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

Time: Wednesday, March 28, 1962, at 12:45 p.m.
Place: The Board Room

PRESENT:
Dr. E. W. R. Steacie, Chairman, Mr. G. E. Beament, Mr. V. S. Castledine,
Mr. J. E. Coyne, Dr. A. D. Dunton, Mr. C. H. Everett, Mr. C. C. Gibson,
Mr. A. M. Laidlaw, Mr. A. B. R. Lawrence, General H. F. G. Letson, Dr.
C. J. Mackenzie, Mr. T. R. Montgomery, Dr. F. G. Patten, and Mrs.
Hartley Zimmerman. Also present: Mr. F. J. Turner.

REPORT OF THE
FINANCE
COMMITTEE:
The Report of the Finance Committee was distributed at the meeting. (A
copy of this Report is attached to the original of these minutes.)

Insurance Committee
It was recommended that the Insurance Committee be reappointed for the
period ending June 30, 1963.

Second Mortgages
It was recommended that the Board confirm the granting of second mort-
gages to Professor H. Scott Gordon and Mr. A. B. Larose.

Current and Capital Funds Budget, 1962-63
The Current Funds and Capital Funds Budgets for 1962-63 were distributed
at the meeting. (A copy of these budgets are attached to the original
of these minutes.)

After some discussion about the appointment of someone in a regular
fund-raising capacity rather than the use of campaigns to raise funds,
it was agreed that this matter be referred to a small Sub-Committee of
the Development Advisory Committee with General Letson as Chairman.

After some discussion, it was moved by Mr. Coyne, seconded by Dr.
Mackenzie, that the Report of the Finance Committee be adopted. Carried.

PROMOTIONS,
APPOINTMENTS,
RESIGNATIONS,
ETC:

On the recommendation of the President, the following promotions,
appointments, and resignations were approved:

Promotions (effective July 1, 1962)
to Professor: R. L. McDougall, English
F. H. Northover, Mathematics

to Associate Professor: T. J. S. Cole, Physics
C. P. Fleischauer, French
M. C. Frumhartz, Sociology
A. C. Ghosh, Physics
P. A. Hill, Geology
S. F. Kaliski, Economics
W. H. Kesterton, Journalism
L. M. Read, Religion
M. K. Sundaresan, Physics
W. L. Young, Geology
to Assistant Professor:  I. L. Bayly, Biology  
J. C. Forster, Spanish  
B. W. Jones, English  
K. Van Dalen, Engineering

Appointments

to Associate Professor:  
G. Setterfield, Biology  
A. H. Lightstone, Mathematics

$10,000  
9,300

to Assistant Professor:  
J. W. Apsimon, Chemistry  
M. Banbeck, French  
A. Bromke, Political Science  
D. A. George, Engineering  
J. M. Moore, Geology  
P. C. Pineo, Sociology  
W. R. Scott, Accounting  
L. Young, English

7,000  
7,200  
8,000  
8,400  
7,000  
7,500  
8,300  
7,200

to Lecturer:  
P. F. J. Collet, French  
M. M. Hanna, English  
T. J. Jemiellity, English  
K. Kitchen, Political Science  
E. M. Kushner, French  
B. J. Spenceley, Physics  
R. A. Zwingenberger, German

5,500  
5,800  
6,200  
6,200  
6,500  
6,750  
5,800

to Special Lecturer:  
N. Holbach, Chemistry (effective Sept. 1, 1962)

5,000

to Junior Reference Librarian:  
S. Osterbind (effective August 1, 1962)  

5,200

to Residence Staff:  
E. Cox, Head of Residence  
J. D. Edmonds, Senior Resident

4,500  
7,500

to Technical Staff:  
H. Fritz, Physics  
D. Todd, Chemistry

$260/mo.  
$335/mo.

Resignations

J. E. Blais, Assistant Professor of French  
H. Treffner, Lecturer in Mathematics  
D. J. Herbertson, Technician in Chemistry (eff. March 31, 1962)

Term Appointments Completed

J. N. Austin, Lecturer in Classics  
I. Macquarrie, Lecturer in Mathematics  
T. J. Scanlon, Lecturer in Journalism  
M. M. Waddams, Special Lecturer in German  
M. Wood, Special Lecturer in Chemistry
Change in Status

J. E. Riddell, Professor of Geology, to Research Professor, (part-time) or Research Associate $1,000

N. D. Penn, Student Affairs Advisor, to Director of Student Affairs

Travel Allowances

It was agreed that travel allowances be granted to the following:

- P. C. Pinoe, Sociology $250
- K. Kitchen, Political Science 500
- H. Fritz, Physics 200

CHAIRMAN:

At this point Dr. Steacie left the meeting and Mr. Gibson took the Chair.

REPORT OF THE BUILDING COMMITTEE:

The minutes of the 44th and 45th meetings of the Building Committee were circulated 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.)

Change Orders Policy

The Building Committee recommended that the Board grant it authority to approve change orders, and as well for its Chairman or one other member, if he were not available, to approve extras up to $1,000, and all credits. After some discussion, it was moved by General Letson, seconded by Mr. Everett, that this recommendation be approved on the understanding that all change orders be reported to the Board, as distinct from requiring approval.

Building Exterior Finishes

A report on building exterior finishes prepared by the architects, and which had been considered and recommended by the Building Committee, was distributed at the meeting. (A copy of this report is attached to the original of these minutes.)

After some discussion, it was moved by General Letson, seconded by Mrs. Zimmerman, that the report, amended by the addition of the phrase "subject to the approval of the Board of Governors" to the end of the penultimate paragraph, be approved. Carried.

Engineering Building

It was reported that the contract with Smith, Hitchman & Grylls for the design of the Engineering Building had been completed as authorized by the Building Committee.

Mural

It was moved by Mr. Laidlaw, seconded by Mr. Everett, that the contract for the mural, including an extra of $1,700 for the extension of the mural upwards by one foot, be executed on behalf of the University. Carried.
University Sign

Mr. Turner reported that progress was being made, but this matter would have to be referred back to the Building Committee.

On a motion by Mr. Patten, it was agreed that the Report of the Building Committee be accepted. Carried.

The minutes of the 71st and 72nd meetings of the Investment Committee were 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.)

It was moved by Mr. Castledine, seconded by Mr. Lawrence, that the Report of the Investment Committee be adopted. Carried.

It was reported that a memorandum had been circulated to members of the Executive Committee in which the residence charges were outlined, as follows: Double Room - $675.00; Single Room - $700.00, and that the members of the Executive Committee had been in agreement with these charges.

It was agreed that these rates be confirmed.

Copies of the contract between Carleton University and the International Union of Operating Engineers were circulated at the meeting.

It was reported that a two-year contract had been negotiated with the Union of Operating Engineers, and that this contract was recommended by the Bursar, President, and Vice-Chairman.

It was moved by Mr. Everett, seconded by Mrs. Zimmerman, that this contract be executed on behalf of the University. Carried.

Mr. Turner reported that because some income had been delayed, it had been necessary to borrow $450,000.

It was moved by Mr. Lawrence, seconded by Dr. Patten, that the Board give authority to its officers to borrow up to $500,000 from its bank. Carried.

It was moved by General Letson, seconded by Dr. Mackenzie, that the President and Secretary of the Board be authorized to execute the C.M. H.C. Mortgage on the Residences and Eating Centre on behalf of the University. Carried.

Dr. Duntom reported that along with presidents of other Ontario universities he had recently attended a meeting of the Committee. It appeared that the Government was concerned at the Ontario university situation for the next ten years. The general tone of the discussion had been "How do we provide these facilities and staff".

It was assumed that Carleton will grow to between 5,000 and 6,000 by 1971.

The President reported that four Woodrow Wilson Fellowships had been awarded to Carleton students this year.
HONORARY DEGREES:

Dr. Dunton reported that at the Convocation Ceremony on May 25 honorary degrees would be awarded to U. Thant, Acting Secretary General of the United Nations, Dr. Wilfrid Bennett Lewis, Vice-President, Research and Development, Atomic Energy of Canada Limited, and Frederic Hubert Soward, Professor of History and Dean of the Faculty of Graduate Studies, and Director of International Studies at the University of British Columbia.

ALUMNI:

Dr. Dunton reported that the Alumni had offered to provide furnishings for the main lecture hall in the new Classroom-Lecture Hall Building, and would like to have it named Alumni Hall or some similar name containing the word "Alumni".

It was unanimously agreed that this offer be accepted.

ALUMNI REPRESENTATION ON THE BOARD:

Dr. Dunton reported that the Alumni had requested that they be allowed to nominate three members to the Board rather than one.

After some discussion it was agreed that they be invited to nominate one additional member for election by the Board this fall, which would make the Alumni representation two. Consideration would be given in some future year to a third member from the Alumni.

CHURCH OF ENGLAND RESIDENCE:

Dr. Dunton reported that Bishop Reed had renewed the request that the Church of England be allowed to establish a residence on the campus.

After some discussion, it was agreed that the president name the Chairman and membership of a Committee to study this problem.

LIBRARY ADDITION:

Dr. Dunton reported that work on the Library addition should be started very quickly so that as much as possible can be done this summer. Only one of the three floors planned would be finished.

It was moved by Mr. Everett, seconded by Mrs. Zimmerman, that the Board authorize the calling of tenders for the Library Addition. Carried.

CONTRACT WITH MINES & TECHNICAL SURVEYS:

It was agreed that the contract between Carleton University and the Department of Mines & Technical Surveys for the laboratory analyses of Foraminifera separations by undergraduate students be executed on behalf of the University.

GRADUATE FEES:

It was agreed that the present fee for Graduate Students include the following:

- Students' Association $9.00
- Athletics 1.00
- Health Services 1.00
- University Centre contribution 4.00

C.O.T.C. LEASE:

It was agreed that the Board approve in principle and authorize the execution of a contract for the rental to the C. O. T. C. of 1,600 square feet in the Eating Centre at a charge of $3.00 or more per square foot.

BANK OF NOVA SCOTIA:

Mr. Turner reported that the Bank of Nova Scotia was willing to rent space in the Eating Centre for a branch on campus at the rate of $3.00 - $3.25 per square foot for an area of 800 square feet.

After some discussion, it was moved by Dr. Dunton, seconded by Mr. Everett, that this matter be referred to the Finance Committee for consideration. Carried.
A list of staff changes was circulated with the notice of meeting. These changes were approved, as follows:

**Employment of**
- Mrs. Joan Ayotte, Junior Periodicals Assistant, Library, effective February 12, 1962, at $190.00.
- Mrs. L. W. Barclay, Faculty Secretary, Arts Departments, effective May 1, 1962, at $300.00.
- Miss Lola Hudson, Mail Room, effective March 12, 1962, at $180.00.
- Miss May Roe, Secretary to Information Officer, effective January 29, 1962, at $325.00.
- Mrs. Alice T. Russell, Maintenance Staff, effective January 29, 1962, at $200.00.
- Mrs. Fern Small, Accounts Payable Clerk, Bursar’s Office, effective March 1, 1962, at $235.00.
- Mr. Clifford Parslow, Receiving Clerk, effective January 23, 1962, at $190.00.
- Mrs. Heather Sutherland, Public Relations Office, effective March 1, 1962, at $300.00.

**Resignation of**
- Miss Mary Donohue, Junior Order Assistant, Library, effective January 31, 1962.
- Miss Thelma Gray, Clerk Receptionist, Registrar’s Office, effective March 15, 1962.
- Mrs. Florence Lynch, Maintenance Staff, effective February 15, 1962.
- Miss Gisela E. Teeke, Order Assistant, Library, effective February 17, 1962.
- Miss Glynnis Webb, Fees Clerk, Bursar’s Office, effective April 9, 1962.
- Mr. Elliott West, Fireman, effective March 14, 1962.
- Mr. George Horton, Receiving Clerk, effective January 22, 1962.

**Increase in salary for**
- Miss Marianne Collins, Secretary to Student Affairs Adviser, to $250.00 per month, effective January 1, 1962.

**Retirement Agreement:**
Mr. Turner reported that the Government had recently amended its retirement plan so that employees transferring between the Government and Universities could take their pension benefits with them.

It was agreed that this was desirable and that the contract between Carleton University and the Minister of Finance enabling this to be done be executed on behalf of the University.

**Siemens & Halske - Viditon Fellowship:**
This matter was deferred to the next meeting.

**Termination:** The meeting terminated at 3:20 p.m.

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F. J. Turner,  
Secretary.  

E. W. R. Stasted,  
Chairman.