

Item: Senate Minutes, January 1992

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DALHOUSIE UNIVERSITY
MINUTES
OF
SENATE MEETING

Senate met in regular session on Monday, 13 January 1992 at 4:00 p.m. in the Senate and Board Room.

Present with Ms. P. Lane in the chair were:

Andrews, Angelopoulos, Arklie, Ashley, Banerjee, Bankier, Barkow, Bérard, Birdsall, Bradfield, Breckenridge, Clark, Clarke, Clovis, Collins, Cross, Curri, Dykstra, Fingard, Forgeron, Frick, Gilroy, Girard, Horrocks, Johnson, Kimmins, Klassen, Leffek, Mason, McIntyre, McKee, Melanson, Murray, Myers, Nofle, M. O'Brien, Pacey, Parker, Pottier, Pross, Ruggles, Sedgwick, Schellinck, A.M. Simpson, K. Smith, R. Smith, Stairs, Sullivan, Surette, J.E. Sutherland, Tamlyn, Tindall, Walker, Welch, Wien, Young, Zakariasen.

Invitees: B.D. Christie, M. MacDonald.

Regrets: A.D. Cohen, Corvin, Fitzgerald, J. Gray, Haley, Hare, J.V. Jones, Manicom, Purdy, Rees, Ritchie, Roald, M.H. Tan, Trèves, Wassersug.

The meeting was called to order at 4:05 p.m.

92:01.

Minutes of the Meeting of 16 December 1991

The minutes of the meeting of 16 December 1991 were approved, with the following changes:

Add J. Fingard to the list of members sending regrets;

(91:149), p.2, ¶3, ls.1-2: delete the words "received

... other" and replace with "understood from a call received earlier in the day that some of the";

(91:151), p.4, ¶3, ls. 4-6: delete sentence "Mr. Forgeron ... respectively." and replace with "Mr. Forgeron said that the DSU would be more likely to accept a recommendation for a non-academic discipline review committee if such a committee would be a separate committee from the academic discipline review committee.";

(91:152), p.6, ¶1, l.3: delete "50,000" and replace with "50,000,000";

upon motion (J. Walker/G. Curri). Mr. Pacey rose to comment on the letter of 19 December 1991, attached to the minutes, from Mr. W. Lord, Director of Physical Plant and Planning to the Chair of Senate. He said that he did not intend to imply any criticism of Mr. Lord or his Department in his comments at the meeting of 16 December. He said that Mr. Lord's recounting of the first half of his conversation with his assistant was correct and that his statements, as recorded in the Senate minutes, which dealt with the second half of that conversation, were also correct. Mr. Pacey added that the main point which he wished to emphasize was his belief that members of Senate should receive all documents they might need to conduct Senate business without having to borrow or purchase copies.

92:02.

Nominations from the Senate Committee on Committees

On behalf of the Senate Committee on Committees, Ms. Angelopoulos nominated the following person to serve a full term as Chair of Senate:

K. Dunn (Science)

Following the requisite calls for further nominations, the Chair declared Mr. Dunn elected. Both Ms. Lane and Mr. Clark expressed congratulations to the Chair-elect.

Ms. Angelopoulos also nominated the following individuals to the committees named:

Dalhousie/T.U.N.S. Inter-university Governance Committee

Mr. D. Lewis (Science)

University Environment Committee

Ms. J. Guernsey (Medicine)

Following the requisite calls for further nominations, the individuals named were declared elected.

92:03.

Report from the Senate Representative on the University Security and Parking Committee

Ms. Walker presented her report (previously circulated) as Senate representative on the University Security and Parking Committee. Ms. Bankier asked how many parking spaces were available on campus and how many parking permits were issued. Ms. Walker said that she did not have that information but was certain that more permits were issued than spaces available. Mr. Clark pointed out, and Ms. Walker agreed, that every university must issue more permits than available spaces but that successful management of the parking problem entailed finding the optimal ratio between permits and spaces.

92:04.

Appeal of a Decision of the Senate Discipline Committee

Mr. Bérard reported receipt of a letter of appeal (appended) from the Student Advocacy Service appealing, on behalf of a student, a recent decision of the Senate Discipline Committee. He noted that this appeal had been looked at by the Senate Steering Committee, which wished to recommend that no special appeal panel be created, but that the ad hoc committee to review the terms of reference of the Senate Discipline Committee, established in December by Senate, be asked to consider the implications of their recommendations on this student and others in a similar position.

It was moved (R. Bérard/R. Carlson)

that no appeal panel be established in this case at this time, but that the ad hoc committee to review the terms of reference of the Senate Discipline Committee be asked to consider the implications of their recommendations for current and past cases heard or now being heard by the Senate Discipline Committee.

Mr. Forgeron spoke against the motion, suggesting that Senate should appoint a panel to consider the appeal to allow the student an opportunity to present the case for a reduced penalty. Ms. Ashley, Chair of the Senate Discipline Committee, took issue with several points raised in the letter of appeal from the Student Advocacy Service. She said that the student agreed that the hearing should proceed without the presence of one of the student members of the Committee, that the Committee did take into account the student's plans for graduate study and the fact the student came forward voluntarily

with an admission of the offence, and that all Committee members were in favour of the penalty imposed.

The question having been called, the motion carried.

92:05.

Termination of the Teacher Certification Program in Music

Ms. Curri explained that, as a result of discussions between the Department of Music and the School of Education and recommendations contained in the recent self-study exercise in the Faculty of Arts and Social Sciences, a recommendation had been brought through the College of Arts and Science to the Senate Committee on Academic Administration for the termination of the Teacher Certification Program in Music and the addition of Music as a teaching subject in the Bachelor of Education program offered through the School of Education. Mr. Smith indicated that this proposal had been approved by the School of Education, the Faculty of Arts and Social Sciences, the College of Arts and Science, and SCAA. It was moved (G. Curri/R. Smith):

that Senate approve (1) the addition of Music as a teachable/teaching subject in the Bachelor of Education program; and (2) the termination of the Teacher Certification in Music program.

The question having been called, the motion carried.

92:06.

Report of the Ad Hoc Committee to Review the Role of the Dean of Graduate Studies in Tenure and Promotion Cases

Mr. Stairs presented the report of this committee (previously circulated). It was moved (D. Stairs/G. Klassen)

that Senate approve the report and the recommendations contained therein.

The question having been called, the motion carried.

92:07.

Blanket Approval of Cooperative Education Programs in the Faculty of Science

Mr. Carlson explained that the Faculty of Science has received Senate approval in the past for several cooperative education programs in that Faculty, including, most recently, programs in marine biology and geology. The Faculty received some time ago blanket approval from the Maritime Provinces Higher Education Commission to mount such programs in other science areas as long as minimum academic requirements were not reduced. Mr. Carlson said that the Faculty of Science has requested Senate to grant blanket approval for the establishment of additional cooperative education programs in the Faculty of Science which met the criteria of programs already approved. He added that the Senate Academic Planning Committee had discussed this request and, with some modifications, had agreed to recommend its approval by Senate. It was moved (R. Carlson/W. Kimmins)

that Senate grant approval, for a five-year period, to new cooperative education programs in the Faculty of Science, where such programs result in no reduction in academic requirements or changes in summer school programs. It is understood that the Faculty of Science will inform the Secretary of Senate of the Faculty's intention to introduce new cooperative education programs and will provide annual reports to Senate on its cooperative education programs.

Mr. Mason asked if the implication of the motion was that such new programs not be reviewed for their cost implications. Mr. Carlson said that if the programs were identical to those already in place, as was anticipated, and met the other requirements of the motion, no financial review would be necessary, as such programs have not added unrecoverable costs. Mr. Kimmins pointed out that the programs offer the same academic content as the more traditional honours programs and that additional administrative costs are covered by special fees levied on students who choose cooperative education programs.

Mr. Andrews asked if SAPC had considered broadening its recommendation to include cooperative education programs in other Faculties. Mr. Carlson said that SAPC had not been asked to include programs in other Faculties at this point. He added that the Committee agreed to recommend prior approval to additional programs in the Faculty of Science because that Faculty has established procedures to govern such programs and to cover their costs. Mr. Andrews asked if the Chair of SAPC would welcome proposals for cooperative education programs from other Faculties. Ms. Lane replied that she would welcome such proposals.

The motion carried.

92:08.

Establishment of an Additional Summer Session for the B.Comm. (Cooperative Education) Program

Ms. Curri reported that the Senate Committee on Academic Administration had reviewed a proposal for the establishment of an additional summer session designed to accommodate students enrolled in the B.Comm. (Cooperative Education) program, now the only option for B.Comm. students, and that the Committee was recommending approval of the proposal. It was moved (G. Curri/J. Parker)

that Senate approve the establishment of an additional summer session for students enrolled in the B.Comm. (Cooperative Education) program.

The question having been called, the motion carried.

92:09.

For Information -- Certificate in the Northern Clinical Program for Nurses

Mr. Stairs reported that the School of Nursing had entered into negotiations with the Government of Canada to offer, on a contractual basis, a non-credit certificate program designed to provide clinical preparation for registered nurses employed in Canadian outposts by the Federal Government. He explained that he had advised the Director of the School and the Acting Dean of Health Professions that, as this program was a non-credit offering, it would not require Senate review and approval and that the School should proceed with its plans. The matter was complicated, however, by an expectation on the part of the Federal Government that the program would be a University-approved program and a request from the School of Nursing that students in the program be registered and be given transcripts, in a manner similar to that offered students in approved credit programs. The Office of the Registrar normally only administers Senate-approved programs.

Mr. Stairs said that the Senate Committee on Academic Administration had discussed the difficulties raised by the initiation of this program and the general problem of the proliferation of special non-credit programs established without reference to Senate. As a result of the discussion, the SCAA agreed to authorize the School of Nursing to issue a Certificate in the Northern Clinical Program for Nurses for the duration of the School's current contract with the Government of Canada, which was understood to run for two years. It also agreed that the students currently in the program may remain registered as a special case, but that such permission should not be taken as a precedent for other students or other programs. SCAA has also recommended that the Steering Committee establish an ad hoc committee to develop policies and procedures for the establishment of non-credit programs at the University and the awarding of credentials for such programs.

Mr. Pross asked if credit would be given for the courses in the program. Mr. Stairs replied that credit would be given only in specific classes, which might include existing credit classes or special classes that would parallel existing credit classes. Mr. Andrews noted that the SCAA minute on this item (previously circulated) indicated that a contract with the Government of Canada had been signed, and

he asked who had signed on behalf of the University. Mr. Stairs replied that he had neither signed the contract nor read it. Mr. Zakariasen said that a draft contract had been reviewed by the University Legal Counsel and the Vice-President (Finance and Administration) but that the contract had not, in fact, been signed. Ms. Tamlyn said that it was not unusual for such programs to be started prior to signing a final contract. Mr. Andrews said that he hoped that some responsible person in the University would review such a contract before signing it.

Mr. Clark said that he was becoming increasingly concerned about approaches being made to government and other agencies to offer programs on a contractual basis without reference to Senate or the central Administration. Mr. Stairs said that SCAA hoped that the proposed ad hoc committee would develop guidelines to be followed in such cases. He added that a new proposal for a certificate program for substance abuse counsellors in First Nations communities had been received and was to go through the normal channels for program approval.

Mr. Pross pointed out that the University often comes under pressure to grant credit or advanced standing toward a degree for work done in non-credit programs, and he urged that such pressure be resisted.

92:10.

Report of the President

Mr. Clark gave a brief summary of his report (appended). Mr. Andrews asked if the Council of Nova Scotia University Presidents intended to discuss internally or with representatives of the Provincial Government the suggestion of the Minister of Education that levels of government funding for universities be limited to increases of 0%, 0%, and 3% over the next three years. Mr. Clark replied that CONSUP has been working on a response to the Minister with respect to the Role and Capacity exercise and had not discussed the Minister's statement on funding. Mr. Andrews asked if the proposed increases applied to the university system generally to funding levels for individual institutions. Mr. Clark replied that he understood that the figures referred to the university system generally, adding that it was not clear that the Minister's statement had the force of official policy. Mr. Andrews said that CONSUP should consider mobilizing opposition to the statement.

92:11.

Question Period

Mr. Bérard reported receipt of a memorandum (appended) from the Vice-President (Finance and Administration) giving answers to several questions raised at the Senate meeting of 9 December 1991.

Ms. Bankier noted that, at the last meeting of the Board of Governors, the University Legal Counsel had suggested the possible need to review the legislation relating to Dalhousie and to consider the current structures of the Board and the Senate. She asked what the Administration's intentions on this matter were and whether Senate would be consulted about any attempts to alter its existing structure and responsibilities. Mr. Clark replied that Dalhousie was affected directly by over twenty separate pieces of provincial legislation and that a suggestion has been made that there might be some value in a single consolidated statute relating to the University. He said that there were no immediate plans to act on this matter, and he assured Senate that it would be consulted fully on any proposed changes.

Mr. Andrews asked if there have been changes in policy regarding the waiver of collision insurance for persons renting cars on the American Express Corporate Card. Mr. Mason said that he was aware of no such changes but would look into the matter. Mr. Bradfield asked if the savings from use of the American Express Corporate Cards was projected to be about \$40,000 or was actually in that range. Mr. Mason replied that the University's projection on its savings was borne out.

Mr. Pross asked why the American Express Corporate Card was used for University business while the University promoted the MasterCard affinity card to its alumni. Mr. Mason pointed out that the benefits offered by each program were different. Mr. Andrews asked how much money was realized from the agreement with MasterCard. Mr. Mason said that he did not have those figures, as revenues from that agreement went directly to the Alumni Association.

Mr. Bradfield asked if bonuses were approved for administrators this past year and, if so, were such bonuses consistent with the current wage-freeze. Mr. Clark replied that some wage increases for administrators, consistent with Provincial legislation, were approved by the Board. He added that such increases were consistent also with those paid to faculty members under the terms of the legislation.

92:12.

Adjournment

The meeting adjourned at 5:40 p.m. upon motion (J. Walker/R. Carlson).

Secretary

Chair

DALHOUSIE UNIVERSITY
MINUTES
OF
SENATE MEETING

Senate met in regular session on Monday, 27 January 1992 at 4:00 p.m. in the Senate and Board Room.

Present with Mr. R. Carlson in the chair were:

Andrews, Angelopoulos, Atherton, Banerjee, Bankier, Barkow, Beaumont, Bérard, Birdsall, Burns, Carruthers, Clarke, Corvin, J.E. Crowley, Curri, Dunn, Dykstra, Eberhardt, Fingard, Forgeron, Fullerton, Gilroy, Girard, J. Gray, Grundy, Helleiner, D.W. Jones, Kimmins, Leffek, Manson, McIntyre, McKee, Melanson, Mills, Nowakowski, Parker, Pross, Ruggles, Ryall, A.M. Simpson, R. Smith, Stairs, Sullivan, Tindall, Wien.

Invitees: J. Spurr.

Regrets: Belzer, Clark, A.D. Cohen, Cummings, Fitzgerald, Haley, Hare, J.V. Jones, Lane, Manicom, Murray, Purdy, Ritchie, Roald, Sketris, Walker, Wassersug, Zakariasen.

The meeting was called to order at 4:10 p.m.

92:013.

Minutes of the Meeting of 13 January 1992

The minutes of the meeting of 13 January 1992 were approved, with the following change:

(92:011), p.7, ¶4, ls.3-4: delete the words "Mr. Andrews asked" and replace with "A question was raised about".

upon motion (F. Wien/E. Angelopoulos).

92:014.

In Camera - Report of the Honorary Degrees Committee

Mr. Bérard outlined current procedures for voting on nominations for honorary degrees. On behalf of the Committee on Honorary Degrees, Mr. Stairs presented the slate of nominees and summarized the accomplishments of each nominee. He noted that the Committee had attempted, in developing the slate, to take into account the range of academic disciplines present at Dalhousie, representation of women and visible minorities, and the association of nominees with Dalhousie or with fields of activity of special interest at Dalhousie. It was moved (D. Stairs/R. Friedrich)

that Senate approve the offer of honorary degrees to the persons nominated by the Committee on Honorary Degrees.

The motion carried.

Mr. Stairs said that the Committee on Honorary Degrees had been asked by the Nova Scotia Agricultural College to consider the nomination of an individual for an honorary degree to be awarded at the College's spring convocation. He presented a brief biography of the individual nominated, and it was moved (D. Stairs/R. Friedrich)

that Senate approve the offer of an honorary degree to be awarded at the spring convocation of the Nova Scotia Agricultural College to the person nominated by the Committee on Honorary Degrees.

The motion carried.

92:015.

Proposed M.A./M.Ed. Program Option with a Concentration on Teaching the Visually Impaired

Mr. Carlson explained that this proposal (previously circulated) originated in a request from the Atlantic Provinces Special Education Authority (APSEA) that the School of Education develop a specialization within its existing M.A. and M.Ed. programs for teaching the visually impaired. The Senate Academic Planning Committee considered the proposal in May 1990 and determined that it did not constitute a new program. SAPC agreed that the School of Education could proceed to offer this program option on the understanding that all additional costs associated with the proposal would be covered by external sources, and the proposal was approved in principle by the Officers of the Board in June 1990. Internal considerations at APSEA led to the proposal being delayed, but it has since been revived. Mr. Carlson added that the Senate Financial Planning Committee had considered new cost estimates for the proposal.

Mr. Barkow reported that the Senate Financial Planning Committee was satisfied with the cost estimates that had been developed and was prepared to endorse the School of Education providing this special program option, subject to costs, including yearly increases in costs and any termination costs, being covered by external sources.

It was moved (J. Barkow/K. Sullivan)

that Senate support the University entering into a contract to provide the M.A./M.Ed. concentration on Teaching the Visually Impaired as long as that contract

1) specifies that

a) the sponsor(s) will fund all costs as indicated in the budget estimates (20/11/91);

b) year-to-year increases in such costs are also met by the sponsor(s);

c) if the program is terminated, the sponsor(s) will cover all termination costs; and

2) is for a specified length of time, renewable if agreeable by both the University and the sponsor(s).

Mr. Stairs said that he was concerned only that the wording of the motion may not be in accord with the normal procedures by which government provides its commitments to guarantee costs for activities. Mr. Atherton asked if the University normally takes on academic program responsibilities through contracts with government or other agencies. Mr. Stairs replied that such a course was not common but that there were a number of other programs in the University, particularly in the professional schools, which involved contractual arrangements with government. Mr. Sullivan, as

seconder, suggested, and the mover agreed,

that the word "contract" should be replaced by the word "agreement" where it appears in the motion.

Mr. Andrews asked whether new concentrations within existing programs required Senate approval and were subject to the Board moratorium on new programs. Mr. Carlson replied that the question could not be answered simply but that some clarification of the question could emerge from discussion, expected at the next regular meeting of Senate, of a set of proposed procedures for the introduction of new programs or program modifications. Mr. Andrews then asked how the cost estimate for salary and benefits for two faculty positions identified in the proposal had been determined. Mr. Stairs said that the question should be directed to Mr. Mason or Mr. Christie, who were not present. Mr. Andrews then asked if the \$950 estimated for travel costs would represent new money added to the contractually governed travel fund. Mr. Stairs said that he understood that this was the intent of the proposal. Mr. Andrews noted that such action would be expected. Mr. Carruthers asked if the costs for "University Services", determined to equal 40% of the basic start-up and annual costs of the proposal, were what at one time were called "overhead costs". Mr. Stairs said that this was so. He asked if such costs might be ignored if an "agreement", rather than a "contract", was negotiated. Mr. Carlson noted that the motion specified that all costs reflected in the budget were to be covered.

The question having been called, the motion carried.

92:016.

For Information -- Academic Dates for Fall Term 1992

Ms. Curri reported, on behalf of the Senate Committee on Academic Administration, that the Committee had approved a schedule (previously circulated) for the fall term 1992 which would see classes end on Tuesday, 8 December, examinations begin on Thursday, 10 December, and examinations end on Saturday, 19 December. Ms. Fingard asked when the term would begin. Ms. Curri replied that classes would begin on the Monday after Labour Day, 14 September.

92:017.

Progress Report on the Academic Plan "1990 and Beyond"

Mr. Bérard presented a summary (previously circulated) of progress on recommendations contained in the last Academic Plan, "1990 and Beyond". This document was to be supplemented by a second document (appended) containing additions and corrections received by the Senate Office after the original summary had gone for printing. He noted that the report was based on formal responses to

the recommendations from all senior academic units except the Faculty of Health Professions. Mr. Bérard added that a further report would be issued at the conclusion of this cycle of academic planning. Ms. Fingard asked if Faculties would have to provide additional responses to these recommendations. Mr. Bérard replied that, prior to the issuance of a final report, Senate would ask each senior academic unit once more for any additions or corrections.

Ms. Bankier noted that the operation of the joint SAPC/SCAA committee to review the Office of the Vice-President (Student Services) [Recommendation 7.3.4] had been suspended by the Steering Committee until agreement had been reached on proposed revisions to the University Governance Document, and she asked what the status of that Document was at this time. Mr. Bérard replied that the Officers of Senate had been assured by representatives of the Board and the Administration in early December and again in mid-December that the Board was almost ready to transmit a written summary of its concerns with the proposed revisions, but nothing had been received to date.

Mr. Andrews asked by what authority the Steering Committee has suspended the operations of the joint SAPC/SCAA review committee. Mr. Carlson noted that this action was taken in response to a request from SAPC which noted that the initial request to disband the committee came from the committee itself. Mr. Andrews asked if such an action required Senate approval since the original recommendation had been approved by Senate. Mr. Bérard noted that the SAPC Plan, "1990 and Beyond", had been circulated to Senate in June 1990, but SAPC did not request Senate approval of several of the recommendations. Only recommendations 7.1.8, 7.1.11, 7.1.12, 7.1.13, 7.1.16, 7.2.6, 7.3.1, and 7.3.6 had been formally approved. The other recommendations had been forwarded to appropriate Senate committees for consideration and action.

Mr. Manson asked about the role of the Enrolment Management Committee. Mr. Stairs, the chair of that Committee, said that it contained representatives of the undergraduate Schools and Faculties and was attempting to develop mechanisms to predict enrolment trends and to respond to them. Currently, however, the Committee has been busy addressing immediate enrolment problems. Mr. Manson asked if Faculties had specific enrolment targets. Mr. Stairs said that a number of the professional schools did have specific targets, but that it was more difficult to set such targets in large undergraduate Faculties such as Arts and Social Sciences or Science.

92:018.

Off-Campus Book Storage Facilities - Recommendation from SPPC and Promotion Cases

Mr. Bérard, on behalf of the Senate Physical Planning Committee, reported that SPPC had recommended [SPPC 92:004] that the University libraries seek alternative storage space for less frequently used material, in order to save valuable on-campus storage space. Mr. Birdsall said that the University Libraries had no objection to this recommendation as long as it is considered as one of

several options for consideration. He noted that the possibility of sharing library space has been discussed with other local universities, but he added that, since those discussions, new libraries have been built at King's and Mount St. Vincent, an addition to the Library at St. Mary's is underway, and a new library is planned for the Atlantic School of Theology.

It was moved (R. Bérard/S. Burns)

that Senate recommend that the University libraries explore the possibility of common off-campus book storage facilities in conjunction with other metro universities.

Mr. Andrews asked why this was being presented as a motion to Senate. Mr. Bérard replied that the recommendation could stand as a recommendation from SPPC -- in fact the SPPC minute (previously circulated) indicated only that the recommendation be reported to Senate. Mr. Andrews asked if SPPC had consulted with the Senate Library Committee prior to making this recommendation. Mr. Bérard replied that the Senate Library Committee had not been consulted on the matter. It was moved (A. Andrews/J. Bankier)

that the motion be tabled.

The question having been called, the motion to table carried.

92:019.

Other Business - Responses to Questions from Previous Meetings

Mr. Bérard reported that he had received answers to two questions which had been raised at the previous meeting. In response to the question of how much money was realized by the University from the MasterCard affinity card program, Mr. Mason had replied that the profits from this program went to the Alumni Association. The Alumni Office had since informed Senate that a total of \$5,445.08 has been realized from the agreement with MasterCard, and that, of the 1620 card holders, 851 actively produced revenue.

Mr. Bérard added that Ms. J. Walker, Senate representative on the University Security and Parking Committee, provided a reply to a question raised by Ms. Bankier at the previous meeting about the number of parking spaces at Dalhousie and the number of parking permits issued. Ms. Walker wrote that there are 1732 parking spots at Dalhousie, while about 2500 parking permits are issued.

Mr. Pross said that other universities had, as he understood it, realized substantially greater sums from their affinity credit card agreements, and he wondered why Dalhousie's total was so low. Mr.

Eberhardt said that Ms. B. Flinn of the Alumni Office could provide additional information on the affinity card program. It was noted that during the discussion at the previous meeting, Mr. Mason suggested that the benefits provided by the two cards differed. A question was raised as to whether the nature of these differences had been clarified.

Mr. Andrews pointed out that he had not yet received an answer to his question about the policy regarding a waiver of collision insurance for persons renting cars on the American Express Corporate Card. It was agreed that Mr. Mason would be asked for a reply for the February meeting.

92:020.

Adjournment

The meeting adjourned at 5:35 p.m. upon motion (J. Walker/R. Carlson).

Secretary

Chair
