MINUTES

of the

ONE-HUNDRED-AND-TENTH MEETING

of the

BOARD OF GOVERNORS OF
CARLETON UNIVERSITY

Time: Wednesday, December 18, 1957, at 12.30 p.m.
Place: The Chateau Laurier

PRESENT:
Dr. C. T. Bissell, Mr. V. S. Castledine, Mr. W. M. Connor, Colonel C. M. Edwards, Mr. C. Fraser Elliott, Mr. Charles Gavsie, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene, Mr. D. G. Hartle, Mr. Alan Jarvis, Dr. C. J. Mackenzie, Mr. A. E. MacRae, Mr. F. G. Patten, Dr. J. E. Robbins, Dr. E. W. R. Steacie, and Mr. F. W. White. Also present: Mr. Watson Balbarrie and Mr. F. J. Turner.

CHAIRMAN:
In the absence of the Chairman, and on the suggestion of the Chancellor, Dr. Bissell chaired the meeting.

MINUTES:
The minutes of the previous (109th) meeting were approved as distributed.

PRESIDENCY - UNIVERSITY OF TORONTO:
Dr. Bissell referred to the letter which he had dispatched to every member of the Board following his appointment. Dr. Bissell regretted that it had not been possible for him to inform members of the Board earlier, but the appointment had not taken place until December 12. In his consideration of the offer, he had earlier relied heavily on the advice of the Chairman and Chancellor. He expressed his regret at leaving Carleton.

The Chancellor replied that on having been offered the presidency of the University of Toronto, Dr. Bissell had no alternative but to accept. Dr. Bissell had made a great contribution to Carleton University at a critical period, and would still remain an asset to us.

SELECTION COMMITTEE:
The Chancellor suggested that the Board should consider the appointment of a Selection Committee subject to the approval of the Chairman. He suggested further that it would be advisable to have two members of the Senate of the University, Mr. Underhill and Dr. Lamb, because of their knowledge of university matters, and because they would serve as representatives of the university staff. He also suggested that the Honourable Brooke Claxton and Dr. E. W. R. Steacie be asked to serve, because of their knowledge of Canadian universities.

Dr. Bissell supported the Chancellor's recommendations.

It was moved by Dr. Robbins, seconded by Mr. Greene, that the Board appoint the following committee to consider the matter of a successor to Dr. Bissell and to report as soon as possible to the Board, subject to (a) the approval of the Chairman of the Board, and (b) the reservation to the Chairman of the Board of the power to add:

- Mr. Frank Underhill
- Dr. W. Kaye Lamb
- The Honourable Brooke Claxton
- Dr. E. W. R. Steacie
- The Chancellor and Chairman, ex officio

Carried.

It was agreed that the Chairman of the Selection Committee should be left to the decision of the Chairman of the Board.
REPORT OF THE BUILDING COMMITTEE:

Mr. Greene reported that the Building Committee of the Board had at its most recent meeting on November 6 made the following recommendations, which it now submitted for confirmation:

**Arts Building Exterior** - The Committee had discussed and approved the exterior of the Arts Building as proposed by the architects.

**Playing Field** - The Committee recommended an expenditure of $8,600 for a football practice field.

**Electrical Services to the Site** - The Committee recommended that the electrical services to the site be an underground 12,000 volt transmission line, and that tenders for the installation of this line be called as soon as possible.

Dr. Bissell reported that the plans for the Arts Building were almost complete, and that tenders would be called soon.

It was moved by Mr. Greene, seconded by Mr. Jarvis, that the Report of the Building Committee be approved. Carried.

**REPORT OF THE FINANCE COMMITTEE:**

The minutes of the last meeting of the Finance Committee held on November 18 were distributed as a report with the notice of meeting. The discussion of the report was led by Mr. Castledine. The main items were:

**Fill** - The purchase of about 20,000 yards of fill from George A. Crain & Sons Ltd. at 40¢ a yard.

**Provincial Government Maintenance Grant** - The Committee recommended that the university should make a strong plea for a maintenance grant of $400,000 for next year.

**Insurance** - Mr. Turner was asked to inquire into the possibility of securing insurance to protect students against injuries which arise out of the negligence of fellow students, and for which the university has no legal liability. He was also asked to check on the adequacy of the University's Public Liability insurance.

**Budget Changes** - The following budget changes were approved:

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<th>Instruction</th>
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<tr>
<td>Russian</td>
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<td>German</td>
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**Retirement Plan Contribution** - The Committee approved an increased contribution to the Retirement Plan from 6 to 7% on a temporary basis for the current academic year.

It was moved by Mr. Castledine, seconded by Dr. Steacie, that the Report of the Finance Committee be adopted. Carried.

**ELECTRICAL AND HEATING TENDERS - LIBRARY BUILDING:**

It was reported that tenders for the electrical and heating work in the Library closed December 17 at 4:00 p.m., and were opened then by Messrs. Miller, Weedmark, and Turner. Tenders were as follows:

- **Heating:**
  - Edge Limited: $125,494
  - Ottawa Plumbing & Heating: $114,998
  - Canadian Comstock Company Ltd.: $114,000
Mr. Balharrie read the report of the engineers and then recommended that the contract be awarded to Canadian Comstock Company Ltd. It was moved by Mr. Connor, seconded by Dr. Steacie, that Doran Construction Co. Ltd. be authorized to award a sub-contract for the Library Heating and Ventilating to Canadian Comstock Company Ltd. for $114,000. Carried.

Mr. Balharrie read the recommendation of Mr. Miller, Heating Engineer, that the contract for the Library electrical work be awarded to G. M. Gest Ltd. He concurred in this recommendation. It was moved by Mr. Gibson, seconded by Mr. Gavisie, that Doran Construction Co. Ltd. be authorized to award a sub-contract for the Library Electrical work to G. M. Gest Ltd. for $147,200. Carried.

Dr. Bissell reported that following the meeting of the Finance Committee he had written to the Provincial Treasurer stating the case for an increase in the Provincial Maintenance Grant to $400,000 for the year 1958-59. The current Grant is $225,000.

Dr. Bissell reported that the University had received word of a grant of $400,000 towards the construction cost of the Library. This grant is all that the university is entitled to at the present time. The first cheque for $100,000 of this grant has already been received, and subsequent payments will be made as the building progresses.

In reply, he had been informed of the list of associations who had indicated an interest in such a building on a tentative basis. The list was extremely long and diverse, and it was evident that the co-operation of all the professional societies was not a foregone conclusion.

Dr. Bissell reported that the university faculty were vitally interested in faculty housing on the campus, and that it appeared that substantial loans through Central Mortgage & Housing Corporation would be possible, and that it might be advisable to move in this direction soon.

Mr. MacRae suggested that strenuous effort should now be made to sell, or rent, or rent part of, the present building.

Dr. Bissell reported that many Canadian Universities have or are producing films; that such films are important in fund-raising; and that in the particular case of Carleton University, a film would provide a case history of the development of a modern university.

On several occasions arrangements have been made out of current budgets to have specific footage of film shot. Two such instances were the

He recommended that Crawley Films be engaged to produce a 25-minute colour film about the university at a cost of about $20,000.

It was moved by Mr. Elliott, seconded by Mr. Patten, that the President be authorized to proceed with the production of a Carleton University film at a cost of approximately $20,000. Carried.

There was some discussion as to whether it would be advisable to have a number of members of the Board check on the script for historical inaccuracies or possible additions, and the President agreed to investigate the possibility of having copies of the script circulated for comment.

Dr. Bissell reported the following staff changes which were then approved:

**Resignation of Dr. H. J. Breen, Assistant Professor of Psychology, effective August 31, 1957;**

**Resignation of Dr. G. J. van der Maas, Assistant Professor of Physics, effective August 31, 1957.**

**CLAIRSON CONTRACT:**

A contract for the sum of $24,281.40 was let to Clairson Construction Company Ltd. on September 19, 1957, by the Board of Governors, for the installation of a water main from the west side of the C.P.R. tracks to and around the buildings.

Mr. Turner reported that this work was now completed, and that he had recently received from Mr. J. G. Powell of Gore & Storrie Limited a certificate for $31,832.93, including extras of $7,701.53. The extras were:

- For excavating in rock (provided for in contract) $2,349.84
- For excavating additional depth of trench greater than 8' 3,244.50
- Connecting to Science Building, complete with shut-off valve 675.00
- Connecting to Library Building, complete with shut-off valve 130.00
- Removal of Surplus backfill 294.63
- Extra for leaving in service temporary 2" main 129.96
- Protecting hydrant 60.00

The engineers reported that the claims have been examined and found reasonable, and recommended that the extras listed above be paid.

There was some discussion as to whether the interests of the University had been protected adequately by its professional advisers in these matters - as to whether these extras could have been foreseen or avoided.

On a motion by Mr. MacRae, it was agreed that the matter be left in the hands of the Chairman of the Building Committee, Mr. Balharrie, and Mr. Turner, and that they be authorized to pay the account if they see fit.

**RESIGNATION FROM THE CORPORATION:**

It was reported that Mr. A. C. Ross had submitted his resignation from the Corporation. It was agreed that this resignation be accepted with regret.

**CASH AND SECURITIES INSURANCE:**

After some discussion, it was moved by Mr. Patten, seconded by Mr. Greene, that the matter of cash and securities insurance coverage be referred back to the university's insurance agent with the request that this matter receive the attention of the Insurance Committee which he chairs. Carried.
ACCOUNTING MACHINE: Mr. Turner reported that with the present system of manual bookkeeping, it would be necessary to employ immediately an additional clerk, but that the purchase of an accounting machine would enable the present staff to handle easily the present volume of business. His recommendation was for a Burroughs Accounting Machine at a cost of $6,096.00.

It was moved by Mr. Greene, seconded by Mr. Patten, that this recommendation be approved. Carried.

FINANCIAL STATEMENT: The Financial Statement for the period ending October 31 was distributed. It was suggested that the Finance Committee should give its attention to this statement.

ARCHITECTURAL ADVICE: Mr. Patten expressed his concern about the quality of the technical advice the university is receiving from its architects, particularly with reference to the detailing of specifications and handling of tenders.

UNDERPASS: Mr. Connor suggested that the University should give attention to the construction of a second railroad underpass.

ADJOURNMENT: The meeting adjourned at 2:30 p.m.

C. C. Gibson, Secretary.

C. T. Bissell, Chairman pro tem.