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

Time: Thursday, September 19, 1957, at 12.30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. J. E. Coyne, Chairman, Dr. C. T. Bissell, Mr. V. S. Castledine,
The Honourable Brooke Claxton, Mr. W. M. Connor, Mr. A. A. Crawley,
Colonel C. M. Edwards, Mr. C. Fraser Elliott, Mr. C. C. Gibson, Mr.
K. A. Greene, Mr. A. E. MacRae, Mr. T. R. Montgomery, Dr. J. E. Robbins,
and Mr. F. W. White. Also present: Mr. F. J. Turner.

MINUTES:
The minutes of the previous (107th) meeting were approved as distributed.

AGREEMENT WITH THE CITY:
Mr. Gibson reported that on Mr. Watson Balharrie's suggestion, no further
negotiations had taken place with the City. It was expected that these
would be resumed shortly.

REPORT OF THE EXECUTIVE COMMITTEE:
Mr. Coyne reported that the Executive Committee had met twice since the
last meeting of the Board; that at its meeting on July 3 it had approved
the tender of G. M. Gest Ltd. of $396,000 for the electrical work in the
Science Building; and that at its meeting on July 31 it had agreed to
accept the tender of Doran Construction Co. Ltd. of $826,422 for the
Library Building. This did not include electrical and heating-
ventilating work which were estimated at $125,000 and $100,000.

This last meeting also approved a final payment to the F. E. Cummings
Construction Company Ltd. (less a $500.00 holdback) for the pumping
station, and the extension of the period of guarantee bond to July 1,
1958, at the university's expense. Following the installation of
electrical services, the machinery can be tested and the contract con-
cluded.

TENDERS FOR WATER MAIN:
Mr. Coyne reported that five tenders had been received for the extension
of the water main from the west side of the C. P. R. tracks to the
building site. The tenders were as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Tender Amount</th>
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<tbody>
<tr>
<td>Clairson Construction Co. Ltd.</td>
<td>$24,281.40</td>
</tr>
<tr>
<td>Taggart Construction Ltd.</td>
<td>$25,071.40</td>
</tr>
<tr>
<td>Dibblee Construction Co. Ltd.</td>
<td>$26,064.74</td>
</tr>
<tr>
<td>Bytown Construction Co. Ltd.</td>
<td>$32,368.20</td>
</tr>
<tr>
<td>McLaughlin Bros.</td>
<td>$32,948.00</td>
</tr>
</tbody>
</table>

After being opened, the tenders were submitted to Gore & Storrie for
their report, and they now, after having investigated, recommend the
acceptance of the Clairson Construction Co. Ltd. tender for $24,281.40.

It was moved by Mr. Castledine, seconded by Dr. Robbins, that the
contract be awarded to Clairson Construction Co. Ltd. Carried.

ANNUAL MEETING:
It was agreed that the annual meeting of the Corporation be held on
September 26 at 5.00 p.m. at the job office on the new site.
Dr. Bissell moved, seconded by Mr. Greene, that D. F. Coates, Associate Professor of Engineering, and L. N. Richardson, Professor Emeritus, be appointed to the Senate, and that D. C. Rowat, Associate Professor of Political Science, be appointed to the Senate for one year. Carried.

On the recommendation of the President, the following were elected to the Corporation: Mr. Charles Gavisie, Mr. Douglas G. Hartle, and Mr. Alan Jarvis.

On the recommendation of Dr. Bissell, the following staff changes were approved:

Employment of Mrs. Marjorie E. B. Bull, Assistant Librarian, at a salary of $3,700 per annum, effective August 12, 1957; Re-appointment of Mr. Paul Arthur for the academic year 1957-58 as Special Consultant on Publications, at a salary of $100.00 per month; Resignation of Miss E. W. Brewster, Assistant Librarian, at a salary of $2,500 per annum, effective August 31, 1957.

Dr. Bissell reported that the dinner for Senator Paterson was to be held on October 2, and that Premier Leslie Frost was to lay the corner-stone of the Science Building at 2.30 p.m. on October 15.

Dr. Bissell referred to the minute of the Building Advisory Committee which recommended that consideration be given to naming the Science Building after the College's first President, and the Library after the second President.

It was moved by Mr. Connor, seconded by Mr. Elliott, that the Science Building be named after Henry Marshall Tory, in recognition of his leadership in the early years of the College, and of his interest in science generally.

On a motion by Mr. Greene, it was agreed that the Library be named after the university's second President, Murdoch Maxwell MacDermut.

Dr. Bissell read a letter which he had written to Mr. Coyne regarding the position of the Arts Building in the university construction programme. In this letter he discussed the various reasons pointing to immediate construction of the Arts Building, and the problem of financing its construction. He reported that on a recent visit to Toronto, he had heard from sources close to the Provincial Government that the indications continued to point to substantial capital grants to the universities for next year.

He added that an unusually large registration this year reinforced the necessity of an early start on the building.

In the discussion of financing the building, the question of a grant from the Canada Council was raised, and it was agreed that an immediate application be made to the Council for a grant in connection with the Library.

At this point Mr. Coyne left the meeting and Dr. Bissell took the chair.

It was moved by Mr. Connor, seconded by Mr. Castledine, that the Board now authorize the calling of tenders for the Arts Building. Carried.
Dr. Bissell reported that he had been approached on a number of occasions by representatives of the Ottawa Civic Hospital. The Civic Hospital is anxious to see the establishment of a medical school at Carleton in the very near future. Dr. Bissell read a letter he had written to Dr. Hooper in which he re-stated Carleton's interest in medical studies, but indicated that the financial problems appeared to be very great.

He also reported that a Senate Committee had been set up to examine the proposal to establish a medical school, because in addition to financial problems, there was an educational problem.

**TUITION FEE WRITE-OFFS:**

On a motion by Mr. Crawley, the following write-offs of tuition fees were approved:

<table>
<thead>
<tr>
<th>Tuition Fees Receivable</th>
<th>1955-56 Session</th>
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- **$944.75**

- **136.00** $1,080.75

**Returned Cheques:**

<table>
<thead>
<tr>
<th>Oct. 2/56</th>
<th>Nov. 27/56</th>
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<table>
<thead>
<tr>
<th>Tuition Fees Recovered</th>
<th>1956-57 Session</th>
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<tr>
<td>Aug. 30/56</td>
<td>Written-off June 30/54</td>
</tr>
<tr>
<td>Sept. 5/56</td>
<td>&quot; June 30/56</td>
</tr>
<tr>
<td>Jan. 31/57</td>
<td>&quot; June 30/56</td>
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- **16.20** $1,096.95
It was agreed that the Board meeting scheduled for January 23 be held on January 30.

Mr. Turner reported that Mr. R. M. Walters, accountant, has resigned, effective October 22, 1957, and that Mr. Albert B. Larose, B. Com. (Carleton 1951), C.A., had agreed to accept the position at $6,200.00 per annum, effective October 16. This appointment was approved.

It was agreed that the income of the Building and Endowment Fund for the year 1956-57 be added to the capital of the fund.

Mr. Turner reported that he had negotiated a line of credit of $110,000 with the Bank of Nova Scotia at 5% for operations during the summer months, and to meet a number of large capital payments. The bank loan had been used in this last connection because it was cheaper to borrow money at 5% rather than redeem some of the outstanding investments on which we were getting 5½% and 5-3/4%.

He reported that the bank loan was very nearly paid off out of tuition income. The bank loan was approved.

The following staff changes were approved:

Employment of Miss Heather Rogers, Statistical Assistant, at a salary of $200.00 per month, effective June 24, 1957;
Employment of Mrs. Vera Nash, part-time stenographer, at a salary of $110.00 per month, effective September 1, 1957;
Employment of Mrs. O. Numann, faculty stenographer, at a salary of $230.00 per month, effective September 1, 1957;
Re-employment of Mrs. Maureen Halonen, Cashier, at a salary of $195.00 per month, effective September 1, 1957;

Resignation of Mrs. Naomi Roberts, Circulation Desk Assistant, Library, at a salary of $180.00 per month, effective July 20, 1956;
Employment of Mrs. Naomi Roberts, Library Assistant, at a salary of $210.00 per month, effective November 26, 1956 - already reported to 101st meeting of Board;
Resignation of Mrs. Naomi Roberts, effective August 2, 1957;

Leaves of absence without pay:
Miss Heather Rogers - 3 weeks in August
Mrs. Winnifred Haley - 4 days in August

Increase in salary for Mrs. Anne Brady from $200.00 - $210.00 per month, effective August 1, 1957, promotion from Junior Circulation Assistant, Library, to Senior Circulation Assistant;

Employment of Miss Ann Lowrey, Secretary and Research Assistant, Development Office, at a salary of $250.00 per month, effective September 16, 1957;

Resignation of Miss Dulcie Simpson, Secretary, Development Office, at a salary of $230.00 per month, effective September 20, 1957.

At his request, Mr. Turner was given authority to close the Campaign Fund Bank account in the main branch of the Bank of Nova Scotia and transfer the money to the University bank account, subject to the retention of certain exchange and crossing privileges.
1951 and 1954 CAMPAIGNS: Mr. Turner reported that the accounts were still carrying the Development Fund and Expansion Program Campaigns. He suggested that he and Mr. Swain be given authority to go over the pledges outstanding to discard the pledges that appeared uncollectible, and to transfer the remainder to the current Building and Development Campaign. This suggestion was approved.

FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 1957:

Mr. Turner presented the financial statements for the year prepared by the university, and stated that the auditors, Arthur A. Crawley & Company, stood ready to certify these statements on their adoption by the Board. He added that the auditors' report this year would contain the following qualifying paragraph:

"It is pointed out that the attached balance sheet does not reflect any liability in connection with the building programme in progress at the Rideau Campus site, and only actual payments made to June 30, 1957, pertaining thereto have been shown in the financial statements."

It was moved by Mr. Castledine, seconded by Mr. Montgomery, that the financial statements for the year as presented be adopted. Carried.

ADJOURNMENT: The meeting adjourned at 2.30 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.