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

Time: Thursday, April 9, 1959, at 12:30 p.m.
Place: The Beacon Arms

PRESENT: Mr. J. E. Coyne, Chairman, Mr. G. E. Beaumont, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. D. M. Coolican, Dr. A. D. Dunton, Colonel C. M. Edwards, Mr. C. H. Everett, Mr. C. C. Gibson, Mr. K. A. Greene, Dr. D. G. Hartle, Mr. Alan Jarvis, Mr. A. B. R. Lawrence, Dr. A. E. MacRae, Mr. T. R. Montgomery, Mr. F. G. Patten, and Dr. J. E. Robbins. Also present: Mr. F. J. Turner.

MINUTES: The minutes of the previous (119th) meeting were adopted as distributed.

REPORT OF THE INVESTMENT COMMITTEE: (Copy attached to original of minutes).

The Report of the Investment Committee was circulated with the notice of meeting. Mr. Castledine, in the absence of the Chairman, drew the attention of the meeting to the report about the second mortgages, in particular that the sum of $25,000 be made available for making second mortgage loans to young and valuable members of faculty, and to the provision that these be granted out of current funds by the Finance Committee, with repayments by salary deduction handled by the University, and the responsibility for the administration and review of the investment portfolio with the Investment Committee.

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

REPORT OF THE BUILDING COMMITTEE: (Copy attached to original of minutes).

The Report of the Building Committee was circulated with the notice of meeting. It was moved by Mr. Greene, seconded by Colonel Edwards, that the Report of the Building Committee be adopted. Carried.

REPORT OF THE DEVELOPMENT ADVISORY COMMITTEE: (Copy attached to original of minutes).

The Report of the Development Advisory Committee was circulated with the notice of meeting. In the absence of Mr. Gill, it was agreed that this be tabled until the next meeting of the Board.

CONVOCATION PARADE: Mr. Castledine suggested that the Board might like to consider some common action about walking or not walking in the Convocation parade.

After a brief discussion, however, it was agreed that it be left up to the individual as to whether or not he participates in the parade.

REPORT OF THE COMMITTEE ON BUSINESS OPERATIONS: The minutes of the 2nd meeting of the Committee on Business Operations and the Report Upon the Organization and Administration of the Business Affairs of Carleton University by R. B. Willis were circulated with the notice of meeting. In addition, the minutes of the 3rd meeting of the Committee were circulated at the meeting. (Copies of these three are attached to the original of these minutes.)
Because of the desirability of giving some study to the report, it was agreed that with the exception of the recommendation about a superintendent of buildings and grounds, the Report of the Committee on Business Operations be held over to the next meeting of the Board.

It was moved by Mr. Coolican, seconded by Mr. Jarvis, that the President and Bursar be given authority to employ a superintendent of buildings and grounds who would be responsible to the Bursar, and to select a title for the position. Carried.

It was moved by Mr. Coolican, seconded by Mr. Patten, that the Board authorize an expenditure of up to $200.00 for the purchase of a gift for Mr. Willis to be determined by the President. Carried.

The following resolution was moved by Mr. Coolican, seconded by Mr. Patten, and carried unanimously:

"Whereas Carleton University was experiencing some difficulties in its business operations and facing a number of new problems, and whereas in these difficulties Carleton University approached Mr. R. B. Willis, Comptroller of the University of Western Ontario, and the University of Western Ontario for assistance, which was courteously and speedily extended, and whereas the work done and the report prepared by Mr. Willis have been and will be of great assistance to the University in facing its present problems, now therefore be it resolved that the Board of Governors of Carleton University desire to record their grateful appreciation of the assistance rendered to the University by Mr. Willis and the University of Western Ontario through the release of Mr. Willis from his duties to make a study and prepare a report upon the organization and administration of the business affairs of Carleton University, and be it further resolved that the President be asked to convey the thanks of the Board of Governors of Carleton University to Mr. Willis, President Hall, and the Board of Governors of the University of Western Ontario."

REPORT OF THE
FINANCE COMMITTEE:

(Copy attached to original of minutes).

The Report of the Finance Committee and the proposed budget for 1959-60 were circulated with the notice of meeting.

Mr. Castledine reported that the University faces substantially increased costs for the coming year, particularly in maintenance, because of the new and larger buildings, but also in instructional costs because of an increased teaching staff and increased salaries.

In spite of a substantial increase in the Provincial Government grant from $325,000 to $400,000, and of an expected increase in full-time enrolment of 130 students, and of proposed increased tuition fees, effective September, 1959, the University will face a deficit of $125,000 for the year 1959-60.

Dr. Dunton reported that Toronto and the western universities were increasing their professorial minima to $7,000, $9,000, and $12,000 for Assistant, Associate, and full Professors respectively, and that he was proposing minima for these three grades of $6,400, $8,300, and $9,600.
Proposed salary increases for faculty averaged about $650. With these scale changes and increases he hoped to be able to hold the university staff, although four of the valuable members of staff had received offers from other universities.

The sum of $13,000 was provided in the budget for the maintenance of the Glebe Building on a strictly closed basis.

A capital funds budget was distributed at the meeting. This showed Capital Income of $1,080,500 and Expenditures of $927,980.

It was moved by Mr. Castledine, seconded by Mr. Jarvis, that the Board of Governors adopt the Current and Capital budgets as submitted. Carried.

Budget Amendment:

The President recommended an increase in honorarium to Dr. E. L. Davey of $100, to $1,400, this having been overlooked. It was agreed that this be approved.

Student Council Request for Increased Fees:

The President reported that the Students’ Council had requested an increase in Student Association fee of $2.50 per full-time student. It was agreed that this increase in Student Association Fees be approved.

Sale of Bonds:

It was moved by Mr. Connor, seconded by Mr. Gibson, that Dr. Dunton and Mr. Turner be given authority to sign documents relating to the sale of Bond No. T 28 Y 1216.

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

Mr. Willis had suggested that the annual appropriation for Library Books and instructional Equipment be met out of Current rather than Capital funds. Because of the importance of this decision, it was agreed that it be referred to the Finance Committee for consideration.

On the recommendation of the President, the following new appointments to faculty were approved, effective July 1, 1959:

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<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Salary per annum</th>
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<tr>
<td>Dr. John Ruptash, Associate Professor and Director</td>
<td>$10,000</td>
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<td>of the School of Engineering</td>
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<tr>
<td>Dr. John S. Moir, Assistant Professor of History</td>
<td>8,400</td>
<td></td>
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<tr>
<td>Mr. Marcel Rioux, Assistant Professor of Sociology</td>
<td>7,800</td>
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<tr>
<td>Dr. D. R. Wiles, Assistant Professor of Chemistry</td>
<td>6,800</td>
<td></td>
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<tr>
<td>Mr. Whitman Wright, Assistant Professor of Engineering</td>
<td>7,400</td>
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<td>Mr. J. C. Forster, Lecturer in Spanish</td>
<td>6,200</td>
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<td>Mr. J. G. Garrard, Lecturer in Russian</td>
<td>5,000</td>
<td></td>
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<td>Dr. David L. Matthews, Lecturer in Physics</td>
<td>6,000</td>
<td></td>
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<td>Dr. Peter L. Smith, Lecturer in Classics</td>
<td>5,400</td>
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<td>The Rev. J. M. Thompson, Lecturer in Philosophy</td>
<td>5,400</td>
<td></td>
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<tr>
<td>Prof. Pierre Mélésé, Visiting Professor of French</td>
<td>7,000</td>
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On the recommendation of the President, the following new appointments to the technical staff were approved, effective May 1, 1959:

Mr. T. A. Begin, Storekeeper, Department of Chemistry $2,700
Mr. A. A. Raffler, Machinist, Workshop 3,300

On the recommendation of the President, the following new appointments to the Library were approved:

Miss Edith MacKay, Junior Reference Librarian, effective March 2, 1959 $4,200
Miss Freda B. Young, Junior Cataloguer, effective June 1, 1959 4,100

PROMOTIONS:

On the recommendation of the President, the following promotions were approved, effective July 1, 1959:

To Associate Professor:
G. B. Couse, Assistant Professor of History
H. E. English, Assistant Professor of Economics
Pauline Jewett, Assistant Professor of Political Science
J. A. Porter, Assistant Professor of Sociology
Bernard Wand, Assistant Professor of Philosophy

To Assistant Professor:
A. G. Forman, Lecturer in Chemistry

SABBATICAL LEAVES:

On the recommendation of the President, the following three leaves of absence were approved for the period July 1, 1959 to June 30, 1960, at half salary:

A. C. Ghosh, Assistant Professor of Physics
A. M. Munn, Professor of Physics
J. S. Tassie, Associate Professor of French

OFFER TO PURCHASE 291 FIRST AVENUE:

Mr. Turner reported an offer to purchase 291 First Avenue of $17,000, with vacant possession as of June 1.

It was agreed that this offer be turned down.

STAFF CHANGES:

The following staff changes were approved:

Employment of Miss Monica Gell, Junior Circulation Assistant, Library, effective February 2, 1959, at a salary of $200.00 per month;
Employment of Mrs. D. F. Chevrier, Machine Operator, Bursar's Office, effective March 16, 1959, at a salary of $250.00 per month;
Employment of Mrs. Joan Baker, Junior Order Assistant, Library, effective April 15, 1959, at a salary of $210.00 per month, to be increased to $225.00 per month effective July 1, 1959.

CAMPAIGN:

There was some discussion as to whether a major capital campaign should be held in 1960 or in 1961.
It was agreed that the Board of Governors approve in principle the holding of a major capital funds campaign in 1960 on the same time basis as in 1957, and that this matter be referred to the Development Advisory Committee for further discussion, action, and report.

ADJOURNMENT: The meeting adjourned at 2.40 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.