MINUTES

of the

ONE-HUNDRED-AND-THIRTY-SEVENTH MEETING

of the

BOARD OF GOVERNORS OF
CARLETON UNIVERSITY

Time: Thursday, November 23, 1961, at 12:45 p.m.
Place: The Board Room

PRESENT:
Dr. E. W. R. Steacie, Chairman, Mr. G. E. Beaumont, Mr. W. M. Connor, Mr. D. M. Coolican, Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. F. Elliott, Mr. H. R. T. Gill, Mr. D. A. Golden, Mr. A. M. Laidlaw, Mr. A. B. R. Lawrence, General H. F. G. Letson, Mr. Trevor Lloyd, Dr. C. J. MacKenzie, Dr. A. E. MacRae, Mr. T. R. Montgomery, Dr. F. G. Patten, and Dr. E. W. R. Steacie. Also present: Mr. F. J. Turner.

MINUTES:
It was agreed that the minutes of the previous (136th) meeting be amended by the substitution of "it was agreed that the University's solicitor be asked to investigate the legal situation with a view to determining the possibility of securing the overpass and road without cost to the University" for "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 then agreed that the minutes as amended be adopted.

DEATH OF BOARD MEMBER:
It was moved by Mr. Elderkin, seconded by Dr. MacRae, that whereas Kenneth Alfred Greene has served Carleton University on its Board of Governors and various committees from his election to the Board in 1946 (with the exception of the five-year period from 1947 when he served his Nation as High Commissioner to Australia and Canadian Consul-General in New York), and whereas his enthusiasm, understanding, energy, and breadth of vision have been of great value in the direction of the affairs of the University, now therefore be it resolved that this Board of Governors of Carleton University express its deep regret at the passing of Kenneth Alfred Greene, and direct the President of the University to convey these regrets to his family. Carried unanimously.

LETTER FROM AUDITORS:
At the last meeting of the Board Mr. Turner was instructed to ask Arthur A. Crawley & Company for a letter stating that the reference in the financial statement regarding outstanding construction contracts and commitments is in accordance with good accounting practice. He reported that this letter had been received, and it was read to the meeting.

REPORT OF THE BUILDING COMMITTEE:
This report covers the 41st and 42nd meetings of the Building Committee. The minutes of the 41st meeting were distributed with the notice of meeting. As the minutes of the 42nd meeting were not available, this part of the report was oral.

Dr. Patten led the discussion, and drew attention to the following items:
Authority to Plan Engineering Building and Heating Plant-Maintenance Building:

It was moved by Dr. MacRae, seconded by Mr. Coolican, that the Board approve the recommendation of the Building Committee to grant the Building Advisory Committee authority to plan these buildings up to and including the preparation of detailed plans and specifications. Carried.

University Centre:

Tenders had been received for the construction of the University Centre. On the recommendation of the Building Committee, it was moved by Dr. Patten, seconded by Mr. Lawrence, that the contract be awarded to the lowest bidder, V. E. Mason Construction Limited, at their tender price of $229,900, and that extras of $784 for a fireplace and $1,883 for exterior painting be approved. Carried.

Residence Furniture:

It was reported that several types of residence furniture had been examined.

Air-Conditioning - Eating Centre:

As a further delay in a decision to air-condition the Eating Centre would result in increased expenditure, it was moved by General Letson, seconded by Mr. Montgomery, that the recommendation of the Building Committee to air-condition the Eating Centre at a cost of $16,000 for additional equipment and an estimated cost of $1,200 for two wells be approved. Carried.

Brick - Eating Centre:

As some concern had been expressed with the colour of the brick chosen for the Eating Centre, the Building Advisory Committee had reconsidered this question. The architects reported that for an extra expenditure of about $2,200 they could get a substantially more attractive brick which would blend in with the Science Building. The Building Committee had agreed with this recommendation.

It was moved by Mr. Elliott, seconded by Mr. Connor, that this recommendation be approved. Carried.

N.C.C. - C.P.R:

The Building Advisory Committee reported that it was concerned about the problems facing the University arising out of the decision to re-locate the C. P. R. tracks, and with other traffic developments in the area. The Building Committee was recommending the actions proposed by the Building Advisory Committee and some additional ones, as follows:

1. that the University develop a traffic and road plan of its own;
2. that the Building Advisory Committee be authorized to retain the professional advice that they feel necessary in order to develop such a plan;
3. that the University put itself on record with the N.C.C. as concerned about the highway development plan, and ask about the possibility of acquiring the property on the strength of the rapidly-growing need of the University;
4. that when these plans have been developed, there be a later approach to the Minister of Highways.

It was moved by Dr. Patten, seconded by Mr. Crawley, that this authority be given. Carried.
On the recommendation of the Building Committee, it was agreed that Change Order #1 - re-routing of the existing duct work on the second level to allow a steel beam to be put in place at a cost of $272 - be approved.

It was also agreed that an extra within the range of $200 - $250 for electric wiring be approved in principle.

Inspection:

The Building Committee recommended an expenditure of $3,000 - $4,000 for the employment of a person to represent the interests of the University during the current construction programme for a seven- to eight-month period. It was understood that this person would be responsible to the University officers, and not to the architects. It was also agreed that on the employment of this man the University would cease to pay one-third of the cost of the present inspector, and that this would be borne entirely by the architects and engineers.

It was agreed that this expenditure be approved.

The Report of the Building Committee was adopted on a motion by Dr. Patten, seconded by Mr. Beamant.

Several members expressed concern about the number of different exterior finishes in the present buildings and the buildings under construction. After some discussion, it was agreed that the matter of a policy on the uniformity in future building exteriors be referred to the Building and Building Advisory Committees for consideration and report.

The Report of the Investment Committee was circulated with the notice of meeting. (A copy of this report is attached to the original of these minutes.)

It was moved by Mr. Crawley, seconded by Mr. Coolican, that the Report of the Investment Committee be accepted as distributed. Carried.

General Letson reported that the amount pledged in the recent campaign stood at $1,051,350 at October 19.

Dr. Steacie again expressed the indebtedness of the Board to General Letson.

It was moved by Mr. Laidlaw, seconded by Mr. Connor, that Arthur A. Crawley & Company be appointed auditors for the year 1961-62, or until a further appointment is made. Carried.

Members of the Board to retire and be re-elected or replaced are Mr. G. E. Beamant, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. C. H. Hulse, Mr. A. B. MacIaren, Dr. A. E. MacRae, The Honourable Norman McL. Paterson, Dr. John E. Robbins, and Dr. E. W. R. Steacie.

It was agreed that Mr. G. E. Beamant, Mr. V. S. Castledine, Mr. W. M. Connor, Mr. C. H. Hulse, Mr. A. B. MacIaren, Dr. A. E. MacRae, The
Honourable Norman McL. Paterson, and Dr. E. W. R. Steacie be appointed for a further three-year term; that the Nominating Committee be enlarged to include the Vice-Chairman and Treasurer in addition to the President, Chancellor, and Chairman; that the meeting record its approval in principle of the Chairman's suggestion that a policy on retirements from the Board be established which would provide for some rotation of Board membership; that the new Nominating Committee be asked to examine this and report on it, and that they be asked to consider filling the existing vacancies on the Board of Governors.

**ELECTION OF OFFICERS:**

It was moved by Mr. Elderkin, seconded by Mr. Gill, that the officers of the Board of Governors for the ensuing year be

- Chairman: Dr. E. W. R. Steacie
- Vice-Chairman: Mr. C. C. Gibson
- Treasurer: Mr. V. S. Castledine
- Secretary: Mr. F. J. Turner.

**SIGNING OFFICERS:**

It was moved by Dr. Patten, seconded by Mr. Connor, that the signing officers for 1961-62 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 $2,000.)

**COMMITTEES OF THE BOARD:**

It was agreed that the following Committee structure of the Board for the year 1961-62 be approved:

**Executive:**

- Dr. E. W. R. Steacie, Chairman
- Mr. V. S. Castledine
- Dr. A. D. Dunton
- Mr. C. C. Gibson
- Mr. H. R. T. Gill
- Dr. C. J. Mackenzie
- Mr. A. B. MacIaren
- and the Chairmen of the Finance and Investment Committees

**Secretary:** Mr. F. J. Turner

**Finance:**

- Mr. V. S. Castledine
- Mr. W. M. Connor
- Mr. D. M. Coolican
- Mr. J. E. Coyne
- Mr. C. F. Elderkin
- Mr. C. H. Everett
- 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. G. E. Beament
Mr. V. S. Castledine
Mr. A. A. Crawley
Mr. C. C. Gibson
Mr. H. R. T. Gill
Dr. A. E. MacRae
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
Dr. F. G. Patten
Professor P. R. Beesack
Professor T. J. S. Cole

Secretary: Mr. F. J. Turner

Building:

Mr. A. B. Maclaren, Chairman
Mr. G. E. Beament
Mr. D. A. Golden
Mr. C. H. Hulse
Mr. A. B. R. Lawrence
Dr. F. G. Patten
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
Mr. H. R. T. Gill, Chairman
Mr. C. F. Elderkin
Mr. C. F. Elliott
Mr. C. H. Everett
Mr. C. H. Hulse
Mr. A. B. R. Lawrence
General H. F. G. Letson
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 Chairman of Development Sub-Committees

Building Advisory:

Professor G. R. Love, Chairman
Professor T. N. Brewis
Dr. A. D. Dunton
Mr. N. D. Penn
Professor J. A. Gibson
Professor R. O. MacFarlane
Professor M. S. MacPhail
Professor H. H. J. Nesbitt
Professor John Ruptash

Secretary: Mr. F. J. Turner
Because Mr. Castledine was absent from the meeting, it was agreed that the appointment of Chairmen of the Investment and Finance Committees be deferred to the next meeting of the Board.

**BUDGET CHANGES:**

Dr. Dunton reported that because registration was substantially higher than the anticipated figure, the University income for the year was higher, but that there were certain additional expenditures, particularly for part-time instructional assistants. In addition to the extra expenditures required, he proposed that $73,000 in this year's capital budget be transferred to this year's current operations budget.

On his recommendation, it was moved by Mr. Connor, seconded by Mr. Patten, that the following budget changes be approved:

**Anticipated increases in income:**

- Student Fees: $135,000
- Federal Grant: 24,000
- Rentals: 13,000

**Ancillary enterprises:**

- Additional income: $3,000
- Loss: Salary increase: 2,280

**Total: $172,720**

**Increases in Expenditure:**

- **Instructional**
  - Research: 4,000
  - Supplies and equipment: 1,450
  - Maintenance Instructional Equipment: 600
  - Salaries - Arts: $15,055
    - Science: 17,652
    - Engineering: 875
  - 33,582

- **Library**
  - Salaries: 3,700
  - Books - Transfer from plant funds: 7,000
  - Additional provision: 9,000

- **Administration**
  - Salaries: 1,910

- **Plant Maintenance**
  - Transfers from plant fund expenditures to current funds:
    - Building alterations: 16,000
    - Equipment: 25,000
    - Alterations - Glebe Bldg.: 20,000
  - 66,000
  - 127,242

Carried.

It was also agreed that $10,000 be added back into the capital budget for Instructional Equipment for the purchase of Growth Chambers for the Biology Department.

**SUBMISSION TO PROVINCIAL GOVERNMENT:**

Dr. Dunton reported that in the submission to the Provincial Government for 1962-63 the University had asked for an increase of $450,000 in the Maintenance Grant, and for a Capital grant of $4,500,000.
In the submission to the Provincial Government, instructional expenditures were based on a net increase of 38 full-time staff. Because of the necessity of making early decisions, he asked for and it was agreed that he be given immediate authority to recruit 18 new staff members for the year 1962-63.

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

Mr. David Innes, Technician, Department of Biology, effective September 18, 1961. ($1,000 of 1961-62 salary to be paid from Biology budget; remainder from NRC grant to Dr. Wightman.) $210/mo.

Mr. Frederick J. Keates, Greenhouse Technician, Department of Biology, effective Sept. 19, 1961. $200/mo.

Mr. G. Karl Diedrich, Storekeeper, Chemistry, effective December 1, 1961. $250/mo.

On the recommendation of the President, the following leaves of absence were approved for the year 1962-63:

Dr. D. G. Anglin, Associate Professor of Political Science, for study in Africa, principally Nigeria.

Dr. P. M. Laughton, Associate Professor of Chemistry, for study of recent theory and practice of physical organic chemistry;

For the year 1963-64 Mr. J. C. Forster, Lecturer in Spanish, to pursue doctoral studies.

Because of increased registration, the President reported that it would be most helpful to have a study made of the Registrar’s Office similar to the one done in the Bursar’s Office some time ago.

It was agreed that such a study be authorized.

It was suggested that members of the Board of Governors who wished to bring forward names for consideration for an honorary degree next spring should do so in the near future.

Mr. Turner reported that Miss Elizabeth E. and Mr. Philip A. Tapp, who died within ten days of each other last September, had both made Carleton a legatee of one-quarter of the residue of their estates, along with The Salvation Army, The Canadian Cancer Fund, and The Ontario Heart Fund.

These two bequests were likely to amount to from $8,000-$10,000 in total.

The following staff changes, a list of which was distributed with the notice of meeting, were approved:

Employment of Dr. Elisabeth Eissener, Statistical and Research Assistant, Registrar’s Office, at a salary of $350 per month, effective November 13, 1961; Mr. Ernest Giroux, Maintenance Staff, at a salary of $270 per month, effective November 2, 1961.
Mrs. Deanne C. Mah, Technician in the Geochemical Lab, at a salary of $300 per month, with a bonus of 30% of the net profits of the laboratory, effective November 1, 1961;
Mr. Bernard McGuire, Painter, at a salary of $270 per month, effective September 18, 1961;
Miss Gail Park, Secretary to Chemistry Department, at a salary of $250 per month, effective November 1, 1961;
Mr. B. J. Reid, Shift Engineer, at a salary of $365 per month, effective November 1, 1961, for a six-month period;
Miss Colleen Riley, Purchasing Clerk, Bursar's Office, at a salary of $235 per month, effective October 23, 1961;
Mr. Roy Skuce, Office Assistant, at a salary of $190 per month, effective October 23, 1961;
Miss Glynis Webb, Fees Clerk, Bursar's Office, at a salary of $235 per month, effective October 23, 1961.

Transfer of
Mr. Morley Arbuckle, Bursar's Office, to the Library, with salary changed to $200 per month, effective November 1, 1961;
Mr. Terry LaBrash, Office Assistant, to the Bursar's Office, with salary increased from $200 to $210 per month, effective November 1, 1961.

Promotion of
Mrs. Mary-Margaret MacDonald, Stenographer, Registrar's Office, to Supervisor of Schedules, with salary increased from $285 to $320 per month;
Mrs. Beverley Moore, Purchasing Clerk, Bursar's Office, to Bookstore Manager;
Miss Doris Tyner, Secretary to the Registrar, to Assistant to the Registrar.

Resignation of

BY-WASH LANDS: Mr. Turner reported that the University had now acquired ownership of the lands known as the By-Wash Stream from the Department of Transport for the sum of $1.00.

JOHN W. PARKER LOAN FUND: A detailed statement of the John W. Parker Loan Fund was distributed with the notice of meeting. (A copy of this report is attached to the original of these minutes.)

After some discussion, it was agreed that a summary statement would be sufficient in the future.

G. A. BRAKELEY & COMPANY: After some discussion, it was agreed that the Brakeley account in the amount of $3,092 be paid.

TERMINATION: The meeting terminated at 2:35 p.m.

F. J. Turner, Secretary.
E. W. R. Steacie, Chairman.