MINUTES
of the
TWENTY-EIGHTH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (INC.)

DATE: February 5th, 1947.

PLACE: Faculty Room, Carleton College, 268 First Avenue, Ottawa, Ontario.

PRESENT: Mr. W.M. Connor, Acting Chairman; Dr. McGregor Basson, Colonel C.N. Edwards, Mr. C.C. Gibson, Mr. K.A. Greene, Mr. E.J. Jenkins, Mr. F.C. Jennings, Mr. W.S. Kidd, Mr. W.D. McKewen, Mr. F.G. Patten, Dr. John E. Robbins, Mr. H.S. Southam, Mr. F.W. White, Mr. Norman Wilson and Dr. M.M. MacOdrum.

MINUTES: The Minutes of the previous meeting were read and approved. In the absence of Dr. H.M. Tory, Mr. Connor was invited to preside as Acting Chairman.

INTERIM ADVISORY COMMITTEE: It was moved by Mr. Southam and seconded by Mr. Wilson that in response to the urgent request of the Vice-President, an Interim Advisory Committee be appointed to act with Dr. MacOdrum in the administration of the College during the absence and serious illness of the President and continue in existence until such time as this Board shall otherwise determine, the members of the committee to be as follows: Mr. Connor, Mr. McKewen, Mr. Gibson, Mr. Greene, Dr. Robbins and Mr. Patten.

SIGNING OFFICER: Arising out of the same circumstances, it was moved by Mr. Greene and seconded by Colonel Edwards that Mr. McKewen be appointed an additional signing officer.

DR. H.M. TORY: Concerning Dr. Tory's illness, for the information of those members of the Board who might not have heard the details, Mr. Connor reported that Dr. Tory contracted a cold about January 16th, 1947, which developed into an intestinal disturbance and he was removed to the hospital on January 29th, 1947, and unfortunately, Dr. Tory was not making the recovery expected and it was now reported that his illness was serious. Regret was expressed by all members of the Board.
NEW BOARD MEMBERS: It was reported by Mr. Southam that Senator Norman M. Paterson and Honourable Mr. Justice I.C. Rand had expressed their willingness to become members of the Board. It was therefore moved by Mr. Southam and seconded by Dr. Robbins that Senator Paterson be appointed a Governor for a term of three years and Mr. Justice Rand be appointed a Governor for a term of two years. The motion was carried unanimously.

AUDITOR’S REPORT: Mr. Connor presented the Auditor’s Report in a bound form. Because of the volume of the business on the Agenda, the report was deferred on motion of Mr. McKewen and seconded by Dr. Basson.

INSURANCE: Mr. Greene reported upon the matter of Insurance which had been left over from the last meeting and explained that an appraisal value of $335,000.00 was placed on the College building by Mr. Newart and a policy for that amount, on a replacement basis, had accordingly been effected.

COMMITTEE ON STUDENT’S AFFAIRS: Dr. MacOdrum reported that the Joint Committee on Student’s Affairs had been formed. The Committee had held its first meeting and appeared to be on a working basis and should be an asset to the College. He also reported that in accordance with the provisions made in the minutes of the last meeting, the Book Room had been transferred from the basement floor to the second floor and the room thus vacated would shortly be put at the disposal of the students for use as an extra Smoking Room. Some discussion took place in the course of which Mr. White very generously offered to donate certain surplus Cafeteria equipment for which a use probably could be found. The offer was gratefully accepted and Dr. MacOdrum agreed to make arrangements to have the equipment moved to the College building.

BOOK ROOM: Dr. MacOdrum reported that Miss Wills, who had been appointed to catalogue the books in the College Library, was working two evenings of the week and making very satisfactory progress. Mr. Stephen Ladigen, a Second Year Journalism student, is in charge of the Library the other three nights of the week. During the daytime, Mrs. Betty Coupland is in charge of the Library all through the week. The rates of pay in connection with this Library work are: Miss Wills, $7.50 each evening; Mr. Ladigen, $2.00 each evening; Mrs. Coupland, $80.00 each month.

LIBRARY: Dr. MacOdrum reported a possible need for the services of a Librarian’s Assistant. It was agreed that the appointment of an Assistant be made by Dr. MacOdrum if the need should become obvious.
THIRD & FOURTH YEARS:

Dr. MacOdrum reported that since the last meeting, discussions had been continued on the subject of introducing instruction in Third and Fourth Year work in Arts, Pure Science and Commerce. At a meeting of the Faculty of Arts and Science on February 4th, 1947, the members of the teaching staff expressed their readiness to proceed with Third Year instruction if it were found possible to make some six or eight further permanent appointments. Dr. MacOdrum said there would be a further study of this matter and recommendations would be brought before the members of the Board at its next meeting.

LABORATORIES:

Dr. MacOdrum reported that the Physics Laboratory and the Chemistry Laboratory in the College building are now equipped and in use but he added that these laboratories, in themselves, are not adequate for the whole instructional need.

CAMPAIGN COMMITTEE: Mr. W.D. McKowen, Chairman of the Carleton College Campaign Committee, presented his report. He reported that numerous Campaign meetings had been held and the Campaign was well advanced. Some 3,000 individuals and firms have been selected for canvas, 25 Unit Captains have been appointed, each to appoint 10 canvassers, working out to about 10 names per canvasser. Advertising and distribution of literature is to take place the week of the 10th of February, 1947. The actual canvas is to take place from February 17th, 1947, to February 28th, 1947. It was further explained that the 3,000 names included 100 on a special list to be dealt with by the members of the Board. The Civil Servant's list is being dealt with separately. A discussion of a general nature concerning the Campaign then took place. It was agreed that the selection and distribution of the special names should be deferred until the conclusion of the regular business on the Agenda.

CLEANING:

Dr. MacOdrum next reported on certain problems of building maintenance and cleaning. Upon Dr. MacOdrum's suggestion, it was agreed that these matters should be referred to the Interim Advisory Committee.

MIDTERM EXAMINATIONS:

Dr. MacOdrum reported that as the results of the Midterm Examinations had been considered, some 31 students in First Year and some 6 students in Second Year would shortly receive letters requesting their withdrawal from the College but that these letters would contain an invitation to the students to lodge an appeal with the Committee on Studies if they felt the request for withdrawal to be unreasonable and unfair. Dr. MacOdrum reported that in the case of those students whose tuition fees are being paid by the Department of Veterans Affairs, the proper officials of the Department of Veterans Affairs had been consulted. It was the policy of the Department to accept the recommendations of the College as to which
students should be asked to withdraw from course as a result of failure in examinations.

**BONDING OF STAFF:** Dr. MacOdrum called attention to the Board to a suggestion made by the Auditors in the letter which accompanied their Annual Report. The Auditors recommended that consideration be given to the bonding of the staff who are responsible for the handling of cash. It was agreed that the recommendation of the Auditors be implemented immediately.

**SALARY INCREASES:** Dr. MacOdrum recommended the following salary increases: Miss Doris Tyner, $75.00 to $85.00 a month, Miss Opal Ambridge, $65.00 to $100.00 a month, Miss Betty Buckley, $115.00 to $125.00 a month. These increases were approved upon motion of Mr. Southam and seconded by Mr. Greene.

**OTHER BUSINESS:** Dr. MacOdrum then tabled several items of correspondence which were referred to the Interim Advisory Committee.

The meeting adjourned