MINUTES

of the

SEVENTY-EIGHTH MEETING

of the

BOARD OF GOVERNORS OF

CARLETON COLLEGE

Time: Tuesday, September 22, 1953, at 12:30 p.m.
Place: The Rideau Club, Ottawa

PRESENT:
Mr. J. E. Coyne, Chairman, Mr. V. S. Castledine, Mr. A. A. Crawley, Dr. McGregor Eason, Mr. C. Fraser Elliott, Mr. H. R. T. Gill, Mr. Kenneth A. Greene, Mr. C. H. Hulse, Senator Norman P. Lambert, Dr. W. C. Macartney, Dr. M. M. MacOdrum, Mr. W. D. McKewen, Mr. T. R. Montgomery, Mr. Frank Fatten and Dr. John E. Robbins. Also present: Mr. C. V. Hotson, Dr. E. F. Sheffield and Mr. F. J. Turner.

WELCOME TO MR. ELLIOTT:
The Chairman welcomed Mr. Elliott on his return from serving Canada as Ambassador to Chile and High Commissioner for Canada in Australia.

REGISTRATION:
Dr. Sheffield reported that it appeared that registration in the day division would be up between 5 and 10% and that there was an increased enrolment in students from the Valley towns and from other communities.

MINUTES:
The minutes of the previous (77th) meeting were adopted.

SALE OF TEN ACRES:
Mr. Coyne reported that he had been approached by the Department of Public Works with regard to the purchase of approximately 10 acres of land for use as a site for the RA Recreational Building. The Department asked that a sale price be put on the land and he had quoted to them a price of $2,500 an acre. He also reported that he had received recently a counter offer of $1,500 an acre. He suggested and the meeting agreed that he submit a new offer below the original one with the expectation that an agreement might be reached at a price of about $2,000 an acre.

NEW SITE:
Mr. Coyne reported that members of the Committee named at the last meeting of the Board had met with the officials of the Federal District Commission and received the impression that the Commission had no serious objection to the proposal of Carleton College to develop a university on its property. Arrangements had been made for a delegation of the College to appear before
the Commission and outline the whole plan at a fall meeting, likely in October.

In the meantime he reported Messrs. Falharrie and Cassels had made some engineering investigations and had submitted a report. From this report it appeared possible that water and sewage services could be secured on site or from the City mains at a reasonable cost. The cost of on site services was estimated at $58,000. If services were secured from the City it seemed likely that these could be shared with the RA building on the basis of the RA paying one half of the water and sewer lines common to both. The cost to the College would be $53,000.

The Board agreed that the College should present its proposal for the development of its site to the Federal District Commission and to the City of Ottawa.

REPORT OF THE EXECUTIVE COMMITTEE:

The minutes of the 75th meeting of the Executive Committee were presented as a report. It was agreed that this report be approved. A copy of the minutes of the 75th meeting of the Executive Committee is attached to the original copy of these minutes.

FIRE INSURANCE
291 FIRST AVENUE:

On the recommendation of the Bursar, the Board agreed that fire insurance on 291 First Avenue be increased from $8,000 to $14,000 and that the contents be insured for $4,000.

BOARD MEMBERSHIP:

It was moved by Dr. MacOdrum, seconded by Mr. McKewen that Dr. E. W. R. Steacie be elected to fill the vacancy in the group retiring in 1955. Carried.

MEMBERSHIP IN THE CORPORATION:

On a motion by Dr. MacOdrum, Mr. Kenneth A. Greene, The Honourable Norman P. Lambert, Mr. Frank Patten and Dr. Steacie were named members of the Corporation of Carleton College.

LOCKERS:

As instructed by the 72nd meeting of the Board of Governors, the question of locker rentals was brought back to the attention of the Board. Mr. Turner reported that he had increased the locker rental charge from 50¢ a student to $1.00 a student, (two to a locker). This action was approved.

In addition, the Board authorized the purchase of an additional 20 to 30 lockers.

LOAN TO STUDENTS' COUNCIL UNION EXTENSION:

Dr. MacOdrum brought to the attention of the meeting the agreement between the College and the Students' Council authorized at the 52nd meeting of the Board of Governors on November 24, 1949.

Under this agreement the College loaned the Students' Council the $5,479.11 necessary to pay for the Extension "the balance
of such funds advanced to be repaid, plus carrying charges, out of the Students' Association fees of future years'.

On June 30, 1953, the balance of this loan outstanding was $1,206.90.

In view of the fact that since 1949 the College had had bank loans for relatively short periods and because the building was a donation by the Students' Association to the College, it was suggested that the Board might wish to reconsider its decision to charge interest on the loan.

It was agreed that interest on this loan be not charged and that the Students' Council be so informed.

FEES RECEIVABLE WRITE-OFF:

It was agreed that the following accounts be written off as of June 30, 1953:

1950-51 Session

1951-52 Session (Fees)

1950-51 Session (Canteen)

1951-52 Session (Canteen)

1950-51 Session (Library Fines)

INSTRUCTIONAL STAFF:

On the recommendation of the President, the Board approved the appointment of Dr. J. E. Gibbs as lecturer in Mathematics at $3,000 a year, effective September 1, 1953, to replace Professor J. W. Mayne who had decided not to return to the College following a two-year leave of absence.
The following staff changes were approved on the recommendation of the President and Bursar:

Administration:

Employment of Mrs. C. L. O'Brien, as clerical assistant, (library) at $135 a month, effective July 1, 1953.
Employment of Miss M. R. Feto, as stenographer, at $170 a month, effective July 27, 1953.
Employment of Mrs. Frances O'Leary, as stenographer, at $170 a month, effective September 8, 1953.
Resignation of Miss Beverley Jones, as bookkeeper, at $155 a month, effective September 15, 1953.
Employment of Mrs. Evelyn Kertland, as bookkeeper, at $150 a month, effective September 8, 1953.
Employment of Mrs. Ruth MacIvor, as stenographer, at $180 a month, effective September 14, 1953.

Canteen:

Employment of Mrs. Shirley Hudson, at $41.50 per week, effective September 15, 1953.
Employment of Mrs. Irene Kemp, at $32.50 per week, effective September 15, 1953.
Employment of Mrs. Ada Swallow, at $25.00 per week, effective September 21, 1953.

Maintenance:

Employment of Mr. Arthur A. Evans, cleaner, at $175 per month, effective September 1, 1953.
Employment of Mrs. Alice Davey, as cleaner, at $130 a month, effective September 1, 1953.

FINANCIAL STATEMENTS:

Financial Statements:

The financial statements for the year ended June 30, 1953, prepared by the Bursar and Accountant were introduced and discussed. In the discussion depreciation policy was raised. Some of the reasons for depreciating fixed assets in university accounts were (a) as a charitable institution the College has no corporate income tax to pay
(b) normally the money for fixed assets is raised by gifts to the university
(c) fixed assets sometimes depreciate in value.

The Bursar was instructed to report on normal university practice to a future meeting of the Board.

It was moved by Mr. Castledine, seconded by Mr. McKewen that the Board approve the financial statements as submitted.
The President recommended that the office staff be put on a five-day week and that the working hours be increased by 40 minutes a day, Monday through Friday, September through May, and that the Registrar's Office be kept open Saturday mornings when there were classes on the understanding that this would not affect the instructional programme. The Meeting agreed.

The President and Chairman of the Board were named a nominating Committee for the election of Governors to be held at the meeting of the Corporation, Tuesday, September 29.

The consideration of the purchasing policy of the College arose out of a discussion in the Development Fund Committee. It was the feeling of several members of the Committee that the College public relations would be improved if the College business were spread more evenly among the business firms of the city.

Following a discussion, it was agreed that in those cases where the price was not likely to differ between the firms, the business should be spread as much as possible, but that in cases such as the supply of coal, where there is likely to be considerable variation in price, the policy of inviting tenders should be continued.

The President reported that he had accepted an invitation to attend the centenary celebration of University College in Toronto, October 16, 17, 18. It would also be possible for him to attend the installation of Samuel Beatty, Dean Emeritus of the Faculty of Arts and Science of the University of Toronto, as Chancellor of the University.

The President also reported that he and Dr. MacFarlane had accepted invitations to attend "Canada's To-morrow", arranged by the Canadian Westinghouse Company for November 13 and 14 in Quebec City.

Dr. MacDrum reported that he had accepted an invitation from the Dalhousie University Club of New York to participate in "Operation Six Presidents" - a dinner in New York on November 20. This dinner is to be given in honour of the six graduates of Dalhousie who are now presidents of Canadian universities.

The President reported that he had attended the St. Francis Xavier centenary celebrations at Antigonish, N. S. in June.

The meeting adjourned at 2.00 p.m.

C. J. Gibson,  
Secretary.  
J. E. Coyne,  
Chairman.