CARLETON COLLEGE

MINUTES

of

THE MEETING

of

THE BOARD OF GOVERNORS

DATE: Friday, November 6, 1942.

TIME: 12:15 p.m.

PLACE: Chateau Laurier

PRESENT: Dr. H. M. Tory in the Chair, Mrs. Phyllis Turner, Dr. McGregor Easson, Mr. F. C. Jennings, Mr. E.J. Jenkins, Dr. J. E. Robbins, Dr. H. L. Keenleyside, Mr. C. C. Gibson, Mr. W. M. Connor, Mr. N. Wilson, Colonel C. M. Edwards, Mrs. Bryce Stewart, Mr. C.W. Cowan, Dr. W. C. Macartney.

Before reading the Minutes, Dr. Tory called the attention of the Meeting to the fact that Mr. had resigned as Registrar since the growth of the College made full-time office service necessary. He proposed that Mr. Shaw be appointed Secretary of the Board of Governors, for which he should be paid an Honorarium of $100.00 per annum.

1. MINUTES: The President asked Mr. Gibson to be good enough to act as Minutes Secretary for the meeting until Mr. Shaw should arrive. The Minutes of the last meeting were read and approved.

2. REGISTRATION: The President reported that Registration was now just over 700 students. Of these 198 were registered in second year subjects. The number 700 included the following special courses:

(1) Child Psychology .................. 53 registered
(2) Labour Relations .................. 20 "
(3) Chinese ............................. 20 "
(4) Japanese ............................ 19 "

The President also stated that there was a considerable number of university graduates taking courses not included in their own university course.
With regard to the special course in Russian, the President announced that the 54 registrations in that course made it necessary to sub-divide the class. He stated also that the 100 registrations in beginners' Spanish class made it necessary to divide it into 5 separate units. In addition, there is an advanced Spanish class of 22 students. The President said that no doubt the registration in Russian and Spanish was somewhat abnormal, and would probably not be so great next year, although doubtless a fair number would continue their courses.

Speaking generally, the President said that it was remarkable how quickly the whole system had got into smooth operation; it was running as normally as anything he had experienced in older universities.

The report of the Finance Committee was given by the Treasurer, Mr. W. M. Connor. The details of a tentative estimate of Income and Expenses for the year showed the following figures:

Estimated expenditure for teaching .......... $6,250.00
Administrative assistance .................. 1,500.00
Equipment (Library, etc) ................. 2,000.00
Building rent and cleaning ................. 400.00

Thus making a total of .................. 10,150.00

In addition there had been expended ....... 1,100.00
for Clerical assistance, Office Equipment, etc., making the Total Estimate ........... 11,250.00

The Estimated Income was placed at ...... 14,500.00

The Finance Committee recommended that a special allowance of $250.00 be made to cover travelling expenses, etc. The statement would thus become:

Estimated Income ...................... $14,500.00
" Expenditure .......... $11,250.00 
Special Extra Vote ............ 250.00 ) 11,500.00

The details of the Estimated Expenditures are attached. The President explained that this must be considered only as an estimate. He hoped by the time of the next meeting that the Income of the College could be more closely estimated, as well as the Expenditures that would have to be associated with equipment, books, etc. He assured the Board, however, that no doubt
the College was in a perfectly health condition financially. He also stated that Subscriptions to date had been paid in amount to ...... $1,700.00.

It was agreed that the Staff be paid on a monthly basis.

Due to the fact that there had been difficulty, shared in common by all the universities, in securing equipment for the chemical laboratories, the President recommended that the Laboratory Fee of $5.00 be remitted this year and only breakages charged. The Finance Committee agreed.

The Financial Committee further recommended that a payment of $100.00 be made to Mr. ... for work done by him during the Registration period, and this was agreed to by the Board. The Committee also recommended that $150.00 be paid the Y. M. C. A. for services rendered by ... for the months of July and August, and for rental of office space. Dr. Keenleyside, President of the Y. M. C. A. and speaking for the Association, said that they regarded the help given by it as a contribution to the establishment of the College, and did not wish to accept any compensation for it. Under these circumstances the matter was dropped.

On the resolution of Mr. Connor and Dr. Keenleyside, the Report of the Financial Committee was adopted.

4. ORGANIZATION OF SPECIAL CLASSES:

The President reported that the following persons had been secured to give instruction in the Special Classes:

(i) Child Psychology ............... Dr. Dunlop
(ii) Labour Relations ............... Mr. McKellar
(iii) Chinese ........................ Mrs. Lee
        Mr. Can Chu
        Mr. Taylor
(iv) Japanese ....................... Miss Ikeda
        Mr. Norman
        Miss MacFarlane

5. RECOGNITION of the UNIVERSITIES:

The President reported that he had applied to the Universities of Canada for Recognition for the courses being offered by Carlton College in the first two years. He had been called to Toronto for an interview with Senate Committee, and had complied.

The purpose of applying to all the universities was that many of the students here might be returning later to their own Provinces, and would wish to finish their courses at their own Universities.
The President stated that he had received favourable replies from Queen's, Alberta, Mount Allison, and Acadia, and that he had no doubt Recognition by others would be coming in due course.

The statement from Queen's was as follows:

"The Faculty of Arts congratulates Carleton College on the opening of its first session and places itself on record as prepared to accept for credit at Queen's University equivalent credit at Carleton College."

The President also reported that Mr. Patten, the Administrator of the School Board, had submitted an account which included Rent, Heat, Light, and Cleaning for the rooms in the High School of Commerce of $8.00 per month per room. It was agreed that this was a very moderate charge, and that this was to be a part of the Expenses of the Institution.

6. ADDITIONAL SUBJECTS OF INSTRUCTION:

The question of whether further special subjects should be treated during the present winter was raised, and Dr. Robbins reported on a conversation which had taken place between himself and the President, on the possibility of giving a course which would bring together in a systematic whole the various proposals for World Organization now being put forward, in order that a clear picture of present tendencies might be arrived at.

After some discussion it was agreed that if a suitable person could be found, this would be an extremely useful thing to do. A committee of Dr. Tory, Dr. Robbins, and Dr. Keenleyside was appointed to go into the matter fully, with authority to act if a suitable lecturer could be found.

The question of whether it would be wise to take steps to bring to the whole Ottawa Association for the Advancement of Learning the progress already made was raised. The President said that under the Articles of Association one meeting would be held during the year, in June, but he had thought of the possibility of calling a special meeting for the purpose mentioned.

7. ADJOURNMENT: The meeting adjourned.