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

Time: Thursday, January 15, 1959, at 12:30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. G. E. Beament, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. D. M. Coolican, Dr. A. D. Dunton, Colonel C. M. Edwards, Mr. C. F. Elderkin, Mr. C. Fraser Elliott, Mr. C. H. Everett, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene, Dr. D. G. Hartle, Mr. C. H. Hulse, Mr. Alan Jarvis, Mr. A. B. R. Lawrence, Dr. C. J. Mackenzie, Mr. A. B. Maclaren, Dr. A. E. MacRae, Mr. F. G. Patten, and Dr. J. E. Robbins. Also present: Mr. F. J. Turner.

CHAIRMAN:
In the absence of Mr. Coyne, Dr. Dunton took the Chair.

MINUTES:
The minutes of the previous (118th) meeting were approved as distributed.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 21st meeting of the Building Committee were distributed with the notice of meeting as a Report of the Committee. (A copy of these minutes is attached to the original of these minutes.)

Following a question from Mr. Patten, there was a brief discussion of the possibility of doing something now which would prevent a serious delay in the construction of the Arts Building.

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

REPORT OF THE FINANCE COMMITTEE:
The minutes of the 28th meeting of the Finance Committee were distributed with the notice of meeting, and the minutes of the 27th meeting of the Finance Committee were read to the meeting. (Copies of these are attached to the original of these minutes.)

The earlier meeting had covered the following items of business.

1. Authority to the President to employ 10 or 12 additional members of staff at up to $70,000 annual salary cost.
2. Agreement that the request for additional money for Engineering Laboratories be put on the agenda of the next Board meeting, and that in the meantime the opinions of the Engineering Advisory Committee, and in particular those of Dr. Steacie and Dr. Mackenzie, should be sought.
3. The budget of the Development Office was increased by $3,650 as requested by the Development Advisory Committee and Mr. Swain.
4. The offer to purchase 275 First Avenue received through Mr. Hendry of Oliver Realities was accepted, subject to a change in the closing date to March 31 with an agreement for the University to retain possession of the house proper for one further month.
5. The recommendation of the Building Advisory Committee for 40 additional car heater outlets be installed at a cost of $5,200.00 was deferred, and the Bursar was instructed to rent the 38 outlets provided in present contracts at $18.00 a year.
Mr. Gill suggested that there would be substantial advantages if the present underwriters of the university's group hospital & surgical plan - London Life Insurance Company Limited - were continued as underwriters of the new Major Medical Expense Plan.

It was agreed that the Board approve in principle the establishment of a Major Medical Expense Plan as soon as it could be arranged, but agreed that the matter of the selection of the company should be referred back to the Finance Committee with authority to act.

There was a brief discussion of the proposal that the building contracts be examined with a view to making claims for Sales Tax rebates. From what was known, it appeared to be a reasonable gamble that the University would get back more than the cost of the analysis. It was suggested that the Bursar contact Mr. David Sim and ask for some help in this matter.

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

It was moved by Mr. Castledine, seconded by Mr. Elderkin, that the remaining items of the Report of the Finance Committee be adopted. Carried.

**DEVELOPMENT COMMITTEE:**

Mr. Gill reported that the Corporate Annual Giving Campaign and the Friends of Carleton campaign were just getting under way.

**ENGINEERING LABORATORIES:**

Dr. Dunton reported that at its meeting on September 18, the Board of Governors approved a special budget for laboratory equipment for the five departments, including $112,000 for Engineering; that at the last meeting of the Board he has presented the request of the Director of the School of Engineering for an additional $103,000 for the Electrical and Thermo-Dynamics Laboratories, at which time the Board decided to postpone approval of this sum of money until funds could be found; and that at the meeting of the Finance Committee just reported it had been agreed that this item be put back on the agenda of the Board of Governors. Shortly after the December meeting of the Board, Professor Costes, Director of the School of Engineering, had handed in his resignation, effective June 30, 1959, and on January 14 had given a statement to the press about his resignation.

He reported that he had started to look for a replacement, and that there would be no further recommendation about capital funds for Engineering Laboratories until the replacement had been secured.

After some further discussion, it was moved by Mr. Elliott, seconded by Mr. Gibson, that the Board accept the President's report. Carried.

**FINANCIAL PLANNING FOR NEXT YEAR:**

The President reported that there was some pressure from within and without the University for increased salaries for faculty, and that he had arrived at the conclusion that a substantial increase in expenditures for books would be required, and that this would involve additions to the Library staff.

**DONATION FOR ECONOMICS RESEARCH:**

Dr. Dunton reported the receipt of $10,000.00 to be used for research in Monetary Banking and Fiscal Policy from a firm which wished to remain anonymous. The only condition of the gift was that the expenditures be authorized by a committee consisting of the two Deans, the President, Professor Gordon, and a representative of the firm.

It was agreed that the donation be accepted with thanks.
On the recommendation of the President, the following appointments were approved:

Appointment of Mr. Cletus Newell, Technician in the Department of Geology, at a salary of $250.00 per month, for the period November 1, 1958 - May 31, 1959;
Re-appointment of T. J. S. Cole, Assistant Professor of Physics, at a salary of $3,750 for the half-year January 1 - June 30, 1959, on his return from leave of absence;
Travel expenses up to $500.00 for Professor Cole on the submission of vouchers, and salary reduced from $3,750 to $3,250 for the half-year.

Mr. Turner reported that following the last meeting of the Board, Morrison-Lamothe Bakery Limited had expressed some interest in managing the canteen, and had finally submitted a proposal.

The earlier proposal from Industrial Foods had been for management, including food purchases, salary payments, and supervision, for 8% of gross receipts.

The proposal from Morrison-Lamothe Bakery Limited was for management on the same terms, except that the fee was 10%, and they would turn over bakery goods to the canteen at cost rather than at wholesale price.

Both firms had agreed to take on the University's present staff at their present salaries.

Some concern was expressed that the present members of the University canteen staff had had no provision made for retirement annuity.

It was moved by Mr. Connor, seconded by Mr. Jarvis, that a contract for the management of the University canteen be entered into with Morrison-Lamothe Bakery Limited for one year, starting September 1.

The following staff changes were approved:

Employment of Mrs. Nancy Harlock, Clerk-Typist in the Registrar's Office, at a salary of $185.00 per month, effective Dec. 22, 1958;
Employment of Mrs. Elizabeth Ann Cardill, Stenographer in the Development Office, at a salary of $240.00 per month, effective January 1, 1959;
Resignation of Mrs. Rita Cameron, Clerk-Typist in the Registrar's Office, at a salary of $185.00 per month, effective November 15, 1958;
Resignation of Mrs. Joan McLean, part-time Secretary to Director of Athletics, at a salary of $115.00 per month, effective December 31, 1958;
Resignation of Mrs. Marion McAdam, Secretary to Development Officer, at a salary of $265.00 per month, effective January 9, 1959;
Increase in salary from $235.00 to $250.00 per month for Mrs. Pam Sims, Development Office, effective January 1, 1959.

Mr. Turner reported that Mr. Hendry of Oliver Realities had done a good deal of work in trying to sell the University houses on First Avenue, and had in fact been the agent responsible for the sale of 275 First Avenue. Both he and C. A. Fitzsimmons & Co. Ltd. had asked for exclusive listings on the remaining two houses.
It was decided that for the time being things would be left as they are now. Several members of the Board felt that when the time came to list the houses it should be done on a co-op basis.

On Mr. Ross Willis' suggestion, Mr. Turner raised the question of his secretary attending Board meetings to take minutes and to prepare a first draft. This would relieve him of some of the work at and following the meetings. It was agreed that this be approved, subject to the approval of the Chairman of the Board.

Dr. MacRae suggested that the Board should consider having fewer meetings and having more of its work done by committees.

ADJOURNMENT: The meeting adjourned at 2.15 p.m.

C. C. Gibson, Secretary.

A. D. Dunton, Chairman pro tem.