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

Time: Thursday, December 3, 1959, at 12:45 p.m.
Place: The Board Room, Carleton University

PRESENT:
Mr. J. E. Coyne, Chairman, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. D. M. Coolican, Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. F. Elliott, Mr. C. H. Everett, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene, Mr. C. H. Hulse, Mr. A. R. B. Lawrence, Mr. T. Lloyd, Dr. C. J. MacKenzie, Mr. F. G. Patten, and Dr. J. E. Robbins. Also present: Mr. D. S. Swain and Mr. F. J. Turner.

MINUTES:
The minutes of the previous (123rd) meeting were adopted as distributed.

BUS SERVICE:
It was reported that four runs had been cut off the bus service as of November 23; that up to this time it appeared that the subsidy required would be about $30.00 a day; and that after this time, apparently due to the onset of winter weather, the traffic had substantially increased.

AGREEMENT WITH THE CITY:
It was reported that the City of Ottawa had submitted a draft agreement between the City and the University regarding the package settlement of outstanding problems, and that this agreement was now being examined by the University officers.

REPORT OF THE STAFF WELFARE COMMITTEE:
The minutes of the 14th meeting of the Staff Welfare Committee were distributed with the notice of meeting as a report of the committee. (A copy of this report is attached to the original of these minutes.)

Request to Transfer Retirement Fund Capital - D. F. Coates:
Recommended by Committee.

Disability Insurance: More information sought.

Extension of Free Tuition for Staff Children
to children of staff members who have retired from the University staff or who have died in service. Recommended by Committee.

Housing - Second Mortgage Loans: Reported for information.

It was agreed that the Report of the Staff Welfare Committee be adopted.

REPORT OF THE DEVELOPMENT ADVISORY COMMITTEE:
It was reported that contributions were still being received by the two Annual Giving Programmes. Particular mention was made of the donation of $2,500 from W. Sparks & Sons Limited in the form of moving the University to the new campus.
The Committee recommended that Mr. Harold A. Short of Arnprior be added to the Development Advisory Committee as a Valley Towns representative.

The Committee considered the proposal submitted by George A. Brakeley & Company. In this proposal they outlined the work of a pre-campaign survey and quoted a price of $5,000 for the job. The Committee had asked Mr. Everett and Mr. Swain to procure more information about the value of a pre-campaign survey from clients of the Brakeley organization and report back to another meeting of the Committee.

It was moved by Mr. Gill, seconded by Mr. Lawrence, that the Report of the Development Advisory Committee be approved. Carried.

The President reported that the submission of statistics requested by the Provincial Government had shown an estimated deficit for this year of about $225,000, and a projected deficit for next year of $263,000, not counting any increase in the Provincial Government Grant.

For the year 1960-61 Tuition Income had been estimated at $55,000 higher than for 1959-60; Federal Government grant $25,000 higher; but the exhaustion of the Atkinson Grant meant a decline of about $25,000 in revenue there.

Increases in expenditure had been estimated on a minimum basis as follows:
Academic - $68,000; Administration - $10,000; Maintenance - $20,000.

Dr. Dunton reported that this financial picture of the substantial deficits appeared to be the result of the planning of the last several years in which the coverage of academic subjects had been increased - the Honours programme extended, a Graduate programme added, and a four-year Engineering course approved. In addition to the direct expenditures these had all meant greatly increased pressures on the Library for increased acquisitions and corresponding increased staff, and the move to the new buildings had meant greatly increased operating expenditures.

Looking ahead, he felt that there were still substantial pressures for increased expenditures, particularly for faculty salaries. Carleton's salary scale was good, but further substantial increases in Canada were in prospect. For example, all the Western universities were now considering or had decided to go to the new Toronto scale, which is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>$7,000</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$9,000</td>
</tr>
<tr>
<td>Professor</td>
<td>$12,000</td>
</tr>
</tbody>
</table>

The Carleton University scale is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>$6,400</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>$8,300</td>
</tr>
<tr>
<td>Professor</td>
<td>$9,600</td>
</tr>
</tbody>
</table>

In addition, new appointments were a necessity in Engineering to staff the fourth year of the programme, and there were substantial pressures from other departments for increased staff, as well as from the Library, Administration, and Maintenance.
The President reported that in the fall the University had been offered the use of the R. A. Gym five afternoons a week for $500.00 a month. Because of the financial position, this had not been brought up to the Finance Committee when it was raised.

The Board agreed that this would be a useful addition to the University facilities, and recommended that an arrangement be entered into with the R. A. for the balance of the year at a cost of about $1,000.00, that the possibility of a five-year contract with the R. A. be investigated; and that the Development Advisory Committee be advised of the details of the agreement and the use to which this space would be put.

The President reported that he had been planning an official opening of the University for late January or early February; that it was intended that Premier Frost be invited to officiate at the ceremony on a Friday afternoon; that there be an open house on an invitation basis Friday evening; and a general open house on the following day. There was a discussion as to whether or not it might be wise to postpone the opening to the third week of February when the Canada Council would be meeting, but it was felt that it was more important that the Provincial Premier be present.

The President reported that the Faculty Club had asked that the University make provision for senior common room facilities.

It was agreed that this would be a useful addition, but that it could not be given immediate priority.

On the recommendation of the President, the following appointments were approved:

Mr. Cletus Newell, Technician, Geology Department, for the period September 15, 1959 - May 31, 1960, at a salary of $250.00 per month;

Mr. Albert A. Spratt, Senior Reference Librarian, at a salary of $5,600 per annum, effective January 1, 1960.

The following staff changes were confirmed:

Appointment of Mr. Leslie Adams, Electrician, at a salary of $4,500.00 per annum, effective November 1, 1959. (Formerly on an hourly basis.)

Appointment of Miss Helen K. Dun, Arts Faculty Stenographer, at a salary of $210.00 per month, effective November 9, 1959;

Appointment of Mr. Walter Ruday, Maintenance Staff, at a salary of $210.00 per month, effective November 1, 1959;

Appointment of Miss Gisela E. Teeke, Order Assistant, Library, at a salary of $225.00 per month, effective November 23, 1959;

Appointment of Mrs. Ann Ratz, Statistical Clerk, Registrar's Office, at a salary of $225.00 per month, effective December 10, 1959.

Resignation of Mrs. Heather Sutherland, Statistical Clerk, Registrar's Office, effective December 31, 1959.

The meeting adjourned at 2.30 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.