MINUTES

of the

EIGHTY-FOURTH MEETING

of the

BOARD OF GOVERNORS OF

CARLETON COLLEGE

Time: Thursday, September 16, 1954, at 12:30 p.m.
Place: The Rideau Club.

PRESENT:
Mr. J. E. Coyne, Chairman, Mr. V. S. Castledine, Mr. W. M. Connor, Dr. McGregor Easson, Colonel C. M. Edwards, Mr. Fraser Elliott, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene, Senator Norman F. Lambert, Dr. W. C. Macartney, Dr. M. M. MacO drum, Mr. A. E. MacRae, Mr. T. R. Montgomery, and Mr. Frank Fatten. Also present: Mr. C. V. Hots on, Dr. J. A. B. McLeish, and Mr. P. J. Turner.

MINUTES:
The minutes of the previous (83rd) meeting were approved.

REPORT OF THE EXECUTIVE COMMITTEE:
The minutes of the 78th meeting of the Executive Committee which were attached to the notice of the meeting were submitted as a report. This report was approved.

STUDENTS' UNION FURNITURE:
Mr. Turner reported that the practice of other universities was that not only the building but also the furniture of the Students' Union was officially owned by the university. Furniture of Carleton's Union is now carried on the books of the College and it was agreed that no change should be made.

COTTAGERS:
Mr. Turner was asked to remind the cottagers that the October 1 deadline for removal from the cottages was close at hand. It was agreed that this reminder should be made through Mr. Sherwood's office.

BEQUEST OF MRS. LILA WILSON:
Mr. Turner reported the receipt of a cheque for $5,000 in payment of the bequest of Mrs. Lila Wilson to be used at the discretion of the Board of Trustees for the purposes of making loans to worthy students. He also reported that this money was not immediately required for loans. He suggested that it be invested temporarily. This was approved.

CLERICAL STAFF:
The following resignations and appointments were reported:

Administrative Staff:
Employment of Miss Beverley Jones, as clerk typist, effective September 13, 1954, at $170 a month.

Employment of Mrs. Margaret Gimmaes, as periodicals assistant, at $140 a month, effective September 7, 1954.
Resignation of Mr. Ivan Lu Qui, as library assistant, at $140 a month, effective September 24, 1954.
Leave of absence, without pay, from September 13 - 27. Miss M. Milne.

Maintenance:

Employment of Mr. J. A. Stewart, as fireman, effective August 24, 1954, at $195 a month.
Employment of Mrs. B. Meston, as cleaner, effective September 1, 1954, at $145 a month.
Employment of Mr. A. Evans, cleaner, effective September 1, 1954, at $195 a month.
Employment of Mrs. R. Chalker, as cleaner, effective August 1, 1954, at $145 a month.
Employment of Mrs. L. Auger, as cleaner, effective August 9, 1954, at $145 a month.
Resignation of Mr. W. Dempster, caretaker, effective August 31, 1954.
Resignation of Mrs. E. Dempster, cleaner, effective August 31, 1954.
Salary of E. Dorsett $195 a month instead of $205 as approved in the budget.

Canteen:

Employment of Mrs. Shirley Hudson, canteen manager, effective September 7, 1954, at $46.50 a week.
Employment of Mrs. Irene Kemp, as canteen assistant, effective September 7, 1954, at $37.50 a week.
Employment of Mrs. Ada Swallow, as canteen helper, effective September 8, 1954, at $30.00 a week.
Employment of Mrs. Marie Keeler, as canteen helper, effective September 20, 1954, at $25.00 a week.

These resignations and employments were approved.

BANK LOAN:

Mr. Turner reported that he had negotiated a line of credit of $25,000 at 4 1/2%, by note, from the Bank of Nova Scotia for the period July 31 to September 15, 1954. The maximum loan required had been $10,000.

INSTRUCTIONAL STAFF:

Dr. MacOdrum referred to changes in the instructional staff for the year and reported the employment of the last two replacements: Miss Eleanor Swallow, B.A., M.A. (Alberta), Ph.D. (Cornell), as Assistant Professor of Classics, at $3,800 a year, and Mr. John Garner, B.A., M.A. (Toronto), as lecturer in Political Science, at $4,200 a year.
Dr. McLeish reported that applications for admission and registrations to date indicated that the forecast of 528 full-time students for 1954-55 was likely to be realized.

Mr. Coyne reported that the architects were at work and had produced a number of site plans. At a series of meetings with officers of the College, these plans have been discussed. He also reported that the association of architects was holding its second meeting on September 17.

Mr. Castledine reported that the last meeting of the Investment Committee had met on September 15 and had taken the following actions:

1) Approved the deposit of $16,200 on a daily basis with The Toronto General Trusts Corporation as of October 1, this money being the proceeds of the redemption of the holdings of Dominion of Canada 3% of 1964-57.

2) Agreed that $5,000 of Loan Funds not immediately required be invested temporarily by being placed on deposit with the Toronto General Trusts Corporation on a daily basis.

3) Agreed that $10,000 additional receipts from the Expansion Programme be temporarily invested in short term bonds on the recommendation of Mr. Carmean.

4) Agreed to defer consideration of the quarter investment in commons until Mr. Crawley's return early in October.

5) Gave preliminary consideration to a proposal to invest some of the College money in growing Christmas and timber trees. Mr. Turner had reported that a 150-acre parcel of land, well suited to growing coniferous trees, was for sale at $10 to $11 an acre. He also reported that his preliminary investigation of costs and returns indicated that substantial returns were possible but that the danger of insects, diseases, and fire were difficult to assess. The proposal was favourably received.

It was presented to the Board so that the Committee would have the benefit of the Board's discussion when it considered the proposal again.

The Board agreed that the Committee should continue its study and that after more information had been gathered a memorandum should be circulated to each member of the Board.

Mr. Patten presented a table of secondary school enrolment from 1935-53 with a projection of estimated enrolment to 1967. From 1935 to 1953 the Ottawa high school population has been fairly constant around the 6,000 mark, but the enrolment estimated for 1967 was 12,323. This estimate, Mr. Patten reported, was based entirely on children already born in Ottawa and therefore did not take into account additions to enrolment arising from movement of families into the city.
Accounts for the year 1953-54 were submitted and the meeting was informed that the auditors were prepared to certify these accounts as soon as they were adopted by the Board. In the discussion it was suggested that in the future the accounts should be submitted in comparative form.

The accounts for the year ending June 30, 1954 as submitted were adopted.

It was agreed that the annual meeting of the Corporation be held on Thursday, September 30, in the Library of the College.

Dr. MacGdrum reported that the Executive Committee of the Association of the Universities of the British Commonwealth had met at Queen's University September 8 - 10, and that along with the Presidents of other universities, he had attended several of the sessions. A delegation of five from the Association of American Universities had also been present.

Dr. MacGdrum reported that he had received an invitation to attend and to participate in the academic procession of the third university convocation of the bicentennial year of Columbia University on October 31, and that he was planning to accept.

The meeting adjourned at 2:30 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.