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

Time: Thursday, December 4, 1958, at 12.30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. J. E. Coyne, Chairman, Mr. G. R. Beament, The Honourable Brooke
Claxton, Mr. W. M. Connor, Mr. D. M. Coolican, Mr. A. A. Crawley,
Dr. A. D. Dunton, Colonel C. M. Edwards, Mr. C. F. Elderkin, Mr. C.
F. Elliott, Mr. C. H. Everett, Mr. H. R. T. Gill, Mr. C. H. Hulse,
Mr. A. B. R. Lawrence, Mr. C. H. MacIaren, The Honourable Norman
MoL. Paterson, and Mr. F. G. Patten. Also present: Mr. Watson
Balharrie, Mr. D. S. Swain, and Mr. F. J. Turner.

WELCOME TO
NEW MEMBERS:
The Chairman welcomed the six new members of the Board of Governors
to their first meeting, and briefly reviewed the growth of Carleton
from its founding in 1942 to the present. The financial problems
facing the university on both current and capital account were
summarized.

MINUTES:
The minutes of the previous (117th) meeting were adopted as distrib-
uted.

REPORT OF THE
BUILDING
COMMITTEE:
The Report of the Building Committee to the Board was distributed at
the meeting. Mr. Coyne led the discussion in the absence of the
Chairman.
The business of the Committee was disposed of as follows:

Office Furniture: The desk selected was approved.
Access Road and Culvert: The award of the contract for the culvert
construction to Queensview Construction & Development Ltd. for
$21,610 was approved.
Landscape Proposal: Because of the onset of winter, no immediate
action was required.
C.P.R. Crossing: The execution of the agreement with the C. P. R.
was approved subject to the university's insurance company accepting
liability.
Report of the Building Advisory Committee: The Report was noted and
approval given for the erection of a partition in the north section
of the east porch, the area to be allocated as a Women's Lounge,
thus releasing room 343 for Geology.
Approval was also given for the provision of a power point for the
Physics Research Laboratory at a cost of $495.

At the conclusion of the discussion of the Building Committee report,
there was a continuation of the proposal to raise the C. P. R.
tracks from the Rideau River northward to approximately Somerset. It
was agreed that this should be turned back to the Building Committee
and that it should be suggested to them that preliminary studies of
the proposal should be made, including the procurement of maps, and
after this has been done it should be discussed with other groups
in the city such as the Board of Control.
ENGINEERING LABORATORIES:

Dr. Dunton reported that he had just received a request from the Director of the School of Engineering for increases in the monies allocated to two of the Engineering laboratories:
1. Electrical lab from $35,000 to $39,000
2. Thermo-Dynamics lab from $35,000 to $79,000.
He had been informed that if this work was not done, it would be necessary to drop the specialized electrical work in the fourth year.

It was agreed that these additional expenditures be postponed for the time being until funds for this purpose could be found, and that in the meantime adjustments might be made within the previously authorized total. It was also agreed that related requests for an increase in the Engineering staff by four or five for next year would not be met.

INSTRUCTIONAL STAFF FOR 1959-60:

Dr. Dunton reported that in the brief recently submitted to the Provincial Government asking for a large maintenance grant for next year it had been indicated that the university was considering an increased expenditure of $126,000 for instructional salaries. He indicated that he would like to make two senior appointments in the Social Sciences; five other appointments in the Arts Division; three additional ones in Science; and two in Engineering. This would mean an additional instructional cost of about $75,000 for twelve new positions.

It was agreed that the university should continue to expand its instructional staff and that in particular one or two outstanding men should be added to the staff each year. Mr. Patten indicated that the Collegiate Board would likely have to increase the salaries by 10% for next year in spite of the doubling of salaries in the recent past.

It was agreed that this matter be referred to the Finance Committee for immediate study.

SALE OF 544 DRIVEWAY:

Mr. Turner reported that 544 Driveway, occupied by Dr. Bissell, had been sold on December 1 at a price of $32,500. This sale was approved.

OFFER TO PURCHASE 275 FIRST AVENUE:

Mr. Turner reported the receipt of an offer to purchase 275 First Avenue at $19,500 as at May 1, 1958.

It was agreed that this be referred to the Finance Committee.

STAFF CHANGES:

The following staff changes which were distributed with the notice of meeting were approved:

Employment of Mr. J. Rivers, Fireman, at a salary of $1.95 per hour, with time and one half for hours worked over 40 hours per week and for holidays worked, effective December 1, 1958;
Employment of Mr. M. J. Nolan, Fireman, at a salary of $1.95 per hour, with time and one half for hours worked over 40 hours per week and for holidays worked, effective December 1, 1958;
Re-employment of the following members of the Canteen staff:

Mrs. Isabel Crozier @ $173.00 per month Sept. 3, 1958
Mrs. Alice Dickhout @ $153.00 per month Sept. 8, 1958
Mrs. Florence Lynch @ $138.00 per month Oct. 1, 1958
Mrs. Elizabeth Ryan @ $152.00 per month Sept. 17, 1958
Mrs. Ada Swallow @ $168.00 per month Sept. 3, 1958
STAFF CHANGES:

Canteen (cont'd.)

Increase in salary for Mrs. Shirley Hudson from $125.00 - $255.00 per month, effective September 3, 1958;
Resignation of Mrs. Janet Pickett, Circulation Assistant, Library, at a salary of $210.00 per month, effective December 12, 1958;
Resignation of Mrs. Anne Brady, Junior Circulation Assistant, Library, at a salary of $235.00 per month, effective September 25, 1958.

INSTRUCTIONAL APPOINTMENT:

The appointment of The Reverend James Thompson for the academic year 1958-59 at a salary of $4,000 was approved.

CONSULTANT:

Mr. Turner reported that the university had been informed that Mr. Ross Willis, Comptroller of the University of Western Ontario, would be able to accept the invitation to make a survey of the university's business operations, and that this would be done at no cost to Carleton except for Mr. Willis' travelling expenses and living expenses in Ottawa.

It was agreed that an ad hoc committee be set up to discuss the university's business operations with Mr. Willis, to consist of Mr. A. A. Crawley, Chairman, Mr. V. S. Castledine, Mr. C. F. Elderkin, and Mr. G. L. Stevenson.

CANTEEN MANAGEMENT:

Mr. Turner reported that Morrison-Lamothè had finally shown interest in submitting a proposal for the management of the university canteen in the new buildings, and he expected a proposal from them in the near future.

REPORT ON REGISTRATION:

A report on registration was distributed at the meeting.

DEVELOPMENT PROGRAMME FOR THE YEAR:

Mr. Gill reported that the development programme for the year was getting under way; that there were four active committees with four good chairmen; and that a general meeting had been held the day before to plan the year's work.

It was suggested that these efforts to raise money would cost money, and it was agreed that a budget for these operations which had already been prepared would be submitted to the next meeting of the Board.

INVESTMENT COMMITTEE:

The minutes of the 55th meeting of the Investment Committee were distributed at the meeting as a report of the committee. Mr. Crawley drew the attention of the meeting to the minute re Stanleigh Uranium Bonds, and added that this would likely entail a capital loss of $1,000 for the Parker Loan Fund. He was also able to report, however, that to June 30, 1958 there had been a capital profit of some $1,300 in this same account.

It was moved by Mr. Crawley, seconded by Mr. Connor, that the Report of the Investment Committee be adopted. Carried.

ADJOURNMENT:

The meeting adjourned at 2.30 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.