MINUTES
of the
ONE-HUNDRED AND FORTIETH MEETING
of the
BOARD OF GOVERNORS

Time: Monday, June 4, 1962, at 12:45 p.m.
Place: The Board Room

PRESENT:
Dr. E. W. B. Steacie, Chairman; Mr. V. S. Castledine, Mr. W. M. Connor,
Mr. D. M. Coolican, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. Charles
Gavie, Mr. C. C. Gibson, Mr. D. A. Golden, Mr. A. M. Laidlaw, General
H. F. G. Letson, Mr. Trevor Lloyd, Mr. A. B. MacIaren, Dr. A. E. MacRae,
Mr. T. R. Montgomery, Dr. C. J. Mackenzie, and Dr. F. G. Patten. Also
present: Mr. F. J. Turner.

MINUTES:
The minutes of the previous (138th and 139th) meetings were approved as
distributed.

SIEMENS &
HALSKE -
VIDITON
FELLOWSHIP:
Mr. Turner reported that there had been an exchange of correspondence
between the University and the new Canadian branch of Siemens & Halske,
but that this matter had still not been settled.

REPORT OF THE
EXECUTIVE
COMMITTEE:
The minutes of the 96th meeting of the Executive Committee 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.)

It was agreed that authority be given to begin planning a building for
Chemistry and the first stages of buildings for Physics and Geology,
including detailed plans and specifications, with a view to having them
ready for occupancy by September, 1965, and that the selection of the
architects and engineers be left to the Building and Executive Committees.

The Report of the Executive Committee was approved.

HEATING STUDY:
Mr. Turner asked for permission of the Building Committee to present this
matter direct to the Board rather than to the Building Committee because
the matter was of some urgency.

Two recommendations, almost precisely alike, had been received from H. H.

Both firms recommended that the plant be a central high pressure steam
system.

The Building Advisory Committee recommended that
1. the heating system be central high pressure steam;
2. the transmission system be in service tunnels;
3. pedestrian-service tunnels be built, divided by a wall for safety;
4. tender documents call for a per foot cost to extend these tunnels
to the two residences;
5. space for a central control panel be included which can later be
expanded as new buildings are added to the system;
6. the air-conditioning system be a decentralized steam absorption
system;
7. Adjeleian, Goodkey, Weedmark & Associates design the plant and the
Architectural Associates for Carleton University design the building.
In answer to a question Mr. Turner reported that this would be a two-
boiler installation to heat all present buildings and those under
construction, as well as Engineering, Chemistry, Physics, and Geology
Buildings being planned, based on Bunker "C" fuel oil and possibly
natural gas, at an estimated cost of $800,000, not including pedestrian
tunnels.

It was agreed that Adjeleian, Goodkey, Weedmark and Associates be
retained to design the central boiler plant and transmission system,
and that the Architectural Associates be retained to design the
structure to house the plant, but that the matter of the pedestrian-
service tunnels be deferred.

TRAFFIC STUDY: Mr. Turner reported that he had sent copies of the Margison Report on
internal and external traffic of the University to the National Capital
Commission, the City of Ottawa, and the Provincial Department of
Highways.

Mr. Gibson drew to the attention of the meeting the fact that the recent
hearing of the Municipal Board could have presented serious problems for
the University. Although the hearing was postponed indefinitely, it was
agreed that Mr. Turner should continue to watch the legal notices closely,
and should the need arise, to take what emergency action is necessary in
consultation with the President or whoever he could get.

As directed by the 46th meeting of the Building Committee, the question
of re-use of the penthouse equipment had been considered.

It was agreed that the credit of $3,500 did not justify the three-month
delay, and therefore that the work proceed using new equipment.

REPORT OF THE BUILDING COMMITTEE:

The Minutes of the 46th meeting 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.) The
following items were drawn to the attention of the meeting:

Membership - Building Committee - It was agreed that the recommendation
of the Building Committee to add Mrs. Zimmerman to the membership of the
Committee be approved.

University Sign - It was agreed that the recommendation of the Building
Committee to erect a black grammox sign with aluminum letters at the
entrance to the University at a cost of approximately $1,120 be approved.

Policy of Tender by Public Invitation - It was agreed that the Building
Committee consider this matter further.

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

The minutes of the 73rd Meeting of the Investment Committee were circu-
lated with the notice of meeting as a Report of the Investment Committee.
(A copy of this report is attached to the original of these minutes.)

It was agreed that the Report of the Investment Committee be adopted.
ONTARIO GOVERNMENT PLANS FOR UNIVERSITY GROWTH:

Dr. Dunton reported that at a meeting with senior officials of the Provincial Government and presidents of Ontario Universities some time ago, a Sub-Committee of the presidents had been set up to consider the problem of increased enrolment facing the universities.

Another meeting was called for June 6 and 7 to consider the report which was prepared by the Sub-Committee. This report was based on a conservative estimate of 94,000 Ontario University students by 1971. The target for Carleton was 6,000 undergraduate and 500 graduate students. At this meeting the Universities will be expected to say whether they will accept this target.

After some discussion it was agreed to authorize the President to accept the load placed upon Carleton at this meeting.

In the discussion the following points were brought out:

High-rise buildings - By using some high-rise buildings the campus could handle a population of from 10,000 - 12,000.

Additional Land - A formal request had gone to the National Capital Commission in connection with the acquisition of the 40 acres south of Dow's Lake. Other possibilities had been considered. One was for the property across the canal near the arboretum, but the Department of Agriculture wanted this for a botanical garden. There are some 12 acres of land south of that which it might be possible to acquire.

It was agreed that officers of the University should explore the possibility of acquiring more land.

COMPUTER:

Dr. Dunton reported that the 1620 computer currently in use in the Science Building for teaching and research had proved to be very valuable, and was overloaded already; that a $12,000 grant had been received from N. R. C; that there was some possibility that a further $8,000 might be received; and that a further application would be made.

After some discussion, it was agreed that authority be given for the purchase of additional equipment at a cost of $13,725, and the rental, with option to purchase, of an additional $15,830 of equipment at a monthly rental of $330 with a purchase option charge of $158.30.

APPOINTMENTS, PROMOTIONS, LEAVES, AND RESIGNATIONS:

On the recommendation of the president, the following were approved:

Appointments (effective July 1, 1962, except where otherwise noted)

<table>
<thead>
<tr>
<th>To</th>
<th>Position</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting Professor</td>
<td>W. Peters, Economics</td>
<td>$9,000 plus $1,000 for travel</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>D. K. Dale, Mathematics</td>
<td>11,000</td>
</tr>
<tr>
<td></td>
<td>R. J. Semple, Mathematics (pending confirmation)</td>
<td>9,500</td>
</tr>
<tr>
<td></td>
<td>D. W. Sida, Mathematics</td>
<td>9,500 plus $800 for travel</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Naomi E. S. Griffiths, History</td>
<td>6,000</td>
</tr>
<tr>
<td></td>
<td>J. E. R. Lloyd, Russian</td>
<td>6,000 plus $300 for travel</td>
</tr>
</tbody>
</table>
to Lecturer (cont'd)
Marilyn Marshall, Psychology $6,500
D. J. Maule, Economics 6,000
T. R. Robinson, Classics 6,300 plus $500
J. W. Strong, History 7,000 for travel
W. E. Walther, Psychology 6,700 plus $300 for travel

Administrative staff
C. L. Lumadue, Assistant to the Registrar, effective June 1, 1962 433.33/mo.

Technical Staff
H. Datema, greenhouse technician in Biology effective April 24, 1962 360.00/mo.
M. Jago, technician in Geology effective April 1, 1962 291.66/mo.
L. Kluspe, Junior Technician in Chemistry effective May 15, 1962 250.00/mo.

Promotions
H. Burshtyn, from Lecturer to Assistant Professor of Sociology
D. Bedingfield, from Special Lecturer to Lecturer in English
A. Holman, from Senior Reference Librarian to Chief of Public Services

Leaves
H. E. English, Associate Professor of Economics, leave without salary for three years, from July 1, 1962
W. L. Young, Associate Professor of Geology, leave without salary for year beginning July 1, 1962
J. G. Garrard, Lecturer in Russian, special study leave for one year beginning July 1, 1962 $2,200

Resignations
D. Innes, technician in Biology, effective June 15, 1962
F. Keates, greenhouse technician in Biology, effective June 30, 1962

Change in date of appointment
D. Todd, Junior Technician in Chemistry, beginning June 1, 1962 rather than July 1.

Travel Allowance
B. J. Spenceley (appointment as Physics Lecturer approved March 28, 1962) from Colorado $200

APPOINTMENT TO SENATE:
On the recommendation of the president, it was agreed that Professor R. A. Wendt be appointed to the Senate for a three year term.

CHANGE IN SALARY:
On the recommendation of the president, it was agreed that the salary of Professor A. H. Lightstone, Associate Professor of Mathematics, be increased by $200 to $9,500.
It was agreed that the following tentative meeting dates be approved:

**Board of Governors:**
- September 13 and November 15, 1962, and
- January 17, April 11, and May 30, 1963;

**Annual Meeting:**
- September 27, 1962.

**POWER OF ATTORNEY:**

It was moved by Mr. Gavsie, seconded by Mr. Elderkin, that Mr. Turner be appointed the University's attorney and representative in Ontario to accept service of process of papers and notices on its behalf. Carried.

**LIBRARY INSURANCE:**

Mr. Turner reported that because the risk of fire was greater while the building was under construction, the insurance on the contents of the Library had been increased from $125,000 to $250,000, and on the furniture and fixtures from $120,000 - $150,000. These increased figures represent the current book values of the contents.

This action was confirmed.

**CLERK OF THE WORKS:**

It was agreed that Mr. Ernest Robinson be appointed Clerk of the Works in connection with the construction of the Library Addition at a salary of $450.00 per month, half to be paid by the Architectural Associates, effective June 25, 1962.

**PARKING:**

Mr. Turner reported that the University was faced with an ever-increasing parking problem, and asked for authority to charge the following rates for parking and fines for parking infractions:

<table>
<thead>
<tr>
<th>Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Students and staff</td>
<td>$15.00</td>
</tr>
<tr>
<td>Members of staff parking in specific privileged areas</td>
<td>25.00</td>
</tr>
<tr>
<td>Fines</td>
<td></td>
</tr>
<tr>
<td>Non-registered student or staff</td>
<td>5.00</td>
</tr>
<tr>
<td>Improper occupancy of visitors' lot</td>
<td>4.00</td>
</tr>
<tr>
<td>Improper occupancy of staff lot</td>
<td>2.00</td>
</tr>
<tr>
<td>Improper parking on road, grass verge or by a hydrant</td>
<td>2.00</td>
</tr>
<tr>
<td>Overnight parking in winter</td>
<td>2.00</td>
</tr>
<tr>
<td>Overtime, parking meters</td>
<td>2.00</td>
</tr>
<tr>
<td>Improper parking in lot</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Second offence - double fines
Third offence - permit rescinded and no refund of fee

It was agreed that the Board approve these charges.

**JOHN W. PARKER LOAN FUND:**

Mr. Turner reported that The Equitable Life Insurance Company had asked the University to complete a formal Release of Interest in connection with the policy of Duane Emery Sharp, who had assigned the benefits of his policy to Carleton University when he obtained a loan from the John W. Parker Loan Fund. Mr. Sharp was now providing a co-signer note in place of this assignment.

It was agreed that this Release of Interest be executed on behalf of the University.
At Mr. Turner's request it was agreed that the Board of Governors authorize an increase in the total of second mortgages from $25,000 to $40,000.

Mr. Turner reported that the University was faced with a problem during the summer months when several of the signing officers were on holidays at the same time.

It was moved by Dr. Patten, seconded by Mr. Golden, that the restriction of $2,000 be removed from the signing authority of Mr. A. B. Larose, effective immediately. Carried.

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

<table>
<thead>
<tr>
<th>Appointments</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Wendy Harlock Secretary to Athletic Director</td>
<td>July 1/62</td>
<td>$200</td>
</tr>
<tr>
<td>Miss Gloria Hayes Clerk-Typist, Bursar's Office</td>
<td>June 18/62</td>
<td>300</td>
</tr>
<tr>
<td>Miss Marjorie Johnston Stenographer, Public Relations Office</td>
<td>May 9/62</td>
<td>250</td>
</tr>
<tr>
<td>Miss Maureen Kilmartin Stenographer, President's Office</td>
<td>July 1/62</td>
<td>300</td>
</tr>
<tr>
<td>Mrs. Mary Low Secretary, Department of Psychology</td>
<td>July 1/62</td>
<td>290</td>
</tr>
<tr>
<td>Mrs. Marian McCollow Secretary, Department of Mathematics</td>
<td>April 30/62</td>
<td>275</td>
</tr>
<tr>
<td>Mme. Madeleine Morin Library</td>
<td>September 1/62</td>
<td>365</td>
</tr>
<tr>
<td>Mrs. Rose Pallett Secretary, Department of Geology</td>
<td>April 27/62</td>
<td>275</td>
</tr>
<tr>
<td>Mr. Z. A. Qureshi Secretary, Depts. of Philosophy &amp; Classics</td>
<td>July 1/62</td>
<td>275</td>
</tr>
<tr>
<td>Mrs. Deirdre Ryan Secretary, Department of Political Science</td>
<td>July 16/62</td>
<td>290</td>
</tr>
<tr>
<td>Miss Isabel Schaub Receptionist, Registrar's Office</td>
<td>May 15/62</td>
<td>190</td>
</tr>
<tr>
<td>Miss Patricia Sheridan Secretary, Department of History</td>
<td>August 1/62</td>
<td>290</td>
</tr>
<tr>
<td>Miss Joan Smith Typist, Alumni Office</td>
<td>May 4/62</td>
<td>225</td>
</tr>
<tr>
<td>Mr. R. G. Jenkins Assistant Accountant, Bursar's Office</td>
<td>July 30/62</td>
<td>7,500</td>
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</tbody>
</table>

Resignations

<table>
<thead>
<tr>
<th>Resignations</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Doris Foote Secretary, Department of Geology</td>
<td>May 16/62</td>
</tr>
<tr>
<td>Miss Cherry Humphreys Receptionist, Registrar's Office</td>
<td>May 17/62</td>
</tr>
<tr>
<td>Mrs. Priscilla Loates Stenographer, Registrar's Office</td>
<td>June 1/62</td>
</tr>
<tr>
<td>Mr. Bert Reid Shift Engineer, Boiler Room</td>
<td>April 5/62</td>
</tr>
<tr>
<td>Miss Jean T. Sanford Secretary, Department of Mathematics</td>
<td>May 8/62</td>
</tr>
<tr>
<td>Mrs. Heather Sutherland Public Relations Office</td>
<td>May 2/62</td>
</tr>
</tbody>
</table>
Transfers

Mrs. Evelyn Aldridge
From Secretary to Librarian, to Secretary, Department of Economics, at present salary of $325.00 per month, effective July 1/62

Mrs. Norma Fallis
From Secretary, Department of Journalism, to Secretary, Head of Residence, effective July 1/62

Mrs. Birte Howie
From Circulation Assistant to Secretary to Librarian

BANK OF NOVA SCOTIA BRANCH ON CAMPUS:

Mr. Turner reported that the Bank of Nova Scotia had agreed to pay $3.50 per square foot for the rental of 800 square feet in the Eating Centre.

TERMINATION:
The meeting terminated at 2.35 p.m.

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