MINUTES

of the

FIFTY-FIRST MEETING

of the

BOARD OF GOVERNORS

of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING

(Carleton College)

TIME: Thursday, October 27, 1949, at 5:00 p.m.

PLACE: Faculty Room, Carleton College

PRESENT: Dr. H. S. Southam, chairman, Mr. V. S. Castledine, Col. C. M. Edwards, Mr. E. J. Jenkins, Dr. H. L. Keenleyside, Mr. W. S. Kidd, Dr. M. M. MacOdrum, Mr. A. B. MacRae, Dr. J. E. Robbins. Also present Mr. E. F. Sheffield and Mr. F. J. Turner.

MINUTES: The minutes of the previous (50th) meeting were approved.

LIBRARY: Dr. Robbins reported that the third set of library plans had been examined and had met with the general approval of the committee. A few minor changes might still be required. The architect had received a firm price of $108,000 for the building. Dr. Robbins indicated that he expected to be able to make a final report and recommendation at the next meeting of the Executive Committee. On a motion by Dr. Robbins, seconded by Dr. Keenleyside, the progress report on the library was accepted.

REPORT OF THE EXECUTIVE COMMITTEE: The minutes of the 32nd meeting of the Executive Committee were distributed with the call to meeting.

Committee Membership:

The committee recommended that Mr. W. S. Kidd and Dr. McGregor Easson be the Board representatives on the Staff Welfare Committee; that the Ways and Means Committee consist of Mr. V. S. Castledine, Chairman, Dr. M. M. MacOdrum, Mr. W. D. McKewen, Mr. J. E. Coyne, Mr. J. S. Shakespeare and Mr. R. W. Southam and that the Investment Committee be Col. C. M. Edwards, Mr. V. S. Castledine, Mr. A. A. Crawley and Mr. W. M. Connor.

Rental Agreement with C.O.T.C.

Three rooms in the Students' Union and occasional class rooms have been offered for rental to the Department of National Defence for the Carleton College contingent of the C.O.T.C. at $100 a month and $2.50 per hour respectively. The rental agreement is to run from September, 1949 to May, 1950 or later. The cost of insulating and heating one of the three rooms has been estimated at $750.
Graduation Fee:

The consolidation of the Graduation Fee of $10 and the hood rental charge of $2.50 into a single Graduation Fee of $12.50 starting in the year 1950-51 was recommended.

Cash Position:

The cash position of the College as of October 27, 1949, was:

- Cash on Hand: $645.00
- Cash in Bank: $19,302.72

Total Cash: $20,947.72
- Cash due to Plant Funds: $6,546.71
- Cash due to Loan Funds: $562.48

Total Cash: $7,109.19

Instructional Staff:

The following additions to the Instructional Staff were recommended:

- Mr. C. G. Case, Sessional Lecturer in Psychology at $2500 per annum
- Mr. S. H. Gibson, Assistant in Philosophy, at $1000 per annum
- Mr. G. R. Roberts, Demonstrator in Biology, at $2000 per annum

Clerical Staff Changes:

The following changes were reported:

- Miss M. T. Murray, employed September 15, 1949, at $100 per month
- Mrs. W. E. Strong, employed September 1, 1949, at $130. per month
- Mr. H. S.lovkovski, employed October 19, 1949, at $85 per month
- Mr. G. Byron, resigned October 15, 1949
- Mrs. L. Gorman, resigned October 15, 1949.

Canteen Staff:

Employment of the following members of the Canteen staff was reported:

- Mrs. S. Hudson, effective September 6, 1949, at $35 per week
- Mrs. I. Kemp, effective September 6, 1949, at $25 per week
- Miss E. Goltz, effective September 13, 1949, at $18 per week
- Miss B. Goffin, effective September 21, 1949, at $18 per week
- Miss A. Schwedfeger, effective September 13, 1949 at $18 per week.

Salary Increases:

Salary increases were recommended to be effective October 15th for Mrs. Hudson $4.00 a week, Mrs. Kemp $5.00 a week, Miss Goltz $2.00 a week.
Meetings:

The Executive Committee agreed that its regular meeting date for the year should be the second Thursday of the month and recommended that the Board meet on the fourth Thursday of the month.

It was moved by Dr. Robbins, seconded by Dr. Keenleyside, that the report of the Executive be accepted and the actions taken approved.

REPORTED FOR INFORMATION:

Bequest of Louis Baker:

The College has been notified by the Public Trustee that the will of Louis Baker contains the following bequest: "I bequeath the sum of $500 to Carleton College."

Cash Forecast:

An overdraft of $9000 was predicted by Mr. Turner for October 31, 1949, gradually increasing to $50,000 on March 31, 1950 and then to $100,000 by June 30th. This forecast did not take into account any payments which may be made for the Library nor any receipts which may be received from the projected campaign next February.

CAMPAIGN:

It was moved by Mr. MacRae, seconded by Col. Edwards that the Ways and Means Committee be directed to proceed at once to organize a campaign for the early part of 1950. Payments of pledges over the three-year period 1950-52 may be invited. Care should be taken however to see that a further appeal for funds is possible within that three-year period. Carried.

INTERIM REPORT ON REGISTRATION:

Mr. Sheffield reported that as of October 27, 1949, registration in the day division totalled 524, in the evening division 574, and in the Extension Department 103.

ADJOURNMENT:

The meeting adjourned at 6:15 p.m.

C. C. Gibson  
Secretary.

H. S. Southam  
Chairman