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

Time: Thursday, September 15, 1960, at 12:45 p.m.
Place: The Board Room, Carleton University

PRESENT: Dr. A. D. Dunton, Chairman pro tem, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. C. F. Elliott, Mr. C. H. Everett, Mr. C. C. Gibson, Mr. H. R. F. Gill, Mr. K. A. Greene, Mr. C. H. Hulse, Mr. Trevor Lloyd, Mr. A. B. McLaren, Dr. A. E. MacRae, Mr. T. R. Montgomery, Mr. F. G. Patten, and Dr. J. E. Robbins. Also present: Mr. F. J. Turner.

CHAIRMAN: Dr. Dunton reported that the Chairman had expressed his regrets at his unavoidable absence from the meeting. It was agreed that in the absence of the Chairman Dr. Dunton take the Chair.

CONGRATULATIONS TO BOARD MEMBER: Dr. Dunton reported that Dr. John E. Robbins, a member of the Board of Governors of Carleton University since its founding, had been appointed President of Brandon College. The Board congratulated Dr. Robbins on his appointment, and wished him every success.

MINUTES: The minutes of the previous (126th) meeting were adopted as distributed on a motion by Mr. Patten, seconded by Mr. Everett.

CAMPAIGN: Dr. Dunton reported that George A. Brakeley & Company Limited had provided a satisfactory list of corporate prospects, and so completed the first contract. It was therefore agreed that the Board confirm the authority to enter into an agreement for the management of the coming campaign with the Brakeley organization. In their report, Brakeley's recommended a budget for the campaign of $73,500, made up of $43,500 expenses and $30,000 fee. It was explained that this budget was in addition to the use in the campaign of Mr. Swain and his staff.

It was moved by Mr. Patten, seconded by Mr. Everett, that the Board of Governors approve this budget for the campaign. Carried.

BY-LAWS: It was moved by Dr. MacRae, seconded by Mr. Castledine, that further consideration be given to the matter of a revised set of By-Laws. Carried.

AGREEMENT WITH THE CITY: Mr. Gibson reported that the agreement with the City had been prepared in final form and was now ready for signature and presentation to the City.

REPORT OF THE BUILDING COMMITTEE: The minutes of the 32nd meeting of the Building 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.)

The Board discussed the recommendation for the purchase of a field headquarters for Geology, and asked that some more information be secured for the next meeting.

It was moved by Mr. Greene, seconded by Mr. MacLaren, that the Report of the Building Committee, with the exception of the recommendation re Geology Field Headquarters, be adopted. Carried.
It was reported that the Ottawa Transportation Commission had agreed to extend the Bronson Bus line to a loop on the University access road adjacent to the C. P. R. right-of-way; that this loop had been built at University expense; and that the bus was now operating. This solution to the problem meant that the subsidy came to an end.

The minutes of the 62nd meeting of the Investment 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.)

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

Mr. Turner reported that the Staff Welfare Committee had met immediately prior to the meeting of the Board of Governors, and presented an oral report.

1. The Committee recommended that the request of Professor Bismuth that his Retirement Fund capital be refunded to him in the very special circumstances be granted;

2. The Committee recommended that the request of a member of the administrative staff for permission to withdraw from the Retirement Plan be refused;

3. The Committee considered a Disability Income Insurance Plan for employees of Carleton University, but did not conclude its discussion.

It was moved by Mr. Patten, seconded by Mr. Connor, that the Report of the Staff Welfare Committee be adopted. Carried.

The accounts for the year 1959-60 were presented. These had been drawn by officers of the University in co-operation with Arthur A. Crawley & Company Limited, University auditors. It was reported that Crawley’s stood ready to give their usual certificate to these accounts on their adoption by the Board of Governors.

It was also reported that the deficit for the year of $186,926.30 was a little lower than the budget deficit, in spite of the inclusion in the accounts of several expenditures approved by the Board which had not been foreseen when the budget was drawn up.

The deferral of income from the Corporate Giving, Friends of Carleton, and Alumni Annual Giving campaign in the months January to June, inclusive, 1960, as had been done in the previous year, was noted.

It was moved by Mr. Castledine, seconded by Mr. Elliott, that the accounts for the year 1959-60 as submitted be adopted. Carried.

In accordance with the above accounts, it was moved by Mr. Patten, seconded by Dr. MacRae, that the following tuition fees we written off:
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<th>ACADEMIC RESULTS - FINAL EXAMINATIONS, 1960:</th>
<th>The President reported that the percentage of students passing final examinations in April-May, 1960 was substantially higher than in previous years.</th>
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<td>REGISTRATION:</td>
<td>The President reported that there was a substantial increase in the number of entering students, and that the total for the year would be over 1,000.</td>
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<td>CLAXTON MEMORIAL FUND:</td>
<td>The President reported that the Claxton Fund was now over $3,200.</td>
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<td>APPOINTMENTS:</td>
<td>On the recommendation of the President, and on a motion by Mr. Patten, seconded by Mr. Hulse, the following appointments were approved:</td>
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Mr. J. E. Blais, Assistant Professor of French, at a salary of $7,500 per annum, effective September 1, 1960;

Mr. J. H. Scarffie, Special Lecturer in Political Science, to conduct Public Administration course for Colombo Plan trainees for the period September 1, 1960 to April 30, 1961, at a salary of $6,000, plus the share of his retirement plan contributions which would otherwise have been paid by the Federal Government;

Miss Katherine E. Young, Lecturer in English, for academic year 1960-61, at a salary of $5,500. (In the absence of Professor Beattie);

Mrs. Charlotte Reid, Junior Reference Librarian, at a salary of $4,400 per annum, effective July 18, 1960;

Mr. G. G. Klee, Senior Demonstrator in Chemistry, for the academic year 1960-61, at a salary of $4,000;

Mr. Joseph Pezze, Technician in Engineering, at a salary of $4,050 per annum, effective August 1, 1960;

Mr. John Rushby, Lab Helper in Physics, at a salary of $3,000 per annum, effective July 1, 1960.

**RESIGNATIONS:**

On the recommendation of the President, the following resignations were accepted:

Dr. R. E. V. Bismuth, Assistant Professor of French
Mr. D. F. Minty, Assistant Professor of Engineering
Mr. G. Kathnelson, Laboratory Technician in Physics

**RETURNING FROM LEAVE OF ABSENCE:**

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

**SALARY ADJUSTMENTS:**

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

Dr. F. N. Northover, Associate Professor of Mathematics
From $9,100 to $9,800 per annum;

Mr. A. A. Raffler, Workshop Supervisor
From $365.00 per month to $5,000 per annum;

Mr. S. Szick, Machinist
From $283.00 per month to $3,750 per annum.

**BUDGET CHANGE:**

On the recommendation of the President, the Board approved the additional sum of $800 for Biology to provide for instruction in an evening course.

**STRATFORD COMPANY TOUR:**

The President reported that the University was guaranteeing the Stratford Company $500 for one evening's performance at Carleton University in 1961.

**REQUESTS:**

Mr. Turner reported the following notifications from the Public Trustee:
Charles Douglas Ogilvie Estate: Under the terms of this will, Carleton University would receive half the residue of the estate for the establishment of scholarships on the death of two nephews and their wives.

Linda Sutherland Harris Estate: Under the terms of this will, Carleton University has been left the residual estate for essential equipment for instruction and research in cellular physiology.

The Board agreed that the Bequest Committee should be congratulated.

It was agreed that the Chairman of the Board and the President serve as a Nominating Committee for the coming meeting of the Corporation.

On a motion by Mr. Patten, seconded by Mr. Greene, the Board appointed Mr. Trevor Lloyd to membership in the Corporation.

It was agreed that the following staff changes be approved:

Employment of Mrs. Dorothy Anderson, Clerk-Typist in Plant Supervisor's Office, at a salary of $210.00 per month, effective August 1, 1960;

Employment of Mr. A. Arsenault, Maintenance Department, at a salary of $215.00 per month, effective September 7, 1960;

Employment of Miss Marianne Collins, Clerk-Typist, Bursar's Office, at a salary of $190.00 per month, effective September 12, 1960;

Employment of Mrs. Eleanor Cope, Reference Assistant, Library, at a salary of $235.00 per month, effective August 4, 1960;

Employment of Miss Priscilla Kertland, Receptionist, Registrar’s Office, at a salary of $200.00 per month, effective August 29, 1960;

Employment of Miss Barbara Sudail, Secretary to Development Officer, at a salary of $315.00 per month, effective August 15, 1960;

Employment of Miss Audrey J. Vernon, Circulation Assistant, Library, at a salary of $235.00 per month, effective August 15, 1960;

Employment of Mr. Elliott H. West, Fireman, at a salary of $4,200 per annum, effective July 19, 1960.

Transfer of Mrs. Shirley Brown, Clerk-Typist, from the Bursar’s Office to the Development Office, with salary increase from $190.00 to $235.00 per month;

Transfer of Mrs. Pamela Sims, Clerk-Bookkeeper, from the Development Office to the Bursar’s Office, at a salary of $365.00 per month, effective August 15, 1960.

Increase in salary for Mrs. Iris Ward, Stenographer in the Registrar’s Office, from $217.00 to $235.00 per month, effective September 1, 1960;

Resignation of Mr. Walter Ruday, Maintenance Staff, effective July 31, 1960;

Resignation of Miss Joan Williams, Public Relations Assistant, effective September 23, 1960.
Mr. Gibson reported that 291 First Avenue was a legal mess, but that Carleton’s position seemed secure. He asked for and was given authority to act for the University in connection with any further developments.

COMMUNICATION: Mr. Gibson read a letter from John E. Robbins in which Dr. Robbins tendered his resignation from the Board because of his appointment as President of Brandon College.

It was moved by Mr. Gibson, seconded by Mr. Connor, that the letter be received and filed, and that action be deferred indefinitely.

ADJOURNMENT: The meeting adjourned at 3.15 p.m.

C. C. Gibson, Secretary.

A. D. Dunton, Chairman pro tem.