MINUTES
of the
ONE-HUNDRED-AND-SEVENTH MEETING
of the
BOARD OF GOVERNORS OF
CARLETON UNIVERSITY

Time: Thursday, June 20, 1957, at 12.30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. J. E. Coyne, Chairman, Dr. C. T. Bissell, Mr. V. S. Castledine, Mr.
W. M. Connor, Colonel C. M. Edwards, Mr. C. C. Gibson, Mr. H. R. T.
Gill, Mr. K. A. Greene, Mr. D. G. Hartle, Mr. Alan Jarvis, The
Honourable Norman P. Lambert, Mr. T. R. Montgomery, Dr. J. E. Robbins,
and Dr. E. W. R. Steacie. Also present: Mr. F. J. Turner.

WELCOME TO NEW MEMBER:
The Chairman welcomed Mr. Jarvis to his first meeting of the Board of
Governors.

MINUTES:
The minutes of the previous (106th) meeting were approved as distributed.

OTTAWA TEACHERS COLLEGE:
Dr. Bissell reported on a discussion with Mr. Rivers, Deputy Minister of
Education for the Province of Ontario, regarding the possibility of
locating the Ottawa Teachers College on Carleton's new campus. The
building envisioned would be large enough to handle 500 students
eventually, and would be constructed for September, 1959 or 1960
occupancy.

Mr. Rivers felt that it would be possible to have joint use of athletic
and students' union facilities, and later mentioned the possibility of
construction by the Department of residences on the site. He stated
that it was the policy of the Department to have the Teachers College on a
university campus if possible; that this had been done at the University
of Western Ontario; was being done at McMaster University; and would have
been done if possible at the University of Toronto.

Dr. Bissell pointed out that nearly all the space west of the tracks had
been more or less definitely committed to buildings for the university.

In the discussion of the report, Dr. Bissell said that his initial
response had been negative, largely because he felt the Teachers College
and the university were two distinct levels of education, and that the
mixing of them would have few advantages to Carleton aside from the
possibility of sharing the cost of student amenities, improving relations
with the Provincial Government, and perhaps encouraging students of the
Teachers College to carry on to a university degree.

Opposition to the idea was expressed by several members of the Board.

It was agreed that no definite decision be made until the receipt of a
formal letter from the Department, and until the idea had received
further consideration.

NAMING OF BUILDING:
Mr. Coyne reported that he and Dr. Bissell had discussed with Senator
Paterson the possibility of naming the Arts Building after him, and that
the Senator expressed great pleasure at the honour. The proposed dinner
had also been discussed with Senator Paterson, and while again he was
very pleased with this proposal, he preferred that it be held in
September.
GRANTS TO SOCIETIES:

Dr. Bissell recommended that university donations should be made to an outside body only when that outside body is an agent for work that is closely related to the university.

He outlined three such groups:

- Research councils that depend upon university donations for their administrative expenses;
- Academic bodies that depend upon university donations to meet publication expenses;
- Organizations related to the university that carry out important educational projects.

He recommended that for the year 1957-58 there should be a total of $400.00 made for donations. This is an increase of $50.00 over the budget:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian Social Science Research Council</td>
<td>$100.00</td>
</tr>
<tr>
<td>Humanities Research Council (Raised from $50 to $100)</td>
<td>100.00</td>
</tr>
<tr>
<td>Canadian Mathematical Congress</td>
<td>50.00</td>
</tr>
<tr>
<td>Canadian Association of Slavists (This is a new request.)</td>
<td>50.00</td>
</tr>
<tr>
<td>World University Service (Reduced from $0.00)</td>
<td>50.00</td>
</tr>
<tr>
<td>Canadian Association for Adult Education</td>
<td>50.00</td>
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On a motion by Dr. Robbins, the President's recommendations were approved.

INSTRUCTIONAL APPOINTMENTS:

On the recommendation of the President, the following appointments of faculty were approved by the Board:

- Dr. John Hart, Associate Professor of Physics, at a salary of $7,500 per annum, effective July 1, 1957;
- A. L. Burt, Visiting Professor of History, at a salary of $8,000 per annum, effective July 1, 1957;
- W. E. Grasham, Visiting Lecturer in Political Science, for the year 1957-58, at a salary of $5,400, effective July 1, 1957;
- L. M. Read, Visiting Lecturer in Economics, for the year 1957-58, at a salary of $6,000, effective July 1, 1957;
- L. N. Richardson, Special Lecturer in Mathematics, salary change effective September 1, 1957;
- Mrs. Leah Schnitzer, Reference Librarian, to start September 1, 1957.

On the recommendation of the President, the following leaves of absence were approved:

- D. M. L. Farr, Associate Professor of History, leave of absence without pay for the academic year starting Sept. 1;
- R. O. MacFarlane, Professor and Director of the School of Public Administration, assigned to duties as Chairman of the Royal Commission on Education, Province of Manitoba, salary to be repaid by the Province of Manitoba;
W. I. Illman, Assistant Professor of Biology, leave at half salary beginning July 1;
J. A. Porter, Assistant Professor of Sociology, leave at half salary beginning July 1;
H. E. English, Assistant Professor of Economics, leave at half salary beginning July 1.

Dr. Bissell reported that H. S. Gordon, Professor of Economics, G. B. Johnston, Associate Professor of English, and D. C. Rowat, Associate Professor of Political Science, were returning from leaves of absence.

On the President's recommendation, it was agreed that moving expenses be paid for the following three new appointments on the submission of vouchers up to the amounts noted below, and that the salary of each of these three be reduced for the year 1957-58 by the amount so paid:

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>R. L. McDougall</td>
<td>$500</td>
</tr>
<tr>
<td>F. H. Northover</td>
<td>500</td>
</tr>
<tr>
<td>E. M. Oppenheimer</td>
<td>300</td>
</tr>
</tbody>
</table>

The President reported that the Alumni Association had proposed an agreement with the Board of Governors. The purpose of this agreement is to put the Alumni Association on a strong basis so that it can make a maximum contribution to the College through the development of an effective annual giving programme.

The basic points of the agreement are that the university will pay the operating expenses of the Alumni Association - $1,600 for ordinary operations for 1957-58 and $500 for special projects, and that all sums of money raised by the Alumni Association be turned directly over to the University by the Association for such purposes as the university may direct. While neither the President nor the Alumni Association expected that there would be a large surplus of donations over expenses next year, it was felt that this was the way in which an annual giving programme can be most effectively created.

It was agreed that the university provide the operating expenses of the Alumni Association for the next year, and that the question of the allocation of money from the annual giving programme be turned over to the Finance Committee for decision.

Mr. Turner reported that he had a price from Canadian Office and School Furniture Limited, Preston, Ontario, for the supply and installation of laboratory furniture for the five Science Departments of $237,300.

This fixed price is not to include special finishes, increases of taxes, or insurance. An investigation of laboratory furniture of other Canadian universities had revealed that this firm had a reputation of quality work, reasonable prices, and excellent Engineering Staff. Following consultations with staff members, Canadian Office and School Furniture Limited had over the past eighteen months drawn up detailed plans of all the furniture required. Copies of these plans had been provided with the quotation.

Mr. Turner also reported that the architects, engineers, and builders were anxious to have a representative of the company responsible for the installing of the furniture at the site if possible by next Tuesday to take responsibility for the location of sleeves through the slab.
Canadian Office and School Furniture Limited had also submitted a second price alternative: "Cost plus basis, with a guaranteed upset price not to exceed the amount stated above in #1, and to include the exceptions as outlined in #1, and on the following formula:

Labour, overhead and materials at cost plus 10%;
Sales tax at the prevailing rate;
Freight at cost;
Installation, including upfitters' expenses, and fares at cost plus 10%.

Any possible reductions in costs below the sum stated above to be credited to Carleton College when the entire job is completed. This quotation includes the cost of all preliminary drawings and specifications and final drafting to complete the job, and for use of the architect, plumbers, electricians, etc."

It was moved by Senator Lambert, seconded by Mr. Castledine, that a contract for the laboratory furniture be worked out with Canadian Office and School Furniture Limited on the basis of the alternative submission of cost plus 10%, but not to exceed $237,300.

Mr. Turner also reported that two estimates on the machines required for the machine shop had been secured. The selection of the machinery and the selection of the individual offers from these two quotations had been made on the advice of persons responsible for machinery in the machine shops of the Collegiate Institute Board and the National Research Council. This selection gave a total of $29,243.50 divided as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
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<tbody>
<tr>
<td>The A. R. Williams Machinery Company Limited</td>
<td>$16,821.10</td>
</tr>
<tr>
<td>Williams &amp; Wilson Limited</td>
<td>$12,422.40</td>
</tr>
</tbody>
</table>

$29,243.50

It was moved by Senator Lambert, seconded by Mr. Montgomery, that orders for the machinery for the machine shop as detailed for the above prices be approved. Carried.

Mr. Turner reported that he had received from the Toronto General Trusts Corporation, executors of the Estate of Norman F. Ballantyne, two copies of their accounts from the date of death, May 10, 1956, to May 1, 1957, and a form of Release and Discharge. Approximately $5,000 was retained by The Toronto General Trusts Corporation, and if the university is not prepared to sign the Release and Discharge, application would be made to a judge of the Surrogate Court for an audit, and the charge for this would be deducted from the retained assets before submission.

If, however, the Release and Discharge is now signed, these assets will be concurrently turned over to the Carleton University Building and Endowment Fund.

He further reported that he and Mr. Gibson recommended that approval be given to the signing of this document.

It was moved by Mr. Greene, seconded by Mr. Gill, that the Board of Governors authorize the signing of the Release and Discharge of the Toronto General Trusts Corporation as executors of the Estate of Norman F. Ballantyne.
PARKER ESTATE:
Mr. Gibson reported that he had received a formal demand to appear at the Surrogate Court regarding the final audit of the John W. Parker Estate. It was moved by Mr. Greene, seconded by Mr. Gill, that Mr. C. C. Gibson be authorized to appear before the Surrogate Court to represent Carleton University. Carried.

BUILDING CLEANING AGREEMENT:
Mr. Turner reported that he had secured prices from two building cleaning companies for the cleaning of the main building and library for a year.

Modern Building Cleaning Service of Canada Limited had quoted a price of $17,524, and Gordon A. MacEachern Ltd. a price of $19,729.80, and he estimated the budget cost for this same job at $17,286.

A further price had been secured from Modern Building Cleaning for the main building and corridor to the Library of $15,204.

He recommended that an agreement be entered into with Modern Building Cleaning Service of Canada Limited for the cleaning of the main building and corridor to the Library for one year, starting September 1, 1957, at a cost of $15,204, and that the three remaining full-time members of the cleaning staff be retained to clean the Library and the three houses on First Avenue.

It was agreed that Mr. Turner be given authority to enter into such an agreement.

OFFER RE CO-ORDINATION OF FURNISHINGS BY H.H. POPHAM AND COMPANY LTD:
Mr. Turner read the letter from Mr. H. H. Popham dated June 11, in which he offered to act on behalf of the university in securing, co-ordinating, planning and installing office equipment and furniture, contract furnishings, and drapes, rugs, and other furnishings which we will require for our new buildings.

This service was offered on the basis of the proven installed cost of materials secured to the best price advantage with a surcharge of 10% of such cost. In addition, the following services would be provided without charge:

1. Planning and decorating;
2. Co-ordination of any items of equipment placed directly, for one reason or another, with any other supplier.

This offer did not relate to laboratory furniture and equipment, and no charges were made for the services of the company in this regard.

It was agreed that Mr. Turner and the architects be authorized to deal with H. H. Popham and Company Limited for their services on the basis outlined above, in those cases where it appeared to them to be desirable.

STAFF CHANGES:
The following staff changes were approved:

Employment of Mr. R. H. Osborn, Maintenance Staff, at $235.00 per month, effective June 2, 1957;
Employment of Mrs. W. E. Hanafi, Junior Order Assistant, Library, at $190.00 per month, effective June 17, 1957;
Employment of Mrs. Anne M. Brady, Junior Circulation Assistant, Library, at $200.00 per month, effective June 20, 1957;
Employment of Mrs. Peter Scott, Junior Circulation Assistant, Library, at $300.00 per month, effective July 2, 1957;
Resignation of Mrs. Margaret Jenness, Circulation Desk Assistant, Library, at $180.00 per month, effective June 21, 1957;
Resignation of Mrs. Jocelyn Stratton, Statistical Clerk, at $175.00 per month, effective July 14, 1957;
Resignation of Mrs. Rachel Costen, Campaign Office, at $40.00 per week, effective May 31, 1957;
Resignation of Miss Winnifred Carss, Campaign Office, at $175.00 per month, effective May 31, 1957;

Termination of Employment:
Mr. M. Finnigan, Maintenance Staff, at $215.00 per month, effective June 7, 1957;
Mrs. Bella Meston, Maintenance Staff, at $165.00 per month, effective June 14, 1957;
Mrs. Laurette Auger, Maintenance Staff, at $165.00 per month, effective June 14, 1957.

Leave of absence without pay for one week in August for the following:
Mrs. C. S. Coates, Purchasing Clerk
Miss Barbara Howard, Clerk-Typist

Increase in salary for Miss Barbara Howard, Clerk-Typist, from $190.00 - $200.00 per month, effective July 1, 1957.

Employment of Miss Dulcie Ann Simpson, Stenographer, Campaign Office, at $210.00 per month, effective May 9, 1957; salary increased to $230.00 per month effective July 1, 1957;
Employmnt of Mrs. Pamela Sims, bookkeeper-stenographer, Campaign Office, at $200.00 per month, effective May 15, 1957; salary increased to $210.00 per month effective July 1, 1957.

STAFF
MORTGAGES:

Dr. Bissell reported on the background of mortgages to members of faculty. The first discussion of mortgages as part of the investment portfolio took place in 1949, with the first mortgages obtained in 1951.

In April, 1957, two members of the staff informed the Bursar that they planned to build homes this summer, but found that the obtaining of N.H.A. mortgages appeared to be impossible because of the shortage of lending money. One of these persons had obtained a lot in the River-view sub-division and under the terms of the agreement, construction had to start in August, 1957, or he would lose the lot.

On the basis of what appears to be a temporary situation, the Investment Committee was asked to consider making N.H.A. type mortgages to members of staff. The Committee agreed that they would consider these on an individual basis on the report of the Toronto General Trusts Corporation.

The Toronto General Trusts Corporation has appraised and recommended two such loans, with no others outstanding. One of these loans had previously been approved by the Investment Committee.

Dr. Bissell also reported that several universities have a mortgage loan policy to members of faculty; that at Princeton mortgage loans up to 80% of the value of the house are made at 5% interest; that at McGill up to 70% of the value of the house are made at 6% interest, with a rebate of 1%.

It was agreed that the mortgage previously approved by the Investment Committee be approved, but that the Bursar be instructed to check with
the Bank of Nova Scotia about securing a N.R.A. mortgage through the Bank for the second and any subsequent staff members.

The receipt was reported of an agreement drawn by the Department of Transport between the Department and the University for permission to lay a water main, a sewer main, a storm sewer, and a by-pass under-theath the By-Wash, and to use a right-of-way across the By-Wash and adjoining reserve land. Mr. Gibson reported that although the terms of the agreement were stiff, he would recommend its execution.

It was agreed that authority be now given for the signing of the agreement.

It was reported that information had been received by telephone that the City was now prepared to revise the agreement between the University and the City for the laying of water and sewer mains across city property east of Bronson Avenue.

In addition to taking over the water main, the City was now prepared to take over and maintain the sewage force main, and in addition were prepared to take over and maintain the sewage pumping station. It is suggested that such an agreement should contain two additional clauses - one that if the City does make use of the sewage pumping station to service some of the adjacent land, this should be done without prejudice to Carleton using the pumping station to its designed capacity. Second, that if the city does use the pumping station or water main to service the adjacent area, a proportion of the capital cost of these works should then be paid over to the University.

It was agreed that Mr. Gibson be authorized to negotiate with the City to complete such an agreement.

It was agreed that the revenue from Temporary Investments should be credited to capital rather than to current revenue as in the past.

Mr. Turner reported that he had been informed by Mr. Balharrie that "The F.D.C. now had no plans for the development of the River front .... There is now apparently no requirement for an underpass to the north end of the Dunbar Bridge, and the drive originally proposed along the river is not to proceed.

"The widening of Bronson Avenue adjacent to the University site was discussed, and it was pointed out that every consideration had been given to the intersection of the new Bronson Avenue road with the proposed university service road."

The meeting adjourned at 2.50 p.m.

C. C. Gibson, Secretary.
J. E. Coyne, Chairman.