MINUTES

of the

ONE HUNDRED AND SIXTIETH MEETING

of the

BOARD OF GOVERNORS

Time: Thursday, 22 October, 1964, at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT:

Dr. A.D. Dunton, Chairman pro tem, Mr. W.H. Connor, Mr. A.A. Crawley, Mr. C.F. Elderkin, Mr. C.F. Elliott, Mr. C.H. Everett, Mr. D.A. Golden, Mr. A.M. Laidlaw, General H.F.G. Letson, Dr. C.J. Mackenzie, Dr. H. Pullen, and Mr. R.G. Robertson. Also present: Mr. F.J. Turner.

CHAIRMAN:

In the absence of the Chairman of the Board, it was agreed that Dr. Dunton take the Chair.

MINUTES:

It was agreed that the minutes of the previous (159th) meeting be approved as distributed.

STEAM DAMAGE - 268 FIRST AVENUE:

At the previous meeting, it was reported that there had been steam damage to two machines in the premises rented to Carleton University by the Collegiate Institute Board at 268 First Avenue.

Mr. Turner reported that the University's solicitor had taken another look at this matter, and it now appeared unlikely that a writ against the Collegiate Institute Board's insurance company would be issued. It was pointed out that if such a writ were issued, it would have no reflection on the relationship between the Collegiate Institute Board and the University.

REPORT OF THE BUILDING COMMITTEE:

As the 73rd meeting of the Building Committee was held just prior to this meeting of the Board, Mr. Golden gave an oral report. (A copy of the minutes is attached to the original of these minutes.)

The recommendations of the Building Committee were as follows:

Physics Building - that the final architectural plans be approved, and that specifications be prepared, although tenders would not be called until this building's priority has been established.

Underground Facility - Cooling - that the heating and ventilating unit be adapted to provide cooling at a later date.

Arts II Building - that the preliminary sketch plans as presented be approved, and that the architects proceed with working drawings and specifications.

Multi-Purpose Hall - that Mr. T.V. Murray be engaged to look into the feasibility of introducing into one building the many functions and uses recommended by the Building Advisory Committee and to provide preliminary sketch plans, at a fee not to exceed $10,000.

Southam Hall Addition - that Mr. Hart Massey be appointed architect to prepare plans and specifications for an addition to Southam Hall, so that if for any reason the calling of tenders on the Arts II Building were delayed, tenders could be called quickly on the addition to Southam Hall in order to provide the extra classroom space required by 1966.
It was agreed that the recommendations of the Building Committee be approved.

The minutes of the 104th meeting of the Executive Committee were circulated with the notice of meeting as a Report. (A copy of this Report is attached to the original of these minutes.)

The Executive Committee approved the following recommendations of the Building Committee:

Maintenance Building - contracts awarded to P.E. Brule Co., Ltd. for the building, $442,589, and to Honeywell Controls Ltd. for the Central Control Panel, $134,633.

1965 Residences - piling contract awarded to Franki of Canada Limited, $28,655, and authority to call tenders on construction of Residences on the basis of final plans presented.

First Level - Tory Building - contracts awarded to P.E. Brule Co., Ltd. for the conversion, $215,500, to Industrial Molders Ltd. for tanks in the Ecological Laboratory, $9,936, and to Canadian Office & School Furniture for furniture, $45,160.

Parking Lot #3 - contract awarded to Dibblee Construction Co., Ltd., $61,598.

Furniture - 5th Level, Tory Building - contract awarded to Art Lab, $32,928.

Physics Building - change in the plans to provide space for a mobile laboratory station, and patio work included in the Physics Building contract for the Steacie-Physics area.

Hook-up of Overhead Power Line - expenditure of $1,615 to Bedard-Girard.

Shelter - Parking Lot #3 - not extra to Central Heating Plant contract of $5,042.

Arts II Building - space allocated for eating increased from 1,600 to 3,600 square feet.

C.J. Mackenzie Building, Phase 2 - preliminary plans accepted.

Steam Distribution System - 8" instead of 6" mains under the proposed Physics Building.

Underground Facility (University Control Centre) - that plans as amended be proceeded with, at an estimated cost of $140,000.

Architects - that the following architects be appointed and engaged:

- Gymnasium Addition (1966) - Mr. G.E. Bem & Associates;
- Residence (1967) - Mr. Martin Lambert of Hazelgrove, Lithwick, Lambert & Sim.
- Campus Signs - that Mr. Paul Arthur be engaged to design a system of direction signs at an estimated cost of $3,000.
- Air-Conditioning - Quadrangle Buildings - that the first phase be advanced from 1968 to 1965, and that Goodkey, Weedmark & Associates be engaged as engineers.
- Change Orders - as listed in minutes of 72nd Building Committee meeting.

Contracts with Architects - execution of contracts with the Architects Collaborative for the Arts II Building and for the 1965 Residences, and with Smith, Hinckman & Grylls for the thoughts of the MacKenzie Building.

Design Control Committee Membership - Messrs John Bland and Ian MacLennan for a three-year term, and Messrs. Gordon Adamson and Charles Trudeau for a two-year term.

Remission of Fees - African Students - seven in the academic year 1964-65.

It was suggested by Dr. Pullen that local Service Clubs might be interested in this as a project.
REPORT OF THE EXECUTIVE COMMITTEE
(Cont’d):

The Executive Committee considered the following bequests:

- Estate of William Edgar (Allan) Armstrong
  decision deferred until bequest of $1,000 received;
- Estate of Nathan Braham
  $5,932.80 used to endow a Nathan Braham Bursary, to be awarded annually;
- Estate of Mary Elizabeth Blackburn Brown
  bequest of $500 added to the Unrestricted Endowment Fund;
- Estate of Francis C.C. Lynch
  $10,000 added to current funds to be used for research and publication in the Humanities and Social Sciences;
- Estate of Lorenzo N. Wadlin
  $5,000 to be used to endow the L.N. Wadlin Scholarship in Mathematics.

REPORT OF THE DEVELOPMENT ADVISORY COMMITTEE:

There was no further progress to report, and it was agreed that the Development Advisory Committee be asked to submit a recommendation on the details associated with the proposed campaign.

REPORT OF THE INVESTMENT COMMITTEE:

The minutes of the 83rd 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 minutes be approved as circulated.

STAFF AND DEPENDENTS’ TUITION FEES:

There was a discussion on the request of the Carleton University Academic Staff Association to meet with representatives of the Board to discuss the Board’s decision not to grant free tuition to members of the immediate family of staff members employed after 30 September, 1963.

It was agreed that data, including procedure at other Universities be circulated again to Board members, and that such data be considered in detail before deciding whether or not to meet with representatives of the Carleton University Academic Staff Association.

REPORT OF THE NOMINATING COMMITTEE:

On a motion duly made, seconded, and carried, the recommendations of the Nominating Committee were approved as follows:

Board Membership:
Reappointment for a three-year term - Mr. G.E. Beament, Mr. V.S. Castledine, Mr. W.M. Connor, Dr. J. Lorne Gray, Mr. C.H. Hulse, Mr. Bertram Loeb, Mr. A.B. MacIaren, and the Honourable Norman McI. Paterson.
Appointment of new member for a three-year term - Mr. W.W. Mackenzie.
Alumni Representatives - Mr. Robert D. Frayne, to retire in 1966, and Mr. John G. Hatz, to retire in 1967.

Officers of the Board
- Chairman of the Board: His Honour Judge C.C. Gibson
- Treasurer: Mr. V.S. Castledine
- Secretary: Mr. F.J. Turner

Committee on By-Laws - that a Committee be established to consider possible changes in the By-Laws of the University.
It was agreed that such a Committee be established, and that the Chairman of the Board be asked to act as Chairman, with power to add.

SIGNING OFFICERS:

On a motion duly made, seconded, and carried, the following were named signing officers of the University for the year 1964-65:

His Honour Judge C.C. Gibson  Mr. C.F. Elderkin
Dr. A.D. Dunton  Mr. F.J. Turner
Mr. V.S. Castledine  Mr. A.B. Larose
It was agreed that the Board of Governors appoint Arthur A. Cravely & Company the University auditors for the coming year, or until someone else is appointed.

It was agreed that the membership of Committees for the year 1964-65 be as follows:

**Executive**
- Chairman of the Board, Chairman
  - Mr. V.S. Castledine
  - Mr. D.M. Coolican
  - Dr. A.D. Dunton
  - Mr. C.F. Elderkin
  - Mr. D.A. Golden
  - Dr. C.J. Mackenzie
  - Mr. F.J. Turner, Secretary

**Finance**
- Mr. C.F. Elderkin, Chairman
  - Mr. V.S. Castledine
  - Mr. D.M. Coolican
  - Mr. A.A. Crawley
  - Dr. J. Lorne Gray
  - Mr. B. Loeb
  - Mr. A.B. MacIaren
  - Chairman of the Board - ex officio
  - Dr. A.D. Dunton - ex officio
  - Dr. C.J. Mackenzie - ex officio
  - Mr. F.J. Turner, Secretary

**Future Enrolment**
- Chairman of the Board, Chairman
  - Mr. D.M. Coolican
  - Dr. A.D. Dunton
  - Mr. C.F. Elderkin
  - Mr. D.A. Golden
  - Dr. J. Lorne Gray
  - Gen. H.F.G. Letson
  - Dr. C.J. Mackenzie
  - Mr. M.W. Mackenzie
  - Mr. R.G. Robertson
  - Mrs. H. Zimmerman
  - Mr. F.J. Turner, Secretary

**Investment**
- Mr. V.S. Castledine, Chairman
  - Mr. G.E. Beamant
  - Mr. W.M. Connor
  - Mr. A.A. Crawley
  - Mr. H.R.T. Gill
  - Mr. A.B. MacIaren
  - Chairman of the Board - ex officio
  - Dr. A.D. Dunton - ex officio
  - Dr. C.J. Mackenzie - ex officio
  - Mr. F.J. Turner, Secretary

**Staff Welfare**
- Dr. A.D. Dunton, Chairman
  - Mr. W.M. Connor
  - Dr. H. Pullen
  - Professor P.R. Beesack
  - Professor T.K. Rynes
  - Mr. F.J. Turner, Secretary
Mr. Turner reported that at the Annual Meeting on 30 September, concern had been expressed at the poor turn-out of the Associates. The Associates agreed to recommend to the Board that a Committee be established to decide whether the Corporation in this particular form should be abandoned, or whether it should be strengthened in order to play a more useful role in the development of the University.

It was agreed that this matter be referred to the newly-established Committee on By-Laws.

It was also agreed to pass along to the Committee on By-Laws the suggestion that members of the Executive of the Alumni Association be elected as Associates.
REPORT ON ENROLLMENT:
The President reported that this year the full-time enrollment was about 2,700, about 100 more than expected. There had been a sharp increase in the number of graduate students, with over 200 full-time and 200 part-time enrolled. The pressure on staff and space was heavy, and would be even greater next year.

RECRUITMENT OF STAFF FOR 1965-66:
The President asked for authority to recruit a minimum of thirty full-time staff members for next year. The present ratio of students to staff was 17:1, which is higher than desirable.

It was agreed that Dr. Dunton be authorized to recruit as many staff members as necessary to maintain, and if possible, improve the present ratio of staff to students.

SABBATICAL LEAVE:
At present, sabbatical leave is granted as a privilege rather than a right, at half-salary.

The Carleton University Academic Staff Association had now requested that full salary be paid to those on sabbatical leave.

After some discussion, it was agreed that further consideration be given to this matter before a decision is made.

DENOMINATIONAL REPRESENTATIVES:
There was some discussion about the recent newspaper articles about one of the denominational representatives at the University, and about the role which The Carleton had played in the matter.

General Letson asked that it be recorded that in his view the tone of the articles which appear regularly in The Carleton is regrettable.

A general discussion about The Carleton followed.

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

Appointment of Mr. Falko Tilgner, Assistant Storekeeper in Chemistry, for the period 28 September, 1964 to 30 June, 1965, at a salary of $225 per month.
Leave of absence - Donald K. Todd, Technician in Chemistry, for the period 1 October, 1964 to 30 April, 1965, without pay.
Transfer of John Herler, Machinist, from the Science Workshop to the Engineering Workshop, with salary increased to $4,700 per annum.

Appointment effective 1 July, 1965:
- Duncan McDougall
  Associate Professor of Economics
  $11,700 per annum.

STAFF CHANGES:
The following list of Staff Changes, which was circulated with the notice of meeting, were approved:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaulne, Henry Paul</td>
<td>15 September, 1964</td>
<td>$390</td>
</tr>
<tr>
<td>Maintenance Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bisnett, Miss Bonnie</td>
<td>1 October, 1964</td>
<td>$210</td>
</tr>
<tr>
<td>Junior Order Assistant, Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bunge, Stephen Lewis</td>
<td>16 September, 1964</td>
<td>$190</td>
</tr>
<tr>
<td>Stack Boy, Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law, Mrs. Lenore F.</td>
<td>1 October, 1964</td>
<td>$235</td>
</tr>
<tr>
<td>Xerox Operator, Bursar's Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieff, Mrs. Hilda</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Receptionist, Registrar's Office</td>
<td>1 November, 1964</td>
<td>$270</td>
</tr>
<tr>
<td>MacDonald, Miss Heather</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requests Assistant, Library</td>
<td>2 October, 1964</td>
<td>$250</td>
</tr>
</tbody>
</table>
STAFF CHANGES (Cont'd):

<table>
<thead>
<tr>
<th>Increase in salary for</th>
<th>Effective</th>
<th>Increased to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldridge, Mrs. Evelyn C. Faculty Steno., Economics</td>
<td>1 July, 1964</td>
<td>$360</td>
</tr>
<tr>
<td>Clark, Mrs. Marjorie I. Secretary to the Registrar</td>
<td>1 January, 1965</td>
<td>300</td>
</tr>
<tr>
<td>Honeywell, David E. Junior Order Asst., Library</td>
<td>1 October, 1964</td>
<td>215</td>
</tr>
<tr>
<td>Kinsman, Mrs. Pamela Clerk-Typist, Registrar's Office</td>
<td>1 January, 1965</td>
<td>235</td>
</tr>
<tr>
<td>Prentice, John Edward Stationary Engineer</td>
<td>1 September, 1964</td>
<td>5,400</td>
</tr>
<tr>
<td>(On completion of probationary period)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wasmund, Arnold Stationary Engineer</td>
<td>4 September, 1964</td>
<td>5,400</td>
</tr>
<tr>
<td>(On attainment of 2nd Class Certificate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whatley, Mrs. Marjorie Admissions Clerk, Registrar's Office</td>
<td>1 January, 1965</td>
<td>310</td>
</tr>
<tr>
<td>Whitfield, Mrs. Carolyn C. Secretary to Head of Residence</td>
<td>1 October, 1964</td>
<td>325</td>
</tr>
</tbody>
</table>

Resignations:

<table>
<thead>
<tr>
<th>Resignations</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edmonds, Mrs. Josephine Junior Order Assistant, Library</td>
<td>31 October, 1964</td>
</tr>
<tr>
<td>Gilbert, Miss Clare Admissions Clerk, Registrar's Office</td>
<td>15 September, 1964</td>
</tr>
<tr>
<td>MacDougall, Mrs. Sandra Circulation Assistant, Library</td>
<td>6 October, 1964</td>
</tr>
<tr>
<td>Mahoney, Brian Michael Stack Boy, Library</td>
<td>7 September, 1964</td>
</tr>
<tr>
<td>Mousaw, Mrs. Norma Circulation Assistant, Library</td>
<td>31 October, 1964</td>
</tr>
</tbody>
</table>

In addition, the following salary increases were approved on the recommendation of Mr. Turner:

- Mr. Stephen Bunge, Library
  - from $190 to $200 per month, effective 19 October, 1964;
- Mr. David Moodie, Electrician, Maintenance Department
  - from $325 to $390 per month, effective 1 September, 1964.

SECOND MORTGAGE:

It was agreed that authority be given to execute a document on behalf of the University accepting a prior mortgage on the second mortgage granted by the University to .

BOILER ROOM RENOVATIONS - TORY BUILDING:

At a meeting of the Building Committee during the summer, renovation work in the Boiler Room of the Tory Building had been approved at an estimated cost of $9,000. However, a certain amount of additional work was included in this contract instead of in the 1st Level conversion contract.

Canadian Comstock Company Limited, the lowest of three bidders, had completed the work at their tender price of $17,534, and it was agreed that expenditure be approved.

SALES TAX:

Mr. Turner reported that there had been a change in Provincial Sales Tax regulations as of 1 June, 1964. This change made it necessary to appoint contractors as agents of the University in order for them to purchase building materials Sales Tax exempt. The three immediate contracts affected were for the 1st and 5th levels of the Tory Building and for the Maintenance Building. The possibility of signing the largest contract
SALES TAX (Cont'd): (Maintenance Building) after 1 November was being investigated, as the regulations would change again on that date and the contractor would then be able to buy on certificate.

It was agreed that authority be given to appoint the contractors as agents of the University, and that the University's solicitor be asked to draw up the agreement between the University and the contractors.

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

F.J. Turner  A.D. Dunton
Secretary    Chairman pro tem