MINUTES
of the
ONE-HUNDRED-AND-THIRTY-FOURTH MEETING
of the
BOARD OF GOVERNORS

Time: Thursday, April 13, 1961, at 12.45 p.m.
Place: The Board Room

PRESENT: Mr. G. E. Beamont, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. D. M. Coolican, Mr. J. E. Coyne, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene, General H. F. G. Letson, Mr. Trevor Lloyd, Mr. F. G. Patten, and Mrs. H. Zimmerman. Also present: Mr. F. J. Turner.

CHAIRMAN: Dr. Dunton reported that he had received a message from Dr. Steacie in which he proposed that the Board of Governors elect from among its members a Vice-Chairman.

On a motion by Mr. Gill, seconded by Mr. Coolican, it was unanimously agreed that Mr. C. C. Gibson be named Vice-Chairman.

At this point Mr. Gibson took the Chair, and expressed his appreciation of the honour done him.

MINUTES: The minutes of the previous (133rd) meeting had been distributed previously. It was agreed that these be taken as read and approved.

REPORT ON CAMPAIGN: Major-General Letson reported that as of April 10 $534,659, or 41% of the objective, had been subscribed.

REPORT OF THE BUILDING COMMITTEE: The minutes of the 35th meeting of the Building Committee had been 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.) After some discussion, it was agreed that this report be approved.

It was moved by Mr. Beamont, seconded by Mr. Patten, that the Board of Governors of Carleton University determine that the policy of tender invitations to local contractors be that all those who are competent to carry out the contract be invited to tender. Carried.

REPORT OF THE INVESTMENT COMMITTEE: The minutes of the 66th meeting had been distributed at the previous meeting of the Board of Governors and those of the 67th meeting 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.)

Mr. Turner drew the attention of the Board of Governors to the minute outlining the rapid increase in loans from the John W. Parker Loan Fund.

It was agreed that this report be approved.

REPORT OF THE FINANCE COMMITTEE: The Report of the Finance Committee was distributed with the notice of meeting, as was a copy of the proposed budget for 1961-62. (A copy of this report is attached to the original of these minutes.)

In addition to the written report, the following oral report of the meeting immediately preceding the Board meeting was presented:
Carleton University Fees - Confirmed as recommended.

Graduate Fees

<table>
<thead>
<tr>
<th>Full-time - M. A.</th>
<th>Qualifying year</th>
<th>Same as undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. A. With honours standing, or after qualifying year</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>M. A. For second year, if necessary</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Ph.D. First year</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Second year</td>
<td>350</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Third year, if necessary</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Ph.D. For residence thereafter, per year</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Ph.D. For non-residence, to keep name on books, per year</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

Part-time -

<table>
<thead>
<tr>
<th>Per course</th>
<th>Full-time</th>
<th>Part-time per course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>$10</td>
<td>$1</td>
</tr>
<tr>
<td>Second &quot; &quot; &quot; &quot; &quot;</td>
<td>15</td>
<td>2</td>
</tr>
</tbody>
</table>

Grants - Recommended that the President be given authority to make grants up to a total of $500 a year to such organizations as The Humanities Research Council, Social Science Research Council, Canadian Mathematical Congress, Canadian Association for Adult Education, and World University Service.

Bowen - Confirmed a second mortgage of $4,500 to D. G. Bowen at 7% for five years, with fifteen-year amortization.

Budget Changes - Arts Instruction
- Psychology - Donald plus $400
- Science Instruction
- Mathematics - MacQuarrie minus $400

Capital Budget - Deferred consideration to the next meeting.

Balance Sheet - Received a copy of Balance Sheet prepared as of March 31.

Form of Statement - Agreed to recommend that Carleton University adopt the Canadian Association of University Business Officers form of Operating Income and Expenditure and Budget statements.

It was moved by Mr. Connor, seconded by Mr. Coyne, that the Report of the Finance Committee be approved. Carried.

Mr. Coolican reported that the committee would have a complete report to make, but there was still a lack of unanimity on some items. The committee, however, was prepared to recommend that the Board of Governors adopt the following statements:

1. Every full-time appointment to the rank of lecturer, assistant professor, and professor will be of one of three kinds: (i) term appointments, (ii) preliminary appointments, and (iii) appointments with continuous tenure.

2. (a) Term appointments are made for specifically limited lengths of time.
2. (b) Preliminary appointments may be for one year, or for other stated periods, subject to renewal. The total preliminary period (including that of any term appointment) will not exceed five years in total, or three years at the rank of assistant professor, or two years at the rank of associate professor or professor. Written notice that a preliminary appointment is not to be renewed will be given to the faculty member by February 1 of the year in which his appointment expires.

(c) Continuous tenure appointments.

It was moved by Mr. Coolican, seconded by Mr. Patten, that the Board adopt these statements. Carried.

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

1. Promotions

To Professor:
D. M. L. Farr - History
John Hart - Physics
J. M. Holmes - Chemistry
G. D. Johnston - English
J. C. S. Wernham - Philosophy

to Associate Professor:
Marjorie N. Donald - Psychology
M. A. Gullen - Engineering
W. I. Illman - Biology
S. R. Mealing - History
E. M. Oppenheimer - German
G. J. Wood - English

to Assistant Professor:
E. A. Cherniak - Chemistry
J. M. Thompson - Philosophy
R. S. Talmage - Philosophy

to Director of Athletics:
Keith Harris

2. Appointments

to Assistant Professor:
D. G. Bowen - History
J. P. Johnson - Geography
H. Majmudar - Engineering

$6,700
6,800
8,000

to Lecturer:
F. Atienza - Spanish
J. N. Austin - Classics
T. J. Scanlon - Journalism

5,000
5,800
7,500

to Visiting Professor:
R. A. MacKay - Political Science (part-time)
M. P. Melese - French

5,000
7,600

to Reference Librarian (eff. August 1, 1961):
Cerrys Evans

4,400

to Assistant Information Officer (eff. April 1, 1961):
Shirley M. Gillespie

6,200
3. Resignations

effective June 30, 1961
W. J. McDougall, Professor of Accounting
      Marcel Rioux, Associate Professor of Sociology

effective March 6, 1961
Paul Roach, Public Relations Assistant

effective April 21, 1961
D. S. Swain, Development Officer

4. Retirement

J. P. Young, Assistant Professor of French

5. Leave of absence, 1961-62, cancelled

F. R. Wake, Associate Professor of Psychology

HONORARY DEGREES:

Dr. Dunton reported that when invited, Mr. Massey had reported that he would have been delighted to receive an honorary degree from Carleton University, but that he was going to be in England on the date of Convocation.

The Senate had accordingly invited M. St. A. Woodside, Principal of University College, to accept an honorary degree, and he and Mr. Patten would be the two recipients at the Convocation in May.

TWENTIETH ANNIVERSARY:

It was moved by Mr. Coyne, seconded by Mr. Castledine, that the Chancellor, Chairman, and President be named a committee, with power to add, to consider a special ceremony to mark the 20th anniversary of the founding of Carleton University in 1962. Carried.

STUDENTS' ASSOCIATION FEE:

On the recommendation of the president, and on a motion by Mr. Elderkin seconded by Mr. Connor, it was agreed that the Students' Association fee be increased by $10.00 for each full-time student, on the understanding that if the Board of Governors decides not to build the University Centre as proposed by the students, to be jointly financed by the students and the University, the fee will be cancelled and fee payments made on this account refunded.

STAFF CHANGES:

The following staff changes were approved:

Employment of Miss Ismay Bartrum, Faculty Stenographer, at a salary of $225.00 per month, effective February 27, 1961;

Employment of Mr. Robert Gonyer, Bookkeeper, at a salary of $415.00 per month, effective February 20, 1961 (on Campaign staff until conclusion of campaign);

Employment of Mr. Terry La Brash, Office Assistant, at a salary of $195.00 per month, effective April 1, 1961;

Employment of Mrs. Florence Lynch, Cleaner, at a salary of $210.00 per month, effective April 1, 1961;

Employment of Miss J. H. Rodriguez, Library Assistant, at a salary of $245.00 per month, effective March 15, 1961;
Employment of Mr. George Towers, Stack and Reading Room Supervisor, Library, at a salary of $210.00 per month, effective July 4, 1961; Resignation of Mrs. Ruby Chalker, Cleaner, effective April 13, 1961; Resignation of Miss Helen Dun, Faculty Stenographer, effective February 27, 1961; Resignation of Mr. Stanley Scharf, Office Assistant, effective March 15, 1961.

Dr. Dunton reported that Miss Harris had made Carleton University the residual beneficiary under her will; that the money had been left "for essential equipment for instruction and research in cellular physiology that is an essential part of pre-medical study".

It was moved by Mr. Gill, seconded by General Letson, that Carleton University accept gratefully the bequest, and give authority for signing the necessary release of the executrix and solicitors. Carried.

The meeting terminated at 2:25 p.m.

C. C. Gibson, Secretary.

C. C. Gibson, Vice-Chairman.