. The motion was seconded by Dr. Easson and carried.

BUDGET CHANGE: It was moved by Dr. Southam and seconded by Mr. MacKewen that Miss M. Milne's salary (Appendix III of the Budget) be corrected to $170 plus $10 instead of $160 plus $10.
STAFF CHANGES: The following staff changes were approved on the recommendation of Colonel Edwards and seconded by Dr. Basson:

(a) Library
- Resignation of Mr. John M. Pechell, April 30, 1952, Library Assistant at $167 per month.
- Employment of Mrs. G. L. Reuber, June 1, 1952, as Clerical Assistant at $140 per month.

(b) Maintenance
- Termination of services, May 31, 1952, of:
  - Mrs. Anne Albert, Cleaner
  - Mrs. Helen Ford, Cleaner
  - Mr. George Horton, Cleaner.

(c) Administration
- Employment of Norman D. Penn, B.S., M.Ed., Director of Athletics, September 1, 1952 at $3,500 per annum.
- Leaves of absence of:
  - Miss Beverly Jones, Cashier, from June 22 to August 31.
  - Mrs. Ruth Verries, Office Assistant, from June 26 to August 10.

(d) Instruction
- Resignations, August 31, 1952 of:
  - Miss A. Y. Fleming, Assistant Professor of Commerce
  - Miss D. I. Inch, Lecturer in Spanish
  - Dr. N. D. Lane, Assistant Professor of Mathematics
  - Miss M. H. Menzie, Demonstrator in Chemistry.
  - Employment of Mr. Gottfried Klee, B.S., M.S., Demonstrator in Chemistry, September 1, 1952, at $2,400 per annum.
  - Termination of appointments, August 31, 1952, of:
    - Mr. G. M. Hougham, Lecturer in Political Science
    - Mr. W. J. Huggett, Lecturer in Philosophy
    - Mr. M. Zaslow, Lecturer in History.
  - Leaves of absence for one year, September 1, 1952 to September 1, 1953, of:
    - Mr. G. S. Couse, Lecturer in History
    - Mr. J. W. Wayno, Assistant Professor of Mathematics.

STAFF CHANGES 1953:

On the recommendation of the President, the appointment of Mr. Patrick A. Hill as Assistant Professor of Geology and Geography at $3,700 per annum, effective September 1, 1953 was confirmed on a motion by Mr. Castledine and seconded by Mr. Gill.

RETIREMENT PLAN:

Mr. Turner informed the Board that in line with the previous decisions of the Board in this matter he planned to write immediately to the Annuities Branch, Department of Labour and the Income Tax Branch to inform them that the College was increasing its contributions under the Retirement Plan from 5 to 6 per cent, effective July 1, 1952.
Mr. Turner reported that some progress in the implementation of this decision of the Board had been made; that he expected that a meeting of the Staff Welfare Committee would be held shortly to draft the plan in detail and that he hoped the plan would be in operation on the first of October.

The resignation of Mr. Ross and the appointment of Dr. Southam as Chancellor left two vacancies on the Board. Dr. MacOdrum suggested that a nominating committee of the Board be appointed. It was agreed that this Committee be named by the President.

The Investment Committee reported the following actions since last meeting of the Board:

1. The granting of a mortgage of $3,000 at 6% for five years to Mr. Howard E. Henry on his property at 555 Eighth Avenue, McKellar. In this connection the Committee also authorized the further sale of $2,000 Dominion of Canada 3% Bonds, due May 1, 1954-57 at the market approximately $98.65 and interest, the balance of the mortgage to come from the cash balance in the Capital Account.

2. Investment of $100,000 by a special Capital Grant from the Province of Ontario.

It was decided, on the recommendation of the Bursar that $20,000 of this amount be held in cash; $20,000 invested for 3 months and $60,000 invested in relatively short term securities. The Committee decided to invest $20,000 in Toronto General Trust guaranteed investment certificates for 3 months; to purchase $50,000 Quebec H.E.P.C. $4 Bonds, due March 1, 1962 at par; $15,000 Province of Ontario $4 Bonds, due December 15, 1961 at $101.3/8 and $16,000 C.N.R. 3% Bonds, due January 15, 1954-59 at $97.3/8.

It was moved by Mr. Gill and seconded by Dr. Basson that this report be approved. Carried.

The financial statement of May 31, 1962 was discussed. The estimated deficit for the year for current and plant funds combined was $15,000. Development Fund receipts during the year, however, had taken care of this deficit and will leave a balance of about $40,000 to be applied to the accumulated deficit.

Dr. MacOdrum stated that Carleton along with all the other Canadian and American institutions was in a period of declining registrations due to the low birth rate in the Depression. The College would, however, have to be prepared for a substantial increase in enrollment starting about 1956 and 57.

Dr. MacOdrum reported that he had named Professor G. B. Johnston as faculty representative on the Staff Welfare Committee to replace Miss A. Y. Fleming who had resigned.

The receipt of a thousand dollars in partial payment of the unrestricted bequest of the late A. Dworkin was reported. It was decided to refer this to the Finance Committee for recommendation as to the disposition of this bequest.
REPORT OF THE DEVELOPMENT FUND COMMITTEE:

A progress report of the Committee to May 30 was dispatched and Mr. Gill reported on the sixth meeting of the Committee held on May 20th.

It was moved by Dr. Southam and seconded by Mr. McKewen that the Board approve the recommendation of the Development Fund Committee that Mr. Turner attend the Workshop in Fund Raising at Pennsylvania State College (July 21 to August 9) and that his expenses up to $300 be paid.

Mr. Hulse spoke of the table of needs drawn up by the Development Fund Committee and suggested that this be placed in the hands of every member of the Board. He mentioned specifically its usefulness in discussing the needs of the College with potential donors. Mr. Turner was directed to mail a copy of this to each member of the Board.

NEXT MEETING:

It was agreed that the Board of Governors should meet again on September 18 at the Rideau Club at 12:30 p.m.

ADJOURNMENT:

The meeting adjourned at 2:25 p.m.

C. C. Gibson
Secretary.

J. E. Coyne
Chairman.