MINUTES of the ONE HUNDRED AND SIXTY THIRD MEETING of the BOARD OF GOVERNORS

Time: Thursday, 25 February, 1965, at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT: Dr. A.D. Dunton, Chairman pro tem, Mr. V.S. Castledine, Mr. D.M. Coolican, Mr. A.A. Crawley, Mr. C.F. Elderkin, General H.F.G. Letson, Dr. Grace E. Maynard, and Mr. T.R. Montgomery. Also present: Mr. A.B. Larose.

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

ABSENCE OF THE SECRETARY: It was noted with regret that Mr. Turner was ill, and that he was absent from a Board meeting for the first time in seventeen years.

MINUTES: The minutes of the previous (162nd) meeting were approved as distributed, amended by the addition of the phrase "in consultation with Mr. Strutt", so that the minute on page 2 in connection with Southam Hall Addition reads as follows:

"Tunnel Link that a part of the tunnel link from Southam Hall to the proposed Arts II Building be designed by Mr. Massey, in consultation with Mr. Strutt, and added to the contract documents for the addition to Southam Hall."

BANK OF NOVA SCOTIA As directed by the previous meeting, the resolution requested by the Bank HOLD HARMLESS AGREEMENT RE CHEQUE SIGNING MACHINE: Mr. Larose reported that the University's solicitor was satisfied that the proposed agreement was not unreasonable from the point of view of the University. He was also satisfied that in any circumstance in which the University could not recover against the Bank in the event of loss, it would be protected under the Blanket Fidelity Bond.

It was moved by Mr. Elderkin, seconded by Mr. Coolican, that the Bank of Nova Scotia, Carleton University Branch, be authorized and directed to accept and/or pay and charge to the University's General and Payroll Accounts all cheques or other orders not exceeding in amount $1,500.00 for payment of money issued by the University against the said accounts and signed on its behalf by means of the facsimile signature of the authorized signing officers impressed or lithographed thereon by mechanical device. In consideration of the Bank's honouring and paying cheques or orders signed in such a manner the University undertakes to hold the Bank, its successors or assigns harmless from and indemnified against any loss, costs, damages, or expenses arising out of the acceptance or paying of any cheque or order on which the facsimile signature has been affixed without proper authority from the University. Carried.

It was also agreed that authority be given to affix the seal of the University to a copy of this resolution as required by the Bank.
REPORT OF THE BUILDING COMMITTEE: The minutes of the 78th meeting of the Building Committee were circulated as the meeting as a Report of the Building Committee. (A copy of this Report was attached to the original of these minutes.)

In the absence of Mr. Golden, General Letson led the discussion of the Report, and drew attention to the following recommendations of the Building Committee:

Tenders - Central Entrance for the Residences - that because the tenders received were considerably higher than the architects' revised estimate of $320,000, the architects and engineers be instructed to design a pedestrian-service tunnel only, deleting the extra features planned for this entrance, with a view to calling tenders as quickly as possible.

Arts II Building - that the Design Control Committee and the architect be asked to present to the Building Committee samples of brick and relative costs of the various exterior and interior materials.

Library Committee - that the recommendations of the Library Committee and Building Advisory Committee with respect to the establishment of a Library for freshmen, a Science-Engineering Library, and for an addition to the existing Library, be referred to Senate for consideration, as it was the consensus that this was an academic policy decision rather than a Building Committee matter.

Gym Addition - that the plans of the proposed addition to the existing gym be approved in principle, but that the Students' Council and the Director of Athletics be asked to take a further look at priorities, as it seemed to the Building Committee members that the swimming pool would be a more useful addition than the squash and handball courts.

1967 Residences - Dining Hall - that a Food Services Consultant be engaged to assist with the planning of the kitchen services and dining spaces, at a fee for services performed.

Office Requirements - that two or three local contractors be invited to bid on the construction of eleven office-size rooms along the tunnel adjacent to the Tory Building to provide offices and small Psychology Labs.

Change Orders - as listed in the Report.

Air-Conditioning - MacOdrum Library and Tory Building - an expenditure of $47,043 for the purchase of the Absorption Unit for the refrigeration plant from Trane Co., of Canada Ltd., and $22,500 for the purchase of the Cooling Tower from D.C. McKeen Ltd., subject to some assurance of support for this project from the Provincial Government.

Shelving - 4th Level, Library - an expenditure of $10,648 for the purchase of 349 additional bays of shelving from Steel Equipment Company of Canada.

The Building Committee also reported the following:

Furniture - Royalmetal Manufacturing Corporation - In line with the decision of the previous meeting, orders had been placed with Royalmetal to the extent of $35,842.32.

Physics Building - Extra Design Fee - Consideration of a bill for an additional $35,965 from Smith, Hinchman & Grylls for re-design work on the Physics Building was deferred until the next meeting.

It was agreed that the Report of the Building Committee be adopted. Carried.
Mr. Coolican presented the Report of the Development Advisory Committee.

Campaign:
Chairman - The Board welcomed the announcement that Mr. Coolican had accepted the Chairmanship of the forthcoming campaign.
Development Officer - Mr. Michael D. Roberts, presently Director of Public Relations of the United Appeal of Ottawa and District, had indicated that he would accept the appointment as Development Officer to direct the campaign, and on its termination to continue the work of fund-raising for the University.

Mr. Coolican said that the members of the Board of Governors would be asked to play important roles in the campaign.

Committee on Bequests:
He reported that as a result of work done by a committee three years ago, the University had been the recipient of several bequests. A small committee had now been established to maintain a liaison with lawyers in the Ottawa area to encourage their clients to make bequests to the University, and it was expected that this committee's efforts would build up a strong bequest programme for the future.

It was agreed that the Report of the Development Advisory Committee be adopted.

Dr. Dunton reported that The Honourable Norman McI. Paterson had donated a gift of $400,000 for support of a graduate School of International Affairs as a major centre of teaching and research. This School will offer a program of advanced studies leading to the Master's degree in International Affairs for persons preparing for careers in government, universities, business, journalism, and other fields. The curriculum will be based on an extensive list of courses in international affairs already being offered at Carleton in the departments of Political Science, History, Economics, Geography, and Public Law.

Dr. Dunton had received Executive Committee approval (telephone poll) for the establishment of the School, and it was agreed that the Board of Governors also approve its establishment.

It was also agreed that the Board extend its warm thanks and sincere appreciation to Senator Paterson for his generous gift.

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

Appointments
- effective 1 April, 1965
  Michael D. Roberts,
  Development Officer
  $12,000

- effective 1 July, 1965
  Fernand Ouellet
  Professor of History
  13,200 plus $500 travel

  R. Caterina
  Associate Professor of Economics
  11,700 plus $300 travel

  Tom Hunter Coulson
  Visiting Associate Professor
  10,000 plus air economy fare Edinburgh-Ottawa and return
- effective 1 July, 1965 (cont'd)

Ehsan Ullah Choudhri
Assistant Professor of Economics
$8,200 plus $300 travel

J. Nicoll Cooper
Assistant Professor of History
8,000 plus $200 travel

Miles A. Copeland
Assistant Professor of Engineering
8,500 plus $250 travel

Michael G. Fry
Assistant Professor of History
9,500 plus $650 travel

Robert Benjamin Goheen
Assistant Professor of History
8,000

John A. Goldak
Assistant Professor of Engineering
8,600 plus $300 travel

Charles Haines
Assistant Professor of English
9,000 plus $200 travel

George Melnikov
Assistant Professor of Russian
9,200 plus $500 travel

T.J. Henighan
Lecturer in English
7,400 plus $300 travel

George W. Ramsey
Lecturer in Religion
7,500 plus $200 travel

- effective 1 July, 1966

G. Peter Browne
Assistant Professor of History
10,000

Resignations effective 30 June, 1965
Dr. P.J. Hickson, Assistant Professor of Physics
Mr. Keiichi Hiran, Assistant Professor of English

Amended date of Resignation
Matthias Schwarz, Assistant to Registrar, effective 19 March, 1965
instead of 28 February, 1965.

STAFF CHANGES:

It was agreed that the following list of Staff Changes, which was
circulated with the notice of meeting, be approved:

Employment of

Andrews, Miss Margaret
Facility Stenographer, Chemistry
1 February, 1965 $265

Barnes, Mrs. Audrey
Stenographer, Student Personnel Office
1 February, 1965 390

Capell, Mrs. Susan
Clerical Assistant, Library
8 February, 1965 220

Flumerfelt, Burton Emerson
Security Officer
1 March, 1965 458.33

Lee, Walter B.
Stationary Engineer
2 February, 1965 460

Dattilo, Vincent
Maintenance, Class 2, Grade 1
2 May, 1965 475

Resignation of

Hopkinson, Miss Sharon
Library
8 February, 1965 250
On the recommendation of Mr. Larose, it was agreed to approve the appointment of Mr. Bertram W. Dollin as Purchasing Agent at a salary of $8,700, effective 1 April, 1965.

Mr. Larose asked for authority to execute an agreement with the Fisheries Research Board of Canada, by which the University would receive $5,000 toward the continuation of the past year's research work being carried out under the supervision of Dr. J.M. Anderson.

It was agreed that this document be executed on behalf of the University.

Copies of a Statement of Operating Income and Expenditure for the seven months ended 31 January, 1965, were circulated at the meeting. This statement showed an estimated surplus for the year of $43,368.

The meeting terminated at 2:20 p.m.

A.B. Larose
Secretary pro tem

A.D. Dunton
Chairman pro tem