135th Meeting of the Board of Governors, May 25, 1961

MINUTES

of the

ONE-HUNDRED-AND-THIRTY-FIFTH MEETING

of the

BOARD OF GOVERNORS OF

CARLETON UNIVERSITY

Time: Thursday, May 25, 1961, at 12:45 p.m.
Place: The Board Room

PRESENT:
Mr. C. C. Gibson, Chairman, Mr. G. E. Beament, Mr. V. S. Castleline, Mr.
W. M. Connor, Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elliott, Mr.
C. H. Everett, Mr. H. R. T. Gill, Mr. D. A. Golden, Mr. C. H. Hulse, Mr.
A. M. Laidlaw, General H. F. G. Letson, Dr. C. J. MacKenzie, Mr. A. B.
MacIaren, and Dr. A. E. MacRae. Also present: Mr. F. J. Turner.

MINUTES:
The minutes of the previous (134th) meeting were approved as distributed.

REPORT ON CAMPAIGN:
General Letson reported that the current total of cash and pledges was
$817,000, and that this was 63% of the original objective.

He estimated that the final total would be $810,000. A follow-up of a
number of firms and corporations who had made cash gifts only would bring
in a considerable additional amount of money. The number of contributors
to the campaign was now over 1,000 more than the number in the 1957
campaign.

The Campaign Office, he reported, was being closed on May 26 and the
operation moved to the University.

In his report General Letson stated that in his opinion the University
had now built up such a substantial background of information and
experience as to make unnecessary in the future the employment of an
outside firm to direct the campaign. There was some discussion of the
University's relationship with the Braceley firm, and it was agreed that
the University should not at this time ask for a final report from them.

Dr. MacKenzie drew the attention of the meeting to the very difficult
economic circumstances in which the campaign had been conducted, and to
the larger total of cash and pledges received this time compared with
last time excluding the Senator's major gift, and that these two things
demonstrated that a remarkable job had been done by General Letson. The
meeting endorsed this expression of appreciation.

REPORT OF THE NOMINATING COMMITTEE:
Dr. MacKenzie reported that the motion he was about to make had been
discussed with General Letson and approved by Dr. Stencel. He then
moved, and Mr. Crawley seconded, that this Board now elect Brigadier
Wilfrid Mavor to the Board of Governors to fill the remainder of the
term ending in September, 1962, and that C. M. Drury, The Right
Honourable Viscount Hardinge, and Lt.-General Guy G. Simonds be elected
to the Corporation, and that the notice of these elections be conveyed to
them with an appropriate letter of thanks for their help in the
campaign. Carried.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 36th meeting of the Building Committee were distributed
with the notice of meeting as a Report of the Building Committee. (A
copy of this report is attached to the original of these minutes.)
In introducing the Report of the Building Committee, Mr. Maclaren reported that the two contractors were now at work on the site and that tenders had been called for the main construction programme.

There was some discussion about the list of firms invited to tender, and at the conclusion of it, it was moved by Mr. Elliott, seconded by Mr. Hulse, that because the time element was so important and because of other considerations, the firm of George A. Crain & Sons Limited be not invited to tender on the present construction project, but that it be put on the list for future projects. Carried unanimously.

The Report of the Building Committee was then adopted.

REPORT OF THE EXECUTIVE COMMITTEE:
The minutes of the Joint Building-Executive meeting held on May 12 were circulated with the Notice of Meeting as a Report of the Executive Committee. (A copy of this report is attached to the original of these minutes).

The Executive Committee reported that the following actions had been taken at its last meeting:

1. Left with the President the decision as to whether the D. K. Mason Construction Company should be invited to tender on the building, subject to a report from Mr. Balsarrie. (On the basis of this report the firm had been invited to tender.)

2. Awarded the piling contract for the Residences and the Arts Extension to Franki of Canada Limited for $42,050.

3. Awarded contract for the installation of storm sewers, sanitary sewers, water mains and hydrants to The Thomas Fuller Construction Company for $68,000.


It was agreed that the Report of the Executive Committee be approved.

REPORT OF THE FINANCE COMMITTEE:
The minutes of the 39th meeting were circulated with the Notice of Meeting as a Report of the Finance Committee. (A copy of this report is attached to the original of these minutes.)

A copy of the recommended capital budget was distributed at the meeting.

The capital budget for 1961-62 showed funds available of $3,115,000, and expenditures of $3,287,000. The forecast sums for 1962-63 were $1,150,000 and $1,107,000 respectively.

In a brief discussion of the proposed C.M.H.C. mortgage it was reported that a recommendation of the term of the mortgage would be coming forward from the Finance Committee shortly, and that from present indications it appeared likely to be in the 25- to 35-year range.

There was also a discussion of the renovations to the Glebe Building, and in this discussion it was reported that there had recently arisen the prospect of renting a substantial part of it.

After some further discussion, it was moved by Mr. Everett, seconded by Mr. Connor, that the Report of the Finance Committee be adopted. Carried unanimously.
REPORT OF THE
STAFF WELFARE
COMMITTEE:
The minutes of the 18th meeting were circulated with the Notice of
Meeting as a Report of the Staff Welfare Committee. (A copy of this
report is attached to the original of these minutes.)

In the discussion of the report an inquiry was made as to whether or
not the Staff Welfare Committee had taken any steps to ascertain the
record of contested claims of the Continental Casualty Company. In
reply, it was reported that this had not been looked into but that it
would be before any business was placed with them.

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

TENTATIVE
BOARD MEETING
DATES:
It was moved by Mr. Everett, seconded by Mr. Crawley, that the tentative
Board meeting dates be as proposed, September 14 and November 16, 1961,
and January 18, April 19 or 12, and June 7, 1962. Carried.

TENTATIVE
DATE OF ANNUAL
MEETING:
It was moved by Dr. MacRae, seconded by Mr. Crawley, that the tentative
date of the annual meeting be as proposed, September 28, 1961. Carried.

The President suggested that members of the Board give consideration to
enlarging the group of Associates, and that the proposed names be
submitted to him in advance of the next meeting of the Board of Governors
on September 14.

PRESIDENT'S
REPORTS:
The President reported that 195 candidates would be presented for
degrees, diplomas, and certificates at Convocation for the conferring of
Degrees on May 26, and that this was the largest graduating class in the
history of the University.

He also reported that the University was changing the numbering of its
years to bring it in line with the usual practice in Ontario. Under
this change the three years from Senior Matriculation to a Pass Arts
Degree would be First, Second, and Third Years, and the Honours Bachelor
Degree would require a Fourth Year. The year now called First Year
would become a University qualifying year, and the entrance requirement
for it was being increased from 60 to 65% of Junior Matriculation grades,
while entry to First Year was being increased from 50 to 55% on the
Senior Matriculation results.

In addition, higher specific marks were required for entry to Science
and Engineering – in Science a 60% average in the Maths and Science
subjects, and for Engineering a 66% average for these same subjects.

This year for the first time the University was having a graduating class
in Engineering, and recently an accreditation committee of the Association
of Professional Engineers had accredited all the options in which the
University had students this year.

At its Spring Conference the faculty of the University had discussed
among other things the advisability of going into Educational TV. One
of the big factors was the cost in terms of staff time and replacement
time. The President asked for any opinions, and said he had no
recommendation to make at the present time. It was agreed that the
President should study the matter further.

TENTATIVE
ALLOTMENT OF
SCHOLARSHIPS
AND
BURSARIES:
In the budget as presented, the President reported that $7,000 had been
set aside for allotments for scholarships and bursaries. He then moved,
seconded by Mr. Everett, that the University make the following changes
in its scholarship offerings:
1. Two new H. M. Tory Entrance Scholarships of $500 a year, tenable for four years.
2. Increase the number of University Entrance Scholarships from three to four, and increase the payments from $250 a year for two years to $300 a year for a maximum of four years.
3. Regional Entrance Scholarships - Increase the amount of these four scholarships from $250 a year for a maximum of four years to $400 a year for a maximum of four years.
4. Three new in-course scholarships of $400 for one year.

GRATUITY TO MRS. YOUNG:
The President reported that Professor J. P. Young, who had served the University since 1947, had died early in May following a lengthy illness. On his recommendation, it was agreed unanimously that a gratuity be paid to Mrs. Young equivalent to the balance of salary that would otherwise have been payable to Professor Young to June 30.

SENATE MEMBERSHIP:
The President reported that all three of the faculty nominees to Senate had become members - two by promotion to Full Professor and the third by the decision to appoint Professor Love to Senate during his tenure of position as Construction Co-ordinator.

On his recommendation, it was agreed that Professors Tassie, Read, and Brewis be appointed to Senate for one-, two-, and three-year terms respectively.

BUDGET CHANGE:
On the President's recommendation, it was agreed that Professor Ruptash's salary for the year 1961-62 be increased from $11,800 proposed in the Budget to $12,500.

APPOINTMENTS:
On the President's recommendation, the following appointments to staff were approved:

Bruce A. McFarlane  
Assistant Professor of Sociology  - $7,000 plus $200 travel allowance

J. Duncan Edmonds  
Lecturer in Political Science  - $6,000

D. J. Herbertson  
Storekeeper, Chemistry  - $200 per month May 15 - June 30  
$230 " " effective July 1/61

STAFF CHANGES: The following list of staff changes, which was distributed with the Notice of Meeting, was approved:

Employment of Mr. M. S. Arbuckle, Clerk, at a salary of $250 per month, effective July 1, 1961;

Employment of Mrs. Edwina Carson, Circulation Assistant, Library, at a salary of $235 per month, effective April 17, 1961. Salary to be increased to $240 per month, effective July 1, 1961;

Employment of Mr. Mervyn Clost, Maintenance Staff, at a salary of $210 per month, effective May 1, 1961;

Employment of Miss Mary E. Donohue, Junior Order Assistant, Library, at a salary of $190 per month, effective August 1, 1961;
Employment of Mrs. Marjorie Whatley, Stenographer, Registrar's Office, at a salary of $240 per month, effective July 1, 1961 (transferred from hourly-paid staff);

Resignation of Mr. James Dey, Maintenance Staff, effective April 28, 1961.

**TERMINATION:** The meeting terminated at 2:55 p.m.

C. C. Gibson,  
Secretary.

C. C. Gibson,  
Vice-Chairman.