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

Time: Thursday, October 27, 1960, at 12:45 p.m.
Place: The Board Room

PRESENT: Dr. E. W. R. Steacie, Chairman, Mr. G. E. Beament, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. F. Elliott, Mr. H. R. T. Gill, Mr. K. A. Greene, Mr. A. B. R. Lawrence, Mr. A. B. MacIver, and Mr. T. R. Montgomery. Also present: Mr. F. J. Turner.

APPROPRIATION: Dr. Steacie expressed his appreciation of the honour the Board of Governors had conferred on him by electing him Chairman.

MINUTES: The minutes of the previous (130th) meeting were adopted as distributed.

OFFICERS: It was moved by Mr. Crawley, seconded by Mr. Gill, that the officers of the Board of Governors for the coming year be

Chairman        Dr. E. W. R. Steacie
Secretary        Mr. C. C. Gibson
Treasurer        Mr. V. S. Castledine

Carried.

It was moved by Mr. Elderkin, seconded by Mr. Montgomery, that the signing officers of the University for the year 1960-61 be

Dr. E. W. R. Steacie
Mr. V. S. Castledine
Mr. C. C. Gibson
Dr. A. D. Dunton
Mr. F. J. Turner
Mr. A. B. Larose (limited to documents to the value of $1,250.)

Carried.

APPOINTMENT OF COMMITTEES: On a motion by Mr. Greene, seconded by Mr. Castledine, the following Committee structure of the Board for the year was approved:

Executive: Dr. E. W. R. Steacie, Chairman
Mr. V. S. Castledine
Mr. C. C. Gibson
Mr. A. A. Crawley
Dr. A. D. Dunton
Mr. H. R. T. Gill
Mr. A. B. MacIver
Dr. C. J. Mackenzie

Secretary: Mr. F. J. Turner
Finance:
Mr. V. S. Castiedine, Chairman
Mr. J. E. Coyne
Mr. W. M. Connor
Mr. C. F. Elderkin
Mr. C. H. Everett
Mr. D. M. Coolican
Dr. E. W. R. Steacie - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio

Secretary: Mr. F. J. Turner

Investment:
Mr. A. A. Crawley, Chairman
Mr. G. E. Beamant
Mr. V. S. Castiedine
Dr. A. E. MacEwan
Mr. C. C. Gibson
Mr. H. R. T. Gill
Dr. E. W. R. Steacie - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio

Secretary: Mr. F. J. Turner

Staff Welfare:
Dr. A. D. Dunton, Chairman
Mr. W. M. Connor
Mr. F. G. Patten
Professor L. M. Read
Professor T. J. S. Cole

Secretary: Mr. F. J. Turner

Building:
Mr. A. B. Maclaren, Chairman
Mr. K. A. Greene
Mr. A. B. R. Lawrence
Mr. F. G. Patten
Mr. C. H. Hulse
Mr. G. E. Beamant
Dr. E. W. R. Steacie - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio

Secretary: Mr. F. J. Turner

Development Advisory:
The Honourable Norman Mcl. Paterson, Honorary Chairman
Mr. H. R. T. Gill, Chairman
Mr. C. F. Elderkin
Mr. C. F. Elliott
Mr. C. H. Everett
Mr. K. A. Greene
Mr. C. H. Hulse
Mr. A. B. R. Lawrence
Mr. Trevor Lloyd
Mr. A. B. Maclaren
Mr. T. R. Montgomery
Dr. E. W. R. Steacie - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio
and Chairmen of Development Sub-Committees
At the request of the Chair, it was agreed that the next meeting of the Board be held on December 8 instead of December 1 as scheduled.

The minutes of the 63rd meeting of the Investment Committee were distributed with the notice of meeting as a Report of the Investment Committee. (A copy of this report is attached to the original of these minutes.)

It was moved by Mr. Crawley, seconded by Mr. Elderkin, that the Report of the Investment Committee be approved.

The Staff Welfare Committee which had met immediately preceding the meeting presented an oral report.

Membership for Visiting Professors - Retirement and Group Life Insurance Plans:

The Committee recommended that Professor John Knapp be not considered eligible for participation in the University's Retirement and Group Life Insurance Plans during his year of Visiting Professorship.

Disability Income Insurance:

The Committee recommended that the Board of Governors approve in principle, and subject to the production of a definite plan at a future meeting, the establishment of a Disability Income Insurance Plan for the employees of Carleton University on the following lines:

a. effective date July 1, 1961
b. contributions - University 50%, employees 50%
c. participation - voluntary for present employees, compulsory for future employees
d. eligibility - to be decided later, particularly on the basis of expressed interest,

It was moved by Dr. Dunton, seconded by Mr. Connor, that the Report of the Staff Welfare Committee be approved. Carried.

Mr. Castledine suggested that spaces be reserved for members of the Board of Governors for future meetings of the Board.
The minutes of the 33rd meeting of the Building Committee were distributed to those present at the meeting as a Report of the Building Committee. (A copy of this report is attached to the original of these minutes.)

**Arts Extension:**

After some discussion of the recommendation that the Lecture Hall section of the Arts Extension be on the north side of the quadangle, it was moved by Mr. Beament, seconded by Mr. Connor, that the Board of Governors direct that another site be found for the extension. Carried.

In view of the urgency of getting a decision on the location of the Arts Extension, and on the understanding that the location to the south and west of the Library was second choice, the Board agreed that the Lecture Hall-Classroom Building be located in this area.

The remaining items of the report were discussed briefly.

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

**Tenure and Dismissal:**

A suggested draft of rules of tenure and dismissal for academic employees of Carleton University was distributed.

It was agreed that it be circulated with the minutes to those not present and considered at the next meeting of the Board.

**Budget Changes:**

In view of the increases in class sizes and on the President's recommendation, the following budget changes were approved:

- Biology - Equipment - $1,337.50
- Physics - Equipment - $2,000.00

**Denominational Service:**

The President reported that a request had been received for the holding of a denominational church service on University grounds. The Board agreed that with the University not having a chapel or other special facilities for use by different denominations, it would not be advisable to grant this request at the present.

**Death of C. V. Hotson:**

The President reported that Mr. C. V. Hotson, Administrative Assistant, had died suddenly on October 4. On his recommendation, it was agreed that a sum equal to his salary from the date of his death to December 31, 1960 be paid to his widow as a gratuity.

**C. O. T. C. Lease Renewal:**

Mr. Turner reported that the Department of National Defence has exercised its option to renew their lease on the C. O. T. C. quarters for the year 1960-61.

**Staff Changes:**

The following list of staff changed which was circulated with the notice of meeting was approved:

- Employment of Mrs. Edith Norris, Clerk-Bookkeeper in the Bursar's Office, at a salary of $265.00 per month, effective November 1, 1960;

- Employment of Mr. Charles E. Morin, Maintenance Staff, at a salary of $210.00 per month, effective September 26, 1960;

- Employment of Mr. W. R. Willmott, Stationary Engineer, for the six-month period October 15, 1960 - April 15, 1961, at a salary of $2,100 for the period;
Increase for Mr. John M. Burden, Maintenance Staff, from $220.00 to $245.00 per month, effective September 1, 1960;

Resignation of Miss Shirley Risto, Bursar’s Office, effective October 5, 1960.

Mr. Turner recommended that a gratuity of be paid to because she was now leaving the University, having served eleven years on the staff of the University and later on the staff of

It was moved by Mr. Elderkin, seconded by Mr. Lawrence, that the University not pay this gratuity. Carried.

INSURANCE COMMITTEE:
It was agreed that the University’s Insurance Committee be re-appointed for the year 1960-61, the only change being the deletion of the name of F. H. Toller from the list since he has left the insurance business.

FINANCIAL REPORTS:
Statements of current income and expenditure to September 30, 1960, with estimated income and expenditure for the year 1960-61 were distributed.

BY-LAWS:
A draft of the proposed By-Laws for Carleton University was distributed. It was agreed that it be placed on the agenda of the next meeting.

BOARD MEMBERSHIP:
Dr. Steacie reported that there were four vacancies on the Board of Governors and that he would appreciate suggestions for new appointments from members of the Board.

HONORARY DEGREES:
Dr. Steacie suggested that while the conferring of honorary degrees was solely the function of the Senate, any suggestions for the recipients of degrees from members of the Board should be passed on through the President for consideration.

CAMPAIGN:
The Chairman reported that General Harry Letson had agreed to accept the chairmanship of the campaign.

TERMINATION:
The meeting terminated at 2.50 p.m.

C. C. Gibson, Secretary.

E. W. R. Steacie, Chairman.