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

Time: Thursday, 22 April, 1965, 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. Crausley, Dr. A.D. Danton, Mr. C.F. Elderkin, Mr. C.H. Everett, Mr. R.D. Frayne, Mr. D.A. Golden, Mr. A.M. Laidlaw, Mr. B. Loeb, Dr. Grace E. Maynard, Mr. T.R. Montgomery, and Mrs. H. Zimmerman. Also present: Mr. M.D. Roberts, Mr. F.K. Venables, and Mr. F.J. Turner.

WELCOME:
The Chairman welcomed Mr. Venables, who has agreed to serve as Vice-Chairman of the forthcoming campaign, and Mr. Roberts, newly-appointed Development Officer of the University who will serve as Executive Officer of the campaign.

MINUTES:
It was agreed that the minutes of the 164th meeting of the Board of Governors be amended by appending the form of By-Law #25 and the three resolutions authorizing the creation of debentures to the form attached to these minutes and identified by the corporate seal, and that the minutes as so amended be approved.

REPORT OF THE
DEVELOPMENT
ADVISORY
COMMITTEE:
In the absence of Mr. Coolican, Mr. Venables presented the report of the Development Advisory Committee.

He said that as agreed by the Board at its previous meeting, the Development Campaign goal would be $3,000,000. In order to avoid confusion with the current YM-YWCA Campaign, the announcement of the campaign would not be made until Tuesday, 25 May, when plans would be announced to the news media. It was planned to canvass national corporations in September and October, and the other divisions of the campaign in the period February to April, 1966.

Copies of a budget for the campaign were circulated at the meeting. This showed a total of $71,100 to cover the expenses of the campaign - 2.4% of the goal. A professional consulting firm would not be used, and therefore it was necessary to engage more clerical staff.

Mr. Venables said that recruiting for key volunteer members was actively under way. Mr. Elderkin would serve as Chairman for Administration; Mr. Laidlaw as Chairman of the Individual Gifts Division; and Mr. Everett as Chairman of the Information Division. He expected that all senior campaign appointments would be made by the date of their next meeting, 11 May.

It was proposed to set up an Employee Giving Division in the Campaign structure and to seek the approval of a number of the major companies in Ottawa for in-plant canvasses in these firms.
Mr. Roberts said that the Development Office would function at the University until November or December, and then would move to quarters downtown until April.

It was agreed that the Campaign Budget as submitted be approved. (A copy of this budget is attached to the original of these minutes.)

The minutes of the 80th meeting 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.)

Mr. Golden led the discussion of the report, and submitted the following recommendations (marked by an asterisk) for approval:

- 1967 Residences - that classroom-lounges be included in the planning.
- Food Consultant - that Mme. Bernard-Fraser of Bernard & Associates, Montreal, be engaged to consult with the user committee and the architects on a per diem basis.
- Land Use - that concern be expressed at the amount of land used in the most recent plans for the 1967 Residences.
- Additional Lounge Furniture - Paterson Hall - expenditure of about $1,500.
- Tackboards - Board Room - expenditure of about $110 for two 8' x 4' tackboards.

Additional Space Requests and Changes:
- Administration - allocation of present multilith room to Student Personnel Office, and of present Student Personnel Office to Public Relations and Development.
- Students' Council - allocation of office in the Tory Building tunnel.
- Bank of Nova Scotia - that Professor Love look into the possibility of a temporary prefab building to house the bank.
- Sack Lunchers - allocation of the east foyer of the Tory Building; Room 393 as a Ladies' Lounge; and present Ladies' Lounge for the installation of dispensing machines.
- Biology - Capital Equipment - expenditure of $93,000 (previously approved in principle.)
- Change Orders - as contained in the Report.

Steacie Building:
- Furniture - that the allowance for the standard faculty office be increased by a chalkboard to $652, reduced by $88 to $564 because bookcases had been built in; and that any further requests for furniture for these offices be considered by the Building Advisory Committee.
- that pages 2 and 3 of Professor Holmes' submission (as attached to the Report) be approved, with the exception of the provision of carpet.
- Carpet - that in line with present University policy, the carpet be deleted from the furniture list for the Steacie Building.
- Laboratory Stools - expenditure of $2,149 for the purchase of stools from the lowest of three bidders, Valley City Manufacturing Company Limited.
- Extra Design Fee - Physics Building - payment of the fee of $33,892.56 to Smith, Hinchman & Grylls.
Review of Maintenance, Planning and Construction Procedures - The Building Committee had considered the report prepared by Mr. McEown of the University of Saskatchewan. The major recommendations contained in the report were as follows:
- the appointment of a qualified architect or engineer with considerable construction experience to act as Director of Physical Plant. On completion of the final schematics of a building, the Director of Physical Plant would take over from the Director of Planning, which would allow Professor Love to spend more time on long-range planning;
- the establishment of an enlarged Department of Planning and Construction under the authority of the Director of Physical Plant;
- that most of this cost be charged to capital expenditure.
* that these parts of Mr. McEown's report be accepted, and that the Building Committee records its approval of a larger staff, headed by a Director of Physical Plant.
* Contract for Connecting Existing Residences to Central Heating Plant - that the contract with Goodkey, Weedmark & Associates for designing the system be executed on behalf of the University.
* Steacie Building - Chemistry Department Move from Tory Building - an expenditure of from $9,100 - $11,600.

In addition, Mr. Golden reported that the Building Committee had authorized the calling of tenders for the third block of the Mackenzie Building and for the addition to Southam Hall. The tender closing dates were 5 and 7 May respectively.

Mr. Golden requested that the following item be included in the Report as a recommendation, even though it had not been considered by the Building Committee:

Maintenance Building - Furniture - Four firms had been invited to quote on the special built-in furniture for the Maintenance Building. Two had been unable to meet the delivery date, and the tenders received were as follows:
- B & H Woodworkers Ltd. $11,767.00
- Canadian Office and School Furniture 12,597.45

* that the tender be awarded to the low bidder, B & H Woodworkers Ltd., at their tender price of $11,767.00

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

At this point, Dr. Danton took the Chair.

**APPOINTMENT OF DIRECTOR OF PHYSICAL PLANT:**

It was agreed that this position be advertised, and that after the applicants had been screened they be interviewed by a small Committee which would include one or two members of the Board.

**REPORT OF THE FINANCE COMMITTEE:**

Copies of the Report of the Finance Committee were circulated with the notice of meeting. (A copy of this Report is attached to the original of these minutes.)
Mr. Elderkin led the discussion of the Report, and drew attention to the following recommendations which are marked by an asterisk:

* **Cheque Signer** - that authority be given to Mr. Turner and Mr. Larose to temporarily delegate authority for specified periods of time to Mr. R.G. Jenkins, and that records of such delegation of authority and appropriate signatures be kept.

**Budget** - 1965-66 - Copies of the Budget for 1965-66 were circulated with the notice of meeting. (A copy of this budget is attached to the original of these minutes.)

This showed Operating Income of $5,822,808, Operating Expenditure of $5,985,121, and a Deficit for the year of $172,383. It was based on a full-time student enrolment of 3,380, and salary minima for Assistant Professor increased from $7,500 to $7,700; for Associate Professor from $9,500 to $9,700; and for Professor from $12,000 to $12,600. It contained provision for about 45 new instructional positions, for increased Library staff and for the purchase of books, for increased administrative staff to take care of the larger student enrolment, and for the University's contribution to the Retirement increased to 6% from 1 January, 1966.

* that the budget as presented to the Board be approved.

* **Grants to Academic Educational Associations** - that the President be authorized to allocate annually to the various associations from which the University receives direct benefit, at his discretion, up to .15% of total tuition fees.

**Insurance:**

* **Tory Building** - that $75,000 be added to the coverage to bring it up to 90% of value.

Public Liability and Property Damage - the University had been assessed an amount of some $1,700 to cover the increased risk arising out of construction on the site.

* that this coverage be dropped unless it is found on careful examination that it should be further considered by the Committee.

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

The minutes of the 87th meeting of the Investment Committee were circulated at the 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 as submitted.

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

**Appointments**

**Effective 20 April, 1965:**

Vivian Macdonald  
Assistant Information Officer  
$5,000
Appointments, cont’d

Effective 21 April, 1965:

Ilay Mawhinney
Cataloguer in Library
$5,800

Effective 6 May, 1965:

Donald M. Pattison
Information Writer, Public Relations Office
4,000

Effective 7 June, 1965:

Pierre-H. Juneau
Intermediate Technician MTL, Department of Chemistry
358.33 per mo.

Effective 1 July, 1965:

Lloyd H. Strickland
Associate Professor of Psychology
$10,800 per annum plus $500 travel

John A. Webb
Associate Professor of Biology
$10,700 per annum

Stanley S. Guterman
Assistant Professor of Sociology
$8,000 per annum plus $300 travel

J.A. Koningstein
Assistant Professor of Chemistry
$9,800 per annum plus $500 travel

Peter Krus
Assistant Professor of Chemistry
$8,500 per annum

Edward J. Norminton
Assistant Professor of Mathematics
$7,800 per annum plus $300 travel

Elinor J. Burwell
Lecturer in Psychology
$6,800 per annum

Michael S. Tait
Lecturer in English
$7,800 per annum plus $300 travel

Effective 1 July, 1966:

Michael S. Cross
Assistant Professor of History
$8,700 per annum plus $600 travel

Leave of Absence without pay, 1965–66:

K.D. McRae, Professor of Political Science

Term appointments completed 30 June, 1965:

M.D. Chaudhry, Associate Professor of Economics
C.H. Goldsmith, Lecturer in Mathematics
Term appointments completed 30 June, 1965 (cont'd)

P. Mandl, Visiting Associate Professor of Mathematics
Jocelyn E. Purdie, Lecturer in Chemistry
J.H. Woods, Visiting Professor of Accounting

Resignation effective 31 May, 1965:

Ann Semple, Assistant Information Officer

Promotions to Professor:

D.G. Anglin, Political Science
P.R. Beesack, Mathematics
D.K. Dale, Mathematics
M.A. Gullen, Engineering
S.F. Kalliski, Economics
P.M. Laughton, Chemistry
D. Millar, Engineering
M.K. Sundaresan, Physics
F. Vallee, Sociology
R.A. Wendt, Psychology

Promotion to Professor, 1966-67:

H.E. English, Economics

Promotions to Associate Professor:

D.G. Bowen, History
J.P. Johnson, Jr., Geography
B.W. Jones, English
E.F. Kaye, French
E.M. Kushner, French
M. LaFrance, English
K.Z. Paltiel, Political Science
P.C. Pineo, Sociology
R.S. Talmage, Philosophy
W.M. Tupper, Geology
A.M. Wills, Political Science

Promotions to Assistant Professor:

J.-P. Baril, French
M.A. Furstennold, German
N.R.S. Griffiths, History
R.C.G. Haas, Engineering
M.M. Hanna, English
F.J.E. Jordan, Public Law
W.B. Kay, French
C. Marsden, Spanish
A.D. McMay, English
T.J. Middlebro', English
G. Roseme, Political Science
P.L. Rosen, Political Science
The following list of staff changes, which had been 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>Booth, Miss Beverley Ann</td>
<td>5 April, 1965</td>
<td>$ 250</td>
</tr>
<tr>
<td>Faculty Stenographer, Public Admin.</td>
<td>1 July, 1965</td>
<td>265</td>
</tr>
<tr>
<td>&amp; Journalism</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Byers, Miss June</td>
<td>1 April, 1965</td>
<td>275</td>
</tr>
<tr>
<td>Records Clerk, Development Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pouliotte, Louis</td>
<td>1 April, 1965</td>
<td>425</td>
</tr>
<tr>
<td>Control Foreman, Buildings &amp; Grounds</td>
<td>1 July, 1965</td>
<td>440</td>
</tr>
</tbody>
</table>

**Transfer of**

| Baker, Mrs. Elizabeth Anne          |                   |        |
| From Registrar's Office             |                   |        |
| To Secretary to Assistant           | 20 May, 1965      | 285    |
| Information Officer                 |                   |        |
| Cox, Mrs. Laurie                    | 1 April, 1965     | 275    |
| From Cashier in the Bursar's Office |                   |        |
| To Secretary to Assistant to the    |                   |        |
| Bursar                              |                   |        |
| Houston, Mrs. Marjorie              | 15 May, 1965      | 310    |
| From Secretary to Administrative     |                   |        |
| Assistant                           |                   |        |
| To Secretary to Purchasing Agent    |                   |        |
| Knowlton, Mrs. Edna                 | 20 May, 1965      | 290    |
| From Stenographer, Registrar's Office|               |        |
| To Secretary to Administrative      |                   |        |
| Assistant                           |                   |        |
| Marcotte, Miss Renee                | 5 April, 1965     | 290    |
| From Faculty Stenographer, Public    |                   |        |
| Admin. & Journalism                 |                   |        |
| To Dean's Office                    |                   |        |
| Wright, Miss Joyce                  | 1 May, 1965       | 325    |
| From Faculty Stenographer, Political |                   |        |
| Science                             |                   |        |
| To Secretary to Head of Residence   |                   |        |

**Resignation of**

| Bunge, Stephen                      | 16 April, 1965    |        |
| Stack Boy, Library                  |                   |        |
| Cowie, Mrs. Alexandra               | 27 May, 1965      |        |
| Secretary to President              |                   |        |
| Glew, Miss Margaret                 | 28 April, 1965    |        |
| Junior Order Assistant, Library     |                   |        |
PURCHASE OF MATTRESSES, SHEETS, ETC. BY STAFF:

Mr. Turner reported that several members of staff had indicated that they would like to buy mattresses, sheets, etc. through the University when these items are ordered for the new residences.

It was agreed that the University should not entertain such requests.

REGISTRAR OF DEBENTURES:

It was agreed that Mr. F.J. Turner be appointed Registrar of Debentures.

CONTRACT RE INSTITUTE OF CANADIAN STUDIES:

Mr. Turner asked for authority to execute an agreement between McClelland & Stewart Ltd. and the University covering the publication of the Carleton Library series of paperbacks.

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

RESIDENCE FEES:

Mr. Turner reported that the students in residence had asked to be assessed an additional $3.00 to be used for its social, cultural, and other activities.

It was agreed that the Residence Fee be increased by $3.00 a term, this additional amount to be payable to the house government of the Residences.

GRADUATE FACULTY - REGISTRATION FEE FOR PART-TIME STUDENTS:

It was agreed that part-time graduate students be charged a registration fee of $25.00 per annum.

TERMINATION:

The meeting terminated at 2:30 p.m.

F.J. Turner
Secretary

His Honour Judge C.C. Gibson
Chairman