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

Time: Thursday, September 18, 1958, at 12:30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. J. E. Coyne, Chairman, Mr. V. S. Castledine, Mr. W. N. Connor, Dr. A. D. Dunton, Mr. C. C. Gibson, Mr. K. A. Greene, Dr. D. G. Hartle, Mr. Alan Jarvis, Mr. A. E. MacRae, Mr. T. R. Montgomery, Dr. J. E. Robbins, and Dr. E. W. R. Steacie. Also present: Mr. F. J. Turner.

WELCOME TO THE PRESIDENT:
Mr. Coyne welcomed the president to his first meeting of the Board of Governors.

MINUTES:
The minutes of the 113th meeting were amended by the addition of the phrase "and medical studies" to the minute on Co-Operation with the Civic Hospital, so that the phrase now reads "whereby certain post-graduate research work and medical studies could be carried on".

The minutes of the 113th meeting as amended and the minutes of the 114th meeting as distributed were adopted.

CO-OPERATION WITH THE CIVIC HOSPITAL:
The president reported that he had had a discussion with the people concerned. While there was some divergence of views, the feeling of the meeting was that there should be further exploration of the possibility of doing something worthwhile for the Civic Hospital and the City of Ottawa, at relatively little cost to Carleton.

REPORT OF THE EXECUTIVE COMMITTEE:
The Report of the Executive Committee was distributed with the notice of meeting. It was agreed that this report be adopted.

(A copy of this report is attached to the original copy of the minutes.)

BUILDING PROGRESS:
The president reported that the present building was seriously overcrowded and that the situation was particularly bad in Science. However, there appeared to be a reasonable chance that the university would have the use of some of the laboratories in the new Science Building in the last half of October or early November. While it appeared possible that the university would be able to take possession of the Science Building and the Library during the Christmas vacation, this was by no means certain. Efforts were being made to speed up the work of the contractors.

CHAIRMAN:
At this point Mr. Coyne had to leave the meeting, and the chair was taken by Dr. Dunton.
Mr. Turner reported that the university was beginning to take possession of some parts of the building; that a number of members of the university staff were working in the building; and that it had been necessary to take delivery of and store some of the equipment ordered for the building. The purpose of this report was to share the responsibility for these actions with the Board of Governors.

Mr. Gibson suggested that in view of the problems arising from the delay in the completion of the building, coupled with the arrival of goods which had been ordered for the building, that the Bursar be given authority, at his discretion, to arrange matters arising out of this delay, such as delivery dates of goods, insurance protection, supervision of the building, watch staff, payment of materials contracted for where the delivery has had to be delayed beyond the completion of manufacture.

It was agreed that this authority be given.

Mr. Castledine reported that following the last meeting of the Building Committee Mr. Turner had asked him to discuss the progress of the Science Building with Mr. Crain; that he had recently spent 1½ hours in the building with Mr. Crain; and that from this discussion he had received the impression that the major reason for slow progress was the inadequate present power supply and the slowness in completion of the permanent supply. Mr. Crain had added that there was no assurance that completion of the electrical installation and delivery of power would be completed on schedule on October 1.

Mr. Turner said that he had heard that several of the things required for the delivery of power had arrived on schedule. He suggested that it would be useful to have a report from the electrical engineer as to the progress in this connection. It was agreed that such a report should be asked for.

It was agreed that the annual meeting of the Corporation be held on September 25 at 5.00 p.m. in the new Library.

It was agreed that the regular meetings of the Board for the year be held on October 30 & December 4, 1958, and January 15, March 19, May 21, & September 17, 1959.

Dr. Dunton reported that for the past three weeks he had been almost continuously engaged with meetings of the A.U.B.C. He found these meetings to be extremely interesting and useful. Following a meeting in Ottawa of the heads of universities he had heard many favourable reports about Carleton's new buildings.

Dr. Dunton reported that while classes had started yesterday, it was not possible to make any firm prediction of the size of the student body. However, it was possible to say that there were 58 more new students than there had been last year, and that the total of registrants was going to be solidly above last year. He also added that there was a general impression around the university that the academic standard of the new students was substantially higher than in the past.
NEW APPOINTMENTS:

On the recommendation of the president, the following new appointments were approved:

Dr. James W. Halpurn, Visiting Lecturer in Classics, at a salary of $5,800 per annum, effective July 1, 1958;
Dr. J. C. Garrard, Special Lecturer in Russian, up to $5,000 for the academic year 1958-59.

Technicians:

Mr. Gordon Graham, Workshop Supervisor, Department of Physics, at a salary of $5,500 per annum, effective August 1, 1958;
Mr. K. F. Hafner, Laboratory Technician, Department of Physics, at a salary of $5,500 per annum, effective August 1, 1958;
Mr. W. K. Henry, Laboratory Technician, Department of Engineering, at a salary of $4,000 per annum, effective September 1, 1958;
Mr. L. A. Rice, Laboratory Technician, Department of Engineering, at a salary of $2,620 per annum, effective August 18, 1958.

On the recommendation of the president, the following increase in salary was approved:
Mr. Gerard Dube, Technician, Department of Chemistry, from $300.00 to $320.00 per month, effective September 1, 1958.

PROMOTIONS:

On the recommendation of the president, it was agreed that Mr. Michael Hornyansky and Dr. R. E. Bismuth be promoted from Lecturers to Assistant Professors of English and French respectively, and that their salaries be increased from $5,800 each to $6,000 per annum each.

LEAVE:

On the recommendation of the president, it was agreed that W. J. McDougall, Professor of Accounting, be seconded to the University of Western Ontario for one year, this university to reimburse Carleton for his total salary costs.

RESIGNATIONS:

The president reported that Dr. J. S. Moir and W. E. Grasham had completed temporary appointments in History and Political Science, and that both were now continuing post-graduate research.

ENGINEERING LAB CONSULTANT:

On the recommendation of the president, an expenditure of up to $1,500 was authorized to pay a consultant to help plan the electrical laboratories in Engineering.

TRAVEL ADVANCES:

On the president's recommendation, it was agreed that travel expenses be approved for the following two new appointees on the submission of vouchers up to the amounts noted below, and that the salary of each of these two be reduced for the year 1958-59 by the amount so paid:

Dr. A. H. Lightstone - $400
Mr. Kenneth Hooper - $500

BOARD OF GOVERNORS TRAVELLING EXPENSES:

A letter from the Alumni Association of Carleton University was read to the Board. In this letter the Association asked that the university pay the travelling expenses of its representative from Toronto to attend Board meetings.

It was moved by Mr. Greene, seconded by Mr. Connor, that the university pay travelling expenses to attend meetings of the Board for all Board members whose residence is out of Ottawa, from their place of residence to Ottawa and return, on the submission of a travel expense account. Carried.
It was moved by Mr. Greene, seconded by Mr. Connor, that the Chairman of the Board be asked to appoint a small committee to recommend appointments to the Board of Governors to fill some or all of the present vacancies, and that this committee consist of the Chairman of the Board, the President, and the Chancellor, with power to add.

Mr. Turner reported the receipt of a letter from Miss Condon expressing her appreciation and thanks for the invitation to attend the dedication of the MacOdrum Library.

Mr. Turner reported that the Bank of Nova Scotia had agreed to provide the university with a line of credit of $1,000,000 at 4-3/4%.

Mr. Turner recommended that the management of the canteen in its new quarters be turned over to Industrial Foods at a management fee of 8%. Mr. Connor reported that Morrison-Lamothe were doing an excellent job of running the restaurants in the Y, and on his suggestion it was agreed that further information be secured about the possibility of employing them in this capacity.

Mr. Turner reported that he was proceeding on the assumption that the University would pay 50% of the cost of the Ontario Hospital Services Plan, in line with the university's policy of paying 50% of the costs of the staff welfare programs.

It was agreed that the university contribute 50% of the Ontario Hospital Services Plan.

At the 108th Meeting of the Board of Governors, Mr. Turner and Mr. Swain were instructed to prepare a list of pledges to the 1951 and 1954 campaigns which should, in their opinion, be written off. Their recommendation was that all pledges outstanding be written off, and a list of these pledges was presented. Some of these were included in donations to the 1957 campaign.

These totalled $7,904.50 for the 1951 Development Fund and $31,033.67 for the 1954 campaign.

It was moved by Mr. Greene, seconded by Mr. Gibson, that the campaign write-offs as recommended be approved. Carried.

The financial statements for the year ended June 30, 1958, were presented by Mr. Turner. He reported that the auditors stood ready to certify these statements, and to submit an unqualified certificate as soon as they were adopted by the Board of Governors.

He reported that the statements showed a deficit on the year's operations of $51,039.60, and that there would likely be a separate report on the operations of the Bookstore within a month or two.

It was moved by Mr. Castledine, seconded by Mr. Greene, that the financial statements of Carleton University for the year ended June 30, 1958, as submitted by the Bursar and Accountant, be adopted. Carried.
At this point it was noted that there was no longer a quorum.

It was agreed that the meeting continue and that the Bursar be instructed to circulate a copy of the minutes of this meeting for signature by the persons who were present at the start.

**STAFF CHANGES:**

The following staff changes were approved:

- Employment of Mr. Otto Bricker, Engineer, at a salary of $5,000 per annum, effective August 5, 1958;
- Employment of Mrs. Rita Cameron, Clerk-Typist, Registrar's Office, at a salary of $185.00 per month, effective August 6, 1958;
- Employment of Mrs. Doris Foote, Secretary to Administrative Assistant, at a salary of $250.00 per month, effective September 8, 1958;
- Employment of Miss Lenore Leblanc, Order Assistant, Library, at a salary of $200.00 per month, effective July 2, 1958;
- Employment of Mrs. Marion Mcdonald, Secretary to Development Officer, at a salary of $265.00 per month, effective September 1, 1958;
- Employment of Mrs. Joan McLean, part-time Secretary to Director of Athletics, at a salary of $115.00 per month, effective August 18, 1958;
- Employment of Mr. Joseph Pyne, Fireman, at an hourly rate of $1.95 per hour plus time and one-half for hours worked in excess of 40 hours per week and for holidays;
- Employment of Miss Betty Recoskie, Office Assistant, at a salary of $100.00 per month, effective September 9, 1958;
- Employment of Mrs. Nina M. Robinson, Junior Periodicals Assistant, Library, at a salary of $215.00 per month, effective July 3, 1958;
- Employment of Mr. Francis Starr, Supervisor of Athletic Facilities, at a salary of $250.00 per month, effective July 1, 1958;
- Employment of Mrs. Ruth Verrier, Bookstore Clerk, at a salary of $195.00 per month, effective August 1, 1958.

Leave of absence without pay for the following:

- James Stewart, Maintenance Staff, from June 3 to September 1, 1958;
- Mrs. O. Numans, Faculty Stenographer, from August 8 to August 29, 1958;
- Mrs. Dolores Neilson, Faculty Stenographer, from July 21 to August 2, 1958;
- Mrs. Leah Schnitzer, Library, from July 23 to September 2, 1958.

Resignation of Miss Joan Petch, Secretary to Administrative Assistant, at a salary of $260.00 per month, effective September 15, 1958;

Resignation of Miss Ann Lowrey, Secretary to Development Officer, at a salary of $265.00 per month, effective August 25, 1958;

Resignation of Mrs. Maile Scott, Library, at a salary of $200.00 per month, effective June 16, 1958;

Resignation of Mrs. Maureen Halonen, Bookstore Clerk, at a salary of $195.00 per month, effective May 31, 1958.

Mr. Turner reported that he had asked the university’s insurance agent to hold the university covered for $500,000 on the furnishings and equipment for the Science Building, and that he had been informed that this had been done.

It was agreed that Dr. A. D. Dunton be added to the list of members of the Corporation.
DEATH OF W. J. CAIRNS:

Mr. Turner drew the attention of the Board to the recent death of W. J. Cairns, who had been a member of the Corporation since its inception.

STUDENT LOANS:

Mr. Turner drew the attention of the Board to a minute of the 112th Meeting of the Board of Governors in which authority had been given to transfer the granting and collection of student loans from the university business office to a Trust Company. Since that time, in discussion with members of faculty and the Board, it had begun to appear as though there were advantages to considering a chartered bank for this.

It was agreed that authority be given to transfer the payment and collection of student loans from the university business office to a Trust Company or chartered bank on the understanding that this would not affect either the authority of the university to grant such student loans or the cost of these loans to the student.

It was also agreed that Mr. Turner be given authority to demand a life insurance policy, assigned to the university, in advance of authorizing each student loan.

RETIREMENT PLAN - TRUST COMPANY:

Mr. Turner reported that at the last meeting of the Finance Committee a change in the university's retirement plan had been authorized as of July 1, 1958, which meant that most of the contributions to the Retirement Plan would be going into a Trust Company's Pooled Pension Funds, but that this meeting of the Finance Committee had felt that it would be advisable to leave the selection of a trust company to a meeting of the Board of Governors.

It was moved by Mr. Greene, seconded by Mr. Gibson, that the pooled funds of the Royal Trust Company be used to fund Retirement Plan contributions, along with Government Annuities.

Mr. Turner was instructed, when notifying the Toronto General Trusts Corporation of this change, to make clear to them that there was no dissatisfaction with their services.

AGREEMENT WITH THE CITY:

It was drawn to the attention of the meeting that there had been no recent progress in arriving at an agreement with the city with regard to turning over to the city the University's pumping station and that part of the University's water and sewage force main across city property, and that it would be useful to have the pumping station in particular turned over to the city before it started operating.

It was agreed that Mr. Turner and Mr. Gibson be authorized to negotiate with the City of Ottawa on these items and the land the city desires for the widening of Bronson Avenue, on approximately the basis of the terms suggested in the minutes of the 88th meeting of the Executive Committee.

N.F.C.U.S. CONFERENCE:

Dr. Dunton reported the receipt of a request from the NFCUS students for a grant to help defray the costs of bringing delegates to the national NFCUS conference in Ottawa. He reported that it was usual for the host institutions to make such grants, and that the University of Ottawa had agreed to make a grant of $350, and that he recommended a grant of $200 for Carleton University.

It was agreed that this grant be approved.
ANALYSIS OF APPLICATIONS: Dr. Hartle requested that information about applications for admission to Carleton University and acceptances, by faculty and by place of residence (whether within or outside of Ottawa), be made available to members of the Board. Dr. Dunton replied that insofar as possible, this information would be assembled.

ADJOURNMENT: The meeting adjourned at 3.25 p.m.

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