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

Time: Thursday, September 14, 1961, at 12:45 p.m.
Place: The Board Room

PRESENT:
Dr. E. W. R. Steacie, Chairman, Mr. G. E. Beamant, Mr. V. S. Castledine,
Mr. W. M. Connor, Mr. J. E. Coyne, Dr. A. D. Dunton, Mr. C. F. Elliott,
Mr. C. H. Everett, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. K. A. Greene,
Mr. A. M. Laidlaw, General H. F. G. Letson, Mr. Trevor Lloyd, Dr. C. J.
Mackenzie, Mr. A. B. MacIaren, Brigadier Wilfrid Mavor, and Mrs. Hartley
Zimmerman, Also present: Mr. F. J. Turner.

WELCOME TO NEW MEMBER:
The Chairman welcomed Mr. Wilfrid Mavor to his first meeting of the
Board.

MINUTES:
It was agreed that the minutes of the previous (135th) meeting be taken
as read and approved.

RENSIGATION:
The President reported that Mr. Alan Jarvis had submitted his resignation
as a member of the Board of Governors because he had found it impossible
since his move to Toronto to attend the meetings.

It was agreed that this resignation be accepted with regret.

REPORT OF THE BUILDING AND EXECUTIVE COMMITTEES:
The Report of the Building and Executive Committees was distributed
with the notice of meeting. (A copy of this report is attached to the
original of these minutes.)

Mr. Gibson led the discussion of the report and drew attention to the
sections dealing with the 6th Level, Science Building, and the C. P. R.
tracks:

6th Level, Science Building - After some discussion, it was moved by Mr.
Gibson, seconded by Mr. Maclaren, that the Board of Governors increase
the expenditure authorization for the 6th level, Science Building from
$100,000 to $162,000, and authorize the award of a contract for the
construction to C. A. Johannsen & Sons Limited for the sum of $119,890.
Carried.

C. P. R. Tracks - In the discussions of the implications to the University
of the depression of the C. P. R. tracks, it was suggested that the
University should investigate the possibility of securing some N.C.C.
assistance in the construction of an overpass and, if it was required, a
road from it to Bronson Avenue at Sunnyside. It was also suggested that
any such investigation should wait until the N.C.C. is committed to
lowering the tracks.

Eating Centre - There was some discussion as to whether or not the Board
of Governors should now approve an expenditure of $18,000 for air-
conditioning the Eating Centre, but it was agreed that this matter be
defferred for six months.
It was moved by Mr. Gibson, seconded by Mr. Maclaren, that the Report of the Building and Executive Committees be accepted as a whole. Carried.

The financial statements for the year ended June 30, 1961 as prepared by officers of the University were distributed.

These statements showed income for the year of $1,586,772, expenditure of $1,676,445, and a deficit of $89,673.

Mr. Turner reported that the auditors stood ready to certify these accounts on their adoption by the Board of Governors, and that this certification would be unqualified except for the reference to liability arising out of the construction contracts, which was worded in last year's statement as follows: "It is pointed out that the attached balance sheet does not reflect any liability in connection with the building programme in progress on the Rideau Campus site, and only actual payments made to June 30, 1960 pertaining thereto have been shown in the financial statements."

After some discussion, it was agreed that Mr. Turner ask the auditors for a letter stating that this method of handling the construction contract liability was good accounting practice.

It was moved by Mr. Castledine, seconded by Mrs. Zimmerman, that the Board of Governors adopt the accounts as submitted as the University accounts for the year ended June 30, 1961. Carried.

In addition to the report to the president which was distributed to the members of the Board in advance (a copy of this report is attached to the original of these minutes), a report of gifts to September 13 was distributed at the meeting. This report showed a total of cash and pledges received to date of $1,032,807.

General Letson also reported that in addition to this, several firms had indicated that while they were not pledging for next year, they hoped and expected to make as large a donation next year as they had this, and in addition that there were still a number of firms to be heard from.

He expressed again the great debt to all those who had co-operated so sincerely in the planning and running of the campaign. The Chairman expressed the unanimous opinion of the Board that it owed a great debt to General Letson.

G. A. Brakelley & Co. Ltd. Fee - The University had entered into an agreement with the Brakelley firm for the conduct of the campaign at a fee of $35,505. To date $30,663 has been paid, and the Brakelley firm have submitted a final billing of $3,092 which would bring the total payment up to $33,795.

In the discussion of the payment of this account it was evident that there were two conflicting points of view. When it was put to a vote, the majority voted not to pay a final Brakelley account.

The President reported that while it was impossible at this stage to give any firm estimate of registration this year, it appeared fairly certain now that it would exceed the 1,400 which was the basis of planning this year. (1,150 last year). The University would be significantly understaffed due to the need to balance the budget this year.
In addition, a further substantial increase in registration would make even more urgent the provision of additional Library and Science space. These facilities would both be needed for 1963, even though it appeared doubtful that there would be sufficient money to enable them to be built for this time.

On the recommendation of the President, the Board of Governors approved the appointment of Miss Ann Baird as Press Assistant in the Public Relations Office at a salary of $400 per month, effective July 1, 1961. This position is in addition to the establishment budgeted for, although it is partly covered by an allowance of $2,000 for part-time help in that budget.

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

Appointment not taken up
K. H. C. Laundy, Associate Professor of Accounting $10,750

Resignations
Miss Edith MacKay, Reference Librarian, effective Aug. 15/61
Miss Liselotte Carlsen, Laboratory Technician in Biology, effective August 31, 1961
Mr. Cletus Newell, Technician in Geology, effective Aug. 24/61

Appointments - effective July 1, 1961
Mrs. Dolores Bedingfield, Special Lecturer in English 3,000
Mrs. Margaret Waddams, Special Lecturer in German 3,000
Miss K. Doreen Larsen, Demonstrator in Biology 3,500
Effective September 1, 1961 - Dr. A. H. Lightstone, Visiting Associate Professor of Mathematics 4,000
(A half-time appointment, and in view of his previous service, eligible to join retirement and other welfare plans.)

The following staff changes were approved. (A list of these was distributed with the notice of meeting.)

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Monthly Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Diane Carson, Cataloguing Typist, Library</td>
<td>$210</td>
<td>September 5</td>
</tr>
<tr>
<td>Mr. Philip Clost, Maintenance Staff</td>
<td>210</td>
<td>August 1</td>
</tr>
<tr>
<td>Miss Joan Conway, Library Assistant</td>
<td>235</td>
<td>July 17</td>
</tr>
<tr>
<td>Miss Paula Crump, Mailing Room Assistant</td>
<td>180</td>
<td>Aug. 15-Feb. 15</td>
</tr>
<tr>
<td>Mrs. Jeanne McCrimmon, Clerk-Typist, Bursar's Office</td>
<td>220</td>
<td>July 1</td>
</tr>
<tr>
<td>Mrs. Gertrude Plunkett, Clerk-Typist, Plant Supervisor's Office</td>
<td>220</td>
<td>July 17</td>
</tr>
<tr>
<td>Miss Jean T. Sanford, Secretary to Mathematics Department</td>
<td>260</td>
<td>August 1</td>
</tr>
<tr>
<td>Mrs. Carole Beech, Plant Supervisor's Office</td>
<td>220</td>
<td>August 25</td>
</tr>
<tr>
<td>Miss Thelma Gray, Receptionist, Registrar's Office</td>
<td>180</td>
<td>August 21</td>
</tr>
<tr>
<td>Mrs. Judith Rose, Circulation Asst., Library</td>
<td>245</td>
<td>September 1</td>
</tr>
</tbody>
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Transfer of Stenographers

Miss Marianne Collins from Bursar's Office to Athletics Dept., with salary increased to 225 June 1
Miss Barbara Sudall from Development Office to Arts Departments - no change in salary 315 July 1
Resignations

Mrs. Dorothy Anderson, Plant Supervisor's Office
Mr. Mervyn Clost, Maintenance Department
Mrs. Nancy F. Harlock, Alumni Office
Mrs. Emily Moore, Athletics Department
Mrs. Edith Norris, Clerk-Bookkeeper,
Bursar's Office
Mrs. Gertrude Plunkett, Plant Supervisor's Office

Library:
Mrs. Edwina Carson, Circulation Assistant
Mrs. Eleanor G. Cope, Reference Assistant
Miss Carolyn Craig, Junior Reference Asst.
Mrs. Mara Garcia, General Assistant
Miss M. Milne, Clerk-Typist
Mrs. Monica Robinson (nee Gell), Jr,
Circulation Assistant
Miss Judy Wisking, Junior Periodicals Asst.

Effective Date
July 31
July 14
June 30
June 20
August 15
August 31

PAYROLL
On Mr. Turner's request, it was agreed that authority be given to open a new bank account for payroll as an aid to monthly bank reconciliations.

BANK ACCOUNT:

There was some discussion as to whether or not this account should be opened in the bank at which the University deals, and it was decided to make no change from that bank at the present time.

BOILER ROOM
Mr. Turner reported that in the capital budget for the year the sum of $25,000 had been provided for the renovation of the heating system. Tenders had been received from six firms for the installation of new boilers, the old ones having been completely worn out in use.

RENOVATION - GLEBE BUILDING:
Because of the time pressure, and with the concurrence of a number of senior Board members, the contract had been awarded to Ottawa Plumbing & Heating Ltd., low tenderer, at a cost of $24,000. He now asked for confirmation of this action.

On a motion by Mr. Elliott, seconded by Mr. Maclaren, this contract was approved.

CONTRACT WITH DEPT. OF MINES & TECHNICAL SURVEYS:
Mr. Turner reported that the Geology Department, after having progressed some distance in the construction of a new device for manufacturing an Oceanographic Plankton Sampler and an Oceanographic Piston Corer, had been able to secure the offer of some assistance from the Department of Mines and Technical Surveys.

Since the Department was unable to make a grant, it was prepared to enter into a contract with the University, under which the Department would reimburse the University for its actual disbursements incurred in the construction of this equipment up to the amount of $3,400, and provide ship facilities for testing the equipment.

It was agreed that the signing of this contract be approved.

ARTS EXTENSION CHANGE:
Mr. Turner reported that there was some urgency about deciding whether or not one of the ten changes in the Arts Building should be accepted since the contractor wanted to place his order for the brick or block.
The change in question was the substitution of autoclave concrete block for the coloured concrete brick in the Arts Extension interior walls, and the credit was in the neighbourhood of $5,850.

The Building Advisory Committee recommended against this change because it felt that it would be necessary to paint the concrete block, whereas it would not be necessary to paint the coloured concrete brick for some considerable time and that the saving in the capital cost would be more than offset over a few years by the maintenance expenditure.

It was moved by Mr. MacIaren, seconded by Mr. Gibson, that the Board of Governors agree that the interior partitions of the Arts Extension be coloured concrete brick as originally specified. Carried.

AMENDMENT OF THE MINUTES OF THE OCTOBER 27/60 MEETING:

Mr. Turner reported that in a review of the minutes of the Board he had discovered that the election of the eight members of the Board of Governors nominated at the last annual meeting of the Corporation had not been minuted, the eight members concerned being Messrs. D. M. Coolican, J. E. Coyne, C. F. Elliott, C. H. Everett, K. A. Greene, A. B. R. Lawrence, T. R. Montgomery, and F. G. Patten.

He therefore asked for authority to amend these minutes to include the election of those persons as Governors for a three-year term ending in September, 1963.

It was moved by Mr. Gibson, seconded by Mr. Castledine, that the amendment of the minutes of the meeting of October 27, 1960 as outlined above be approved. Carried.

NEXT MEETING:

Dr. Steacie reported that he would be unable to attend the meeting of the Board presently scheduled on November 18, and it was agreed that the date of this meeting be changed to November 23.

SECRETARY:

It was agreed that Mr. Turner would become Secretary of the Board of Governors.

TERMINATION:

The meeting terminated at 2.55 p.m.

C. C. Gibson,
Secretary.

E. W. R. Steacie,
Chairman.