MINUTES

of the

ONE HUNDRED AND FIFTY- NINTH MEETING

of the

BOARD OF GOVERNORS

Time: Thursday, 17 September, 1964, at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT:
His Honour Judge C.C. Gibson, Chairman, Mr. V.S. Castledine, Mr. W.M. Connor, Mr. A.A. Crawley, Dr. A.D. Dunton, Mr. C.F. Elderkin, Mr. C. Fraser Elliott, Mr. C.H. Everett, Mr. H.R.T. Gill, Mr. D.A. Golden, Mr. A.M. Laidlaw, Mr. A.B.R. Lawrence, General H.F.G. Letson, Dr. C.J. Mackenzie, Mr. A.B. MacIaren, Dr. A.E. MacRae, Mr. R.G. Robertson and Mrs. Hartley Zimmerman. Also present: Mr. F.J. Turner.

The minutes of the previous (158th) meeting were approved as distributed.

Copies of a letter from Professor Frumhartz, President of the Carleton University Academic Staff Association, were distributed at the meeting. (A copy of this letter is attached to the original of these minutes.)

In his letter, Professor Frumhartz presented the views of the Staff Association on the Board’s decision last spring to reaffirm its earlier stand concerning the remission of tuition for the families of new University staff, and invited the Board or its representatives to meet with the Executive of the C.U.A.S.A. to discuss the matter further.

The Chairman asked the Board members present to consider this letter carefully for discussion at the next meeting, and invited any who would not be able to attend to express his views in writing in advance of the meeting.

The minutes of the 103rd meeting 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.) Judge Gibson led the discussion of the report.

The Executive Committee approved the recommendations of the Building Committee as contained in the minutes of the 70th and 71st meetings of the Building Committee. The major recommendations were as follows:

Proposed Arts Building
a. site below Southam Hall
b. the plans as presented as a preliminary concept of the Arts II building
c. a contract to cover the whole building, with construction directed initially toward one particular part of the building
d. planning to proceed, aiming at a cost below $21 per square foot.

Residences
a. the development of an underground facility to house various services for student use
b. the closing of the piling tender a month in advance of the main tender
c. the extension of the tunnel from the Mackenzie Building terminal to the new residences.
REPORT OF THE
EXECUTIVE COMMITTEE (Cont'd):

Tenders - 5th Level, Tory Building
a. award of the contract to the low bidder, Uni-Form Builders Ltd.
b. authority to the Building Committee to approve the furniture
sub-contract.

Physics Building
a. the changes to provide additional classroom space, at an estimated
   extra design fee of $25,000 to $30,000
b. location of the parking lot
c. deletion of the helium liquefier and recovery system
d. an extra of $1,381.13 for engineering fees - revision 3rd and
   4th floors of the office wing.

The Executive Committee approved the following recommendations of the
Development Advisory Committee:

1. campaign objective in the neighbourhood of $3,000,000
2. appointment of a permanent Development Officer
3. a kick-off date in the spring of 1965, if practical
4. that General Letson be consulted about these recommendations.

The Executive Committee also made the following decisions:

Denominational Representatives - that the President continue
negotiations for the rental at a nominal rate of rooms to
denominational representatives who had expressed the desire to
have chaplains on campus. These persons would not be university
employees.

In answer to a question, Dr. Dunton said that the intention was to
provide two offices for one year on an experimental basis for use by
all denominational representatives. After some discussion, the Board
decided that no rental be charged.

Agreement with Atomic Energy of Canada Limited - that the University
enter into an agreement with Atomic Energy of Canada Ltd. for a
co-operative research project in connection with a new principle
in neutron sources.

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

The minutes of the 48th meeting were circulated with the notice of
meeting as a Report of the Finance Committee. (A copy of this Report
is attached to the original of these minutes.) Mr. Elderkin led the
discussion of the report.

On the recommendation of the Finance Committee, the following were
approved:

Statements for the Year Ending 30 June, 1964 - Copies of the
statements for the year ending 30 June, 1984 were circulated
to Board members with the notice of meeting. (A copy of these
is attached to the original of these minutes.)

These showed total current income for the year of $3,515,361,
total current expenditure of $3,531,688, and a deficit of $16,306.
The budgeted amounts were $3,380,700, $3,380,288, and a surplus
of $412 respectively.
Cheque Signer - the purchase of a cheque signer at an approximate cost of $2,200, with a limit of $1,500 on machine-signed cheques.

President's Report - that the Balance Sheet and Summary of Income and Expenditure be published in the President's Report, with the Auxiliary Enterprises shown as a net figure and the Government Grant broken down between Federal and Provincial.

Ottawa Gas Proposal - a three-year contract with the Ottawa Gas Company, negotiated for and recommended by the University's consulting engineers, to supply gas to the Central Heating Plant for nine months of the year.

Crime Policy - an increase in Blanket Position Bond coverage to $100,000.

Boiler Insurance - Coverage on the Carrier Refrigeration System in the Mackenzie Building and on the Auxiliary Air Piping in various parts of the campus at a net extra premium of approximately $250.

Insurance Committee - that the Insurance Committee continue to serve for another year, with Mr. John G. Roberts of Tucker and Roberts appointed in place of Mr. James R. Bennie, who is no longer in the insurance business.

Second Mortgages - that second mortgages to the following be confirmed:
James A. Steele, Assistant Professor of English
$7,300, 5-year mortgage amortized over a 20-year period;
Matthias Schwarz, Assistant to the Registrar
$3,600, 5-year mortgage amortized over a 10-year period;
and that the authority to grant second mortgages be increased from $40,000 to $60,000.

Theft - Paterson Hall - that two instructors whose books were stolen after forced entry into their offices be reimbursed for their cost, somewhere over $150.

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

The minutes of the 82nd meeting were circulated 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 approved.

The President reported that although registration was still in progress, the total full-time day enrolment was likely to exceed the estimate of 2,800. There was an increase in the number of freshmen and graduate students.

The President reported that he had been requested from two directions - the Commission established by the N.C.C.U.C. to study University needs and the Research Committee of the Committee of Ontario University Presidents - to provide some projections up to 1975.

On his recommendation, it was agreed that for planning purposes the proposed college to be located in the Green Belt in western Ottawa be under Carleton management and operation.
The President reported that the Academic Staff Association had requested that its suggested rules about tenure and dismissal be put into effect as a temporary measure until a report is received from the joint commission established by the Canadian Association of University Teachers and the Canadian Conference of Canadian Universities to make a study of University Government.

After some discussion, it was agreed that the President inform the Academic Staff Association of its agreement in principle that there should be established regulations about appointments and dismissals of tenure appointees, including procedure providing for adequate enquiry before a Board decision about a possible dismissal, but that it did not wish to establish formally rules and precedences until the report of the joint committee was available.

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

Appointments

Mrs. Jocelyn E. Purdie, Lecturer in Chemistry  
Effective 1 August, 1964  
$583.33 per month

Edward P. Hincks, Professor and Chairman, Physics  
Department, effective 1 September, 1964  
$15,000 per annum

Alexander Brady, Visiting Professor of  
Political Science (part-time, 1964-65)  
$500 plus  
$500 travel

Dr. R. Curtis, Consultant Psychiatrist  
Individual fee basis

Change in Salary (to conform with scale)  
James Steele, Assistant Professor of English  
From $7,200 to $7,500

Moving Allowance  
David K. Bernhardt, Assistant Professor of  
Psychology and Student Counsellor  
$300.00

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

Appointments to Senate:

S.F. Kaliski  
T.J.S. Cole  
B.W. Jones  
L.M. Read  

to retire in 1966  
to retire in 1967  
to retire in 1967  
to retire in 1967

Retirements from Senate:

P.R. Beesack  
E.M. Oppenheimer

Resignation from Senate:

F.J. Alcock
STAFF CHANGES:

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

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Britney, Mrs. Doris Louise</td>
<td>1 August, 1964</td>
<td>$ 200</td>
</tr>
<tr>
<td>Junior Circulation Assistant, Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clement, John</td>
<td>15 July, 1964</td>
<td>390</td>
</tr>
<tr>
<td>Mechanical Maintenance Staff</td>
<td></td>
<td></td>
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<tr>
<td>Cole, Mrs. Florence Rose</td>
<td>17 August, 1964</td>
<td>200</td>
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<tr>
<td>Junior Circulation Assistant, Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crowe, Mrs. Frances</td>
<td>4 September, 1964</td>
<td>235</td>
</tr>
<tr>
<td>Clerk-Typist, Bursar’s Office</td>
<td></td>
<td></td>
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<tr>
<td>Cummings, Mancel</td>
<td>1 August, 1964</td>
<td>5,000</td>
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<tr>
<td>Draftsman, Engineering Services</td>
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<tr>
<td>Davis, Lorne S.</td>
<td>15 July, 1964</td>
<td>240</td>
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<tr>
<td>Maintenance Department</td>
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<td></td>
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<tr>
<td>Edsell, Miss Eileen</td>
<td>24 August, 1964</td>
<td>185</td>
</tr>
<tr>
<td>Mail Clerk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fox, Mrs. Nancy</td>
<td>1 September, 1964</td>
<td>300</td>
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<tr>
<td>Faculty Stenographer, Science Depts.</td>
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<tr>
<td>Gilbert, Miss Clare</td>
<td>8 July, 1964</td>
<td>200</td>
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<tr>
<td>Admissions Clerk, Registrar’s Office</td>
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<tr>
<td>Kerr, Mrs. Diana-Rose</td>
<td>1 August, 1964</td>
<td>230</td>
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<tr>
<td>Reserve Books Assistant, Library</td>
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<tr>
<td>Kilmartin, Michael</td>
<td>1 July, 1964</td>
<td>185</td>
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<tr>
<td>Mail Clerk</td>
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<td></td>
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<tr>
<td>Knowlton, Mrs. Edna</td>
<td>1 August, 1964</td>
<td>250</td>
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<tr>
<td>Stenographer, Registrar’s Office</td>
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<tr>
<td>MacDougall, Mrs. Sandra</td>
<td>9 July, 1964</td>
<td>200</td>
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<tr>
<td>Circulation Assistant, Library</td>
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<tr>
<td>Mahoney, Brian Michael</td>
<td>1 August, 1964</td>
<td>185</td>
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<tr>
<td>Stack Boy, Library</td>
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<tr>
<td>Mar, David</td>
<td>17 August, 1964</td>
<td>200</td>
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<tr>
<td>Junior Circulation Assistant, Library</td>
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<tr>
<td>McCord, Harold Ormond</td>
<td>15 July, 1964</td>
<td>240</td>
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<tr>
<td>General Maintenance Staff</td>
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<td>Nuna, Miss Barbara Janet</td>
<td>17 August, 1964</td>
<td>275</td>
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<td>Faculty Stenographer, Sociology</td>
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<tr>
<td>Pavlowich, Ronald</td>
<td>6 July, 1964</td>
<td>225</td>
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<tr>
<td>Multilith Operator</td>
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<td></td>
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<tr>
<td>Power, Mrs. Maureen M.</td>
<td>13 July, 1964</td>
<td>215</td>
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<tr>
<td>Junior Order Typist, Library</td>
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<tr>
<td>Wright, Miss Joyce</td>
<td>1 September, 1964</td>
<td>285</td>
</tr>
<tr>
<td>Faculty Stenographer, Political Science</td>
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</tbody>
</table>
Transfer of

Fedyszyk, Miss Sofia
From Registrar's Office to Faculty Stenographer, Economics Dept., with salary increased to $230 per month, effective 15 September, 1964

St. Louis, John
From Storekeeper, Physics, to Maintenance Department, with salary decreased to $240 per month, effective 1 July, 1964

Increase in salary for

Hayley, Mrs. Dorothy
Circulation Assistant, Library, to $275 per month, effective 1 July, 1964

Resignation of

Ford, Miss Arden
Junior Clerical Assistant, Library 31 July, 1964

Hopper, Miss Doris
Faculty Stenographer, Economics 22 September, 1964

O'Leary, John R.
Office Staff, Maintenance Department 30 June, 1964

Paradis, Miss Donna
Mail Clerk 31 July, 1964

Smith, Paul Ernest
Clerk-Typist, Bursar's Office 31 July, 1964

St. Louis, John
Maintenance Department 7 August, 1964

Tyler, Miss Anne E.
Faculty Stenographer, Political Science 15 August, 1964

Leave without pay for

Corkran, Mrs. Ruth
Arts Building 4 working days from 4 August

Drummond, Miss E.A.
Administration 10 working days from 19 August

Geddes, Mrs. Gayle
Arts Building 8 and 9 September

Haley, Mrs. Winnifred
Arts Building 10 working days from 20 July

MacLean, Mrs. Margaret
Arts Building Worked ½ time in July

McClelland, Miss Marilyn
Science Building 6 working days from 10 August
Leave without pay for

Martlock, Miss Betty
Science Building
- 3½ working days from 4 August

Moreau, Miss Jeanne
Administration
- 5 working days from 24 August

Neilson, Mrs. Dolores
Science Building
- 5 working days from 6 July

Pallett, Mrs. Rose
Science Building
- 4 working days from 20 July

Putt, Mrs. Phyllis
Arts Building
- 5 working days from 6 July

Yull, Mrs. Kay
Science Building
- 24 and 25 August

The following list of staff changes was circulated with the notice of the 144th meeting of the Board of Governors, but not minuted:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
</table>
| Miss Mavis E. Bailey
Junior Clerk, Library | 1 February, 1963 | $200   |
| Mrs. Cynthia E. Bled
Cataloguer, Library  | 1 February, 1963 | 5,200  |
| Mrs. Marjorie I. Clark
Stenographer, Registrar's Office | 1 February, 1963 | 250    |
| Mr. Jean-Paul Lacroix
Maintenance Staff  | 5 February, 1963 | 220    |
| Mr. Albert Ritchie
Maintenance Staff  | 11 February, 1963 | 210    |
| Mr. Carl Cotnam
Maintenance Staff  | 10 January, 1963 | 230    |
| Mrs. Ruth Corkran
Secretary, Department of Mathematics | 23 January, 1963 | 275    |
| Miss Audrey G. Turner
Senior Circulation Assistant, Library | 1 May, 1963 | 4,500  |

Resignation of

Mr. J.S. MacDonell
Maintenance Staff  | 15 February, 1963 |
Mr. Claire Parslow
Maintenance Staff  | 6 March, 1963 |
Mr. Turner reported that the agreement with the International Union of Operating Engineers had expired on 30 June, and that he had been negotiating with Union representatives for some time. The major points for consideration are as follows:

- Salary of 3rd class engineers increased from $365 to $420 per month;
- Introduction of 2nd class engineers at $475 per month;
- Introduction of the Rand formula.

It was agreed that authority be given to Mr. Turner to complete negotiations, including the above provisions, for a one-year contract.

It was reported that the University had been billed for the cost of the installation of the traffic lights on Bronson Avenue at the intersection of the University's access road, and had paid the charge of $3,984.93.

It was reported that Miss Agnes Stuart, an employee of the University's Library, had died on 30 June, and that a gratuitous payment of her salary for the month of July had been paid to her estate.

It was reported that on 23 or 24 September, 1963, steam had escaped from the heating system into one of the rooms rented to Carleton University by the Collegiate Institute Board in its building at 268 First Avenue. Damage resulted to two machines to the extent of over $1,000. As it was difficult to establish negligence on the part of the Collegiate Institute Board, the University's solicitors suggested, subject to a further review by them, that a writ be issued against the Collegiate Institute Board.

It was agreed that the University's solicitors issue such a writ against the Collegiate Institute Board, unless a further review indicated otherwise.

Mr. Turner reported that the tuition fees collected for the academic year 1964-65 would likely exceed the budgeted figure by about $50,000.

The President reported that Dr. J.A.B. McLeish had resigned as of 30 September, 1964.

The Board asked the President to write a note of appreciation to Dr. McLeish thanking him for his contribution to the University.

On the suggestion of Mr. Leidlaw, it was agreed that members of the Board and of the University Senate be invited to attend a University-sponsored cocktail party and dinner to be held in the University Commons, perhaps early in December.

The Chairman read a letter of resignation from Dr. A.E. MacRae, who had served on the Board since 1949. This resignation was accepted with great regret and with appreciation for the services which Dr. MacRae has rendered to the University over the years.

The meeting terminated at 2:35 p.m.

F.J. Turner
Secretary

His Honour Judge C.C. Gibson
Chairman