MINUTES

of the

SIXTY-FIFTH MEETING

of the

BOARD OF GOVERNORS

of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING

(Carleton College)

TIME:

Thursday, May 17, 1951, at 12:30 p.m.

PLACE:

Rideau Club, Ottawa

PRESENT:

Dr. H. S. Southam, Chairman, Mr. C. C. Gibson, Mr. E. J. Jenkins, Mr. W. S. Kidd, Dr. M. M. MacOdrum, Mr. A. E. MacRae, Mr. T. R. Montgomery, Mr. Justice I. C. Rand, and Mr. N. F. Wilson. Also present: Mr. A. R. Maybee, Dr. E. F. Sheffield, and Mr. F. J. Turner.

MINUTES:

The minutes of the previous (64th) meeting, amended by the substitution of the word "unfavourable" for the word "favourable" in the second paragraph under Favourable and Unfavourable Factors in the minute on the Report on Campaign, were approved.

REPORT OF THE EXECUTIVE COMMITTEE:

Non-owned Automobile Insurance:

that it had approved the renewal of the non-owned automobile insurance policy as of April 27, 1951, by Mr. F. H. Toller.

Tuition Fee Insurance:

that it had decided not to renew the tuition fee insurance policy.

Insurance Programme:

that it had decided that Mr. F. H. Toller should be made insurance agent and consultant of the College, that the existing policies as they expire should be written by Mr. Toller, and that he should retain all the commissions on the casualty policies and 80% of the commissions on the fire policies, the other 20% to be distributed on the recommendation of the Bursar.

Ottawa Ladies' College Endowment Fund:

that it had decided to use the bond received from the Ottawa Ladies' College to establish the Ottawa Ladies' College Endowment Fund as of February 16, 1951, with a value of $100,000.
Staff Changes:

that the following staff changes had been approved:

Clerical

Employment of Miss Eleanor Wood, stenographer at $140 a month, effective November 14, 1950.
Resignation of Miss Shirley Elliott, typist at $115 a month, effective May 31, 1951.
Resignation of Mr. Mark Badior, library clerk at $115 a month, effective April 30, 1951.

Canteen

Resignations of Mrs. Shirley Hudson, Mrs. Irene Kemp and Mrs. Ada Swallow, effective May 2, 1951; and Mrs. Dorothy LeClair, effective April 7, 1951.

Maintenance

Resignations of Mrs. A. Albert, Miss I. Albert, and Mr. G. Horton, effective May 31, 1951.

Instructional Staff Changes:

that, on the recommendation of the President, the following instructional staff changes had been approved:

Resignations of Mr. H. J. Duffus, Mr. H. Montgomery, Mr. D. M. Smith and Mrs. G. Cotter, as of August 31, 1951;

Termination of the services of Miss M. M. French, as of October 31, 1951;

Leaves of absence to Prof. C. G. S. McKeown, Prof. P. W. Fox and Prof. J. W. Mayne, for one year without pay;

Appointment of the following, effective September 1, 1951:
Mr. G. M. Hougham, Lecturer in Political Science, for one year at $3,300;
Mr. W. J. Huggett, Lecturer in Philosophy, for one year at $3,000;
Dr. Paul M. Laughton, Lecturer in Chemistry, at a salary of $3,500 a year;
Mr. Gordon Wood, Lecturer in English, at a salary of $3,000 a year.

Canteen Financial Report:

that the canteen showed a loss of $197.92 on the year's operations.

1951-52 Budget:

that the budget for 1951-52 recommended by the Budget Committee, a copy of which is attached to the original copy of the minutes of the Board and a copy of which was attached to the report of the Executive Committee distributed in advance of the Board meeting, was approved.
Increase in Tuition Fees:

that it was decided to increase tuition fees in credit courses by 20% effective September 1, 1951.

Instructional Staff Salaries:

that promotions and salary increments for instructional staff effective September 1, 1951, as per the list attached to the budget, were approved.

Clerical Staff Salaries:

that salary increments for clerical staff effective July 1, 1951, as per the list attached to the budget, were approved.

Appointment of Dean:

that it had decided to create the office of Dean of the Faculty of Arts and Science for a one-year term, renewable thereafter on the recommendation of the President, to discontinue the office of Director of Science Studies, and to appoint Prof. James A. Gibson as Dean of the Faculty of Arts and Science, effective July 1, 1951.

Campaign Financial Report:

that a final financial report of the campaign showing total expenses $42,003.08, as compared with a budget of $47,050.00; total cash receipts $188,670.92; and total pledges outstanding $106,771.80; had been approved.

It was moved by Mr. Kidd, seconded by Mr. Gibson, that the report of the Executive Committee be accepted. Carried.

Dr. MacOdrum reported that he had been informed that the Senate of the University of Toronto had taken action on the lines of agreement reported at the 60th meeting of the Board, namely,

(a) that the Ontario College of Education has been authorized to accept graduates of Carleton College to the Type B course, provided they have been especially recommended by the President;

(b) that students who have completed the two-year course in Engineering at Carleton College may be admitted to the third year of certain courses at the School of Applied Science and Engineering of the University of Toronto, provided they have been especially recommended by the President.

The President added that later Dean Tupper had informed him that the "certain courses" referred to above were Civil, Mechanical and Electrical Engineering.
Dr. Sheffield reported that, as a result of correspondence with the secretary of the Association of Universities of the British Commonwealth, Carleton College had been invited to submit a full listing for the 1952 Yearbook of the Universities of the Commonwealth.

**CAMPAIGN:**
Mr. Montgomery turned over to Mr. Maybee $260, the result of a canvass of the House of Commons staff which was conducted with the assistance of Mr. E. C. Young and Mr. G. Dubroy. The chairman, on behalf of the Board, expressed its thanks and appreciation.

**COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURE:**
A comparative statement of revenue and expenditure, revised in accordance with the budget for 1951-52, was distributed.

**MUNICIPAL CHAPTER I.O.D.E.:**
Dr. MacOdrum reported that the Municipal Chapter of the I.O.D.E. had decided to furnish one of the rooms on the mezzanine floor of the new library, to be known as the Municipal Chapter I.O.D.E. Room, with a microfilm reader and a microcard reader.

**BUSINESS DEFERRED:**
Consideration of a report on the campaign was deferred to the next meeting of the Board.

**ADJOURNMENT:**
The meeting adjourned at 2:05 p.m.

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C. C. Gibson  
Secretary.

H. S. Southam  
Chairman.