MINUTES
of the
THIRTY-EIGHTH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING
(Carleton College)

TIME: June 2, 1948, at 5 p.m.

PLACE: Faculty Room, Carleton College, Ottawa

PRESENT: Mr. H. S. Southam (chairman), Dr. McGregor Basson, Dr. Hugh L. Keenleyside, Mr. W. S. Kidd, Dr. W. C. Macartney, Dr. M. M. MacOdrum, Mr. A. E. MacRae, Mr. W. D. McKewen, Mr. T. R. Montgomery, Mr. Justice I. C. Rand, also Mr. E. F. Sheffield and Mr. F. J. Turner.

MINUTES: The minutes of the 37th meeting were approved.

MOTTO: Slow progress was reported in the selection of a new motto to replace "Quaecumque vera". The Executive Committee had recently agreed to recommend the adoption of the words, Truth - Goodness - Beauty, but subsequently some of the students had expressed themselves as not happy about the choice because the words seemed to them to be not appropriate to the more robust of the student activities. Action was postponed pending further study of the problem by the Executive Committee.

BUILDING COMMITTEE: It was moved by Mr. McKewen, seconded by Dr. Basson, that the Building Committee be dissolved and its duties taken over by the Executive Committee. The motion was carried.

EMPLOYEE RETIREMENT PLAN: The employee retirement plan recommended by the Executive Committee was outlined. In the discussion it was suggested that the Executive Committee re-examine the proposal to have contributions of the College vested in employees after a period of five years. It was moved by Dr. Keenleyside, seconded by Mr. MacRae, that the proposed plan be approved in principle and the Executive Committee be given authority to proceed with the details and to put it into effect. The motion was carried.
CURRENT FUNDS BUDGET, 1948-49:
The proposed current funds budget 1948-49 was presented. Income for the year was estimated as $154,186, and expenditures as $245,502, and deficit as $91,316. Mr. MacRae reported that other Canadian universities had recently increased their tuition fees and suggested that the Executive Committee give consideration to an increase in fees at Carleton College. The budget was approved.

CONFERENCE OF ONTARIO UNIVERSITIES:
Dr. MacOdrum reported that he and the Administrative Officer have been invited to meet with the Minister of Education and the academic and business heads of other Ontario Universities and Colleges on June 26th in Toronto to discuss the problems of higher education in the province.

REPORTS FROM EXECUTIVE COMMITTEE:
On motion by Dr. Macartney the Board confirmed the following matters reported to it by the Executive Committee:

Administrative Staff. (a) Authorized increase of $500 per annum in President's salary, effective March 1, 1948, and $500 in Administrative Officer's salary, effective June 1, 1948. (b) Confirmed appointment of Hilda G. Gifford as Librarian at $2800, effective August 16, 1948. (c) Decided to postpone appointment of Director of Evening and Extension Services for a year.

Instructional Staff. (a) Authorized salary increments for continuing members. (b) Confirmed the following additional appointments, effective September 1, 1948 (except where otherwise noted):

Gordon Couse, Lecturer in History, at $2500
H. Scott Gordon, Assistant Professor of Economics, at $3500
Doris I. Inch, Lecturer in Spanish, at $2500
H. H. J. Nesbitt, Assistant Professor of Biology, at $3500
D. M. Shepherd, Lecturer in Classics, at $2500
C. W. Taylor, Instructor in Drafting, at $2500 mo. for 7 mos., beginning September 15, 1948.

(c) confirmed the following promotions, effective September 1, 1948:

A. M. Beattie, from Lecturer to Assistant Professor of English
M. Mercedes French, from Sessional Lecturer to Lecturer in Spanish
E. W. Stedman, from Sessional Lecturer to Assistant Professor of Engineering

(d) Accepted resignation of John Garner, Lecturer in Political Science, and granted one year's leave of absence without pay to J. W. Mayne, Lecturer in Mathematics.
Clerical Staff. Authorized necessary changes, additions and salary adjustments.

Maintenance Staff. Authorized necessary changes, additions and salary adjustments.

Rideau Campus. Authorized the donors of the Rideau property to speak for the College when applying to the City of Ottawa and Nepean Township for annexation of the whole parcel.

Plant Requirements. (a) Purchased three-storey house at 275 First Avenue for $15,000, to be used as student activities building. (b) Authorized necessary alterations in main building to provide for creation of a second chemistry laboratory, an additional small physics laboratory, a new biology-geology laboratory, and a new science lecture room.

Insurance. (a) Increased fire insurance coverage on building from $335,000 to $435,000 and on contents from $15,000 to $60,000. (b) Authorized addition of non-owned automobile insurance and tuition fee insurance.

Building and Endowment Fund Campaign, as of May 36, 1948. Total pledges: $365,932.08, total payments: $286,203.65.

Plant Funds. Estimated available to June 30, 1949, $210,000. Estimated expenditures to June 30, 1949, $96,000.00.

D.V.A. Supplementary Grant. Allocated 1947-48 grant of $39,670.00 to Plant Funds.

Endowment Funds. (a) Received $2,000 from the Ottawa Citizens' War Services Committee to endow a bursary fund for the benefit of veterans and their dependents and descendants studying at Carleton College. (b) Received notice of bequest by the late Mr. W. M. Southam of $50,000 to endow scholarships. (c) Litigation proceeding re Tory Estate.

Investments. Re-organized Investment Committee with Mr. W. D. McKewen as Chairman.

College Bookstore. Authorized sale of students' supplies as well as text books.

Students' Association Fee. Authorized increase from $8 to $13 for full-time students.

Student Health Service. Authorized addition of $2 health fee for full-time students and inauguration of a minimum student health service, to begin in the fall of 1948.

Convocation. Approved plans for convocation at 3:00 p.m., Friday, June 4th.
Registration. Actual, 1947-48: Day 535, Evening degree courses 733, Department of General Education 364, Total 1,611. Estimated for 1948-49: Day 585-635, Evening degree courses 833-1033, Department of General Education 464-564, Total 1,750-2,000.

Evening Division. (a) Authorized payment of part-time instructors by course rather than by class session. (b) Approved plans for summer term in evening division. (c) Approved scheduling of evening classes in two groups, 6 to 8 p.m., and 8 to 10 p.m., for winter, 1948-49. (d) Agreed to accommodate McGill University evening classes in communications engineering during 1948-49.

Membership. Accepted resignation of Mr. W. M. Connor from Executive Committee.

ANNUAL ASSOCIATION MEETING:

It was agreed that the date of the annual meeting of the Ottawa Association for the Advancement of Learning should be September 22, 1948, and that the President and the Chairman appoint a Nominations Committee to nominate Members of the Board, Officers, and Standing Committees.

NEXT MEETING:

It was agreed that the final meeting of the Board of Governors for this year be held on September 15, 1948, at 5 p.m.

OTTAWA LADIES COLLEGE GRANT:

The receipt of a cheque for $3000 from the Board of the Ottawa Ladies College was reported by Dr. MacOdrum. The covering letter stated that this grant was for the year 1947 and that four subsequent annual grants of the same amount would be forthcoming. The Board accepted the grant with thanks, and directed that a letter of appreciation be addressed to the Board of Trustees of the Ottawa Ladies College.

CORRESPONDENCE:

The receipt of a letter from Mr. C. Fraser Elliott was reported. The letter conveyed greetings and good wishes to the Board of Governors and to all associated with Carleton College.

ADJOURNMENT:

The meeting adjourned at 6:40 p.m.

C. C. Gibson
Secretary.

H. S. Southam
Chairman.