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

Time: Thursday, January 18, 1962, at 12:45 p.m.
Place: The Board Room

PRESENT:
Dr. E. W. R. Steacie, Chairman, Mr. V. S. Castledine, Mr. W. M. Connor,
Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. H.
Everett, Mr. C. C. Gibson, 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. MacIlairen, and Mrs. Hartley Zimmerman. Also present:
Mr. F. J. Turner.

MINUTES:
The minutes of the previous (137th) meeting were approved as distributed.

CHAIRMAN — FINANCE AND INVESTMENT COMMITTEES:
The Chairman reported that Mr. Elderkin had agreed to serve as Chairman
of the Finance Committee, and Mr. Castledine as Chairman of the Invest-
ment Committee.

Mr. Elderkin was asked to look into the question of additions to the
membership of the Finance Committee.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 43rd 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.)

Mr. Maclaren led the discussion of the report, and drew attention to the
following:

Consultant on Roads
The Building Committee recommended the appointment of A. D. Margison and
Associates Limited of Toronto to prepare a traffic and road plan for the
University.

Eating Centre Brick
A new brick had been selected which would blend in with the Science
Building, and it was reported that this change caused no delay in
construction.

Correspondence with N. C. C.
Dr. Dunton reported that following an exchange of letters there had been
a meeting between officers of the University and the Chief Engineer of
the N.C.C. regarding the University's road problems, and that there had
been an exchange of letters with General Clark regarding the acquisition
of the land between the campus and Dow's Lake.

Engineering Building
On the recommendation of the Building Advisory Committee, the Building
Committee agreed to recommend the employment of Smith, Hinchman & Grylls
Associates (Canada) Ltd. to design, write specifications for, and
supervise construction of the Engineering Building, subject to the
working out of mutually satisfactory arrangements by this firm and the Architectural associates for Carleton University, it being understood that it be one of the two following arrangements or something similar to them:

1. The employment of the two firms by the University separately with the Architectural Associates for Carleton University to advise the University on the Smith, Hinchman & Grylls proposals, or

2. The employment of a special association for this building of Smith, Hinchman & Grylls and the Architectural Associates for Carleton University.

It was moved by Mr. Maclaren, seconded by Mr. Gibson, that the Building Committee be empowered to approve the form of the contracts. Carried.

Heating Plant
The Building Committee recommended that the Firm of H. H. Angus and Associates of Toronto be employed to conduct a preliminary study of the heating system, including heating generation, transmission, boiler room location, and the use of tunnels for connections between the buildings, and that Adjeleian, Goodkey, Weedmark and Associates be employed to do an independent study. This study would cover the heating requirements of the University for a 20-30 year period.

Area - Engineering Building
The Engineering Building of 73,500 square feet gross was being planned on the basis of 360 Engineering students.

It was moved by Mr. Maclaren, seconded by Mr. Hulse, that the Report of the Building Committee be approved. Carried.

Mr. Turner reported that orders for residences and some furniture for the other buildings currently under construction should be placed before the next meeting of the Board. The estimated cost of the residence furniture was $117,000.

It was moved by Mr. Crawley, seconded by Mr. Elderkin, that until the next meeting of the Board of Governors the Building Committee be empowered to authorize orders for residence and other furniture. Carried.

The minutes of the 19th meeting of the Staff Welfare Committee 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.)

The installation of the University's Total Disability Income Benefits Insurance Plan had been held up by the intervention of the Federal Superintendent of Insurance, and the Staff Welfare Committee, after considering the various possible choices, had recommended the establishment of a temporary self-funded Total Disability Income Benefits Plan along the following lines until such a policy could be issued by TIAA:

1. that the conditions of the plan be the same as those of the TIAA plan, except for the substitution of "Carleton University" for "TIAA";
2. that the benefits be 62% of income up to $12,000 and thereafter 42% of income - 12% payable to the retirement funds, and the balance payable to the employee;
3. that the contributions of all employees of the University who join the plan be 1% of benefit (generally .625% of salary).
4. that the University make such additional contribution as is necessary to pay the benefits;
5. that this plan be implemented as of January 1, 1962.

It was the consensus of the meeting that the risk involved to the University was too great. After some discussion, it was moved by Dr. Dunton, seconded by Mr. Gibson, that this matter be referred back to the Staff Welfare Committee for further investigation, and that Mr. Elderkin speak informally to the Superintendent of Insurance. Carried.

Dr. Dunton reported that he, Dr. Steacie, and Mr. Turner had met with senior officials of the Provincial Government in Toronto on January 16, and that the interview had been a satisfactory one. The Departmental officials appeared to be sympathetic toward Carleton's case.

Dr. Dunton asked for comments on the publication issued annually known as "The President's Report", and the Board agreed that this be continued.

Dr. Dunton reported that consideration was being given to the raising of entrance requirements to both the first year and the qualifying year.

The Registrar of the Massachusetts Institute of Technology had spent two days at Carleton in December, and had returned again in January to complete his study. A report from him is expected in about two weeks' time.

Dr. Dunton reported that the policy with regard to Library has been a simple one — to support the academic work of the University. This general policy was to build up a good undergraduate Library, with the last priority given to books for graduate and advanced studies.

There are now just under 70,000 volumes in the Library. This collection is being added to at the rate of about 10,000 a year. At this rate the building up of the collection for undergraduate work is coming along fairly well, and the emphasis in future years will be shifted to books for more advanced work.

On the physical side, there are 23 staff members working efficiently in the Library. The open-stack system saves staff, and the losses have not been great. As far as the facilities are concerned, there is a good ratio of seats to students. The Library seats about 450, which is about 30% of the student body.

The following list of staff changes was circulated with the notice of meeting:

Transfer of Mrs. Evelyn Aldridge from the Public Relations Office to the Library, effective January 1, 1962, with no change in salary;
Employment of Mrs. Birte Howie, Circulation Assistant, Library, at a salary of $245.00 per month, effective January 1, 1962;
Employment of Mr. Ernest Robinson, Building Inspector, Maintenance Department, at a salary of $425.00 per month, effective November 28, 1961, for a seven-eight month period;
Employment of Mr. Mervyn Clost, Maintenance Department, at a salary of $210.00 per month, effective January 1, 1962;
Resignation of Mrs. Judith Rose, Circulation Assistant, Library, effective December 22, 1961;
Increase in salary for Miss Jean Sanford, Secretary to Mathematics Department, from $260.00 to $275.00 per month, effective January 1, 1962.

It was agreed that as long as such lists were circulated with the notice of meeting, it was not necessary to bring them to the attention of the meeting.
Mr. Turner proposed that the Deferred Payment Fee be increased to a fee of 50¢ per half course if paid in two instalments, or $1.25 per half course if paid in more than two instalments.

It was moved by Mr. Gibson, seconded by Mr. Elderkin, that this change be approved.

A Statement of Operating Income and Expenditure for the five months ending November 30, 1961, was distributed at the meeting. This statement showed that with amendments approved at the last meeting there would still be a small surplus.

It was reported that the Sub-Committee appointed by the Building Committee to look into the question of a mural for the Lecture Theatre in the Science Building had held a closed competition; that the jury had included Mr. Harold Shenkmam who is donating $20,000 to cover the cost of the mural; and that of the submissions by the several artists invited to enter the competition, the jury had been unanimous in its recommendation to award the contract to Mr. Gerald Trotter. The mural will be of ceramic tile.

The Board agreed that the contract be awarded as recommended.

In answer to a question, Dr. Dunton reported that the Peace Research Institute had written some time ago asking if quarters could be established at Carleton, and that he had replied advising that there were more demands on University space than could be met.

It was reported that because there had been several accidents and near-accidents at the crossing on the access road, this question was being considered carefully.

It was hoped that the development of the National Capital Commission Plan would eliminate the crossing entirely, but the danger remained in the interval. A road plan of the campus was currently under study, and the report would be available before the end of February. In the discussion, several possibilities were considered.

Mr. Gibson reported that he and Mr. Turner had spent an afternoon with the Director of Planning of the City of Ottawa discussing Carleton's road and access problem.

After some discussion, it was agreed that stop signs with reflectors be installed on either side of the track immediately, and that Mr. Turner and Dr. Dunton think about what further steps could be taken.

It was agreed that the date of the next Board of Governors meeting be tentatively scheduled for March 28.

The meeting terminated at 3:00 p.m.

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