CARLETON UNIVERSITY

Minutes of the 170th Meeting

of the

BOARD OF GOVERNORS

Time: Thursday, October 21st, 1965, at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT:
Mr. D.A. Golden, Chairman, Mr. D.M. Coolican, Dr. A.D. Dunton, Mr. C.F. Elderkin, Mr. C.F. Elliott, Mr. C.H. Everett, Mr. C.H. Hulse, Mr. A.M. Laidlaw, General H.F.G. Letson, Mr. Bertram Loeb, Dr. C.J. Mackenzie, Dr. Grace E. Maynard, Mr. T.R. Montgomery, Dr. N. Pullen, Dr. R.G. Robertson and Mrs. A.H. Zimmerman. Also present: Mr. F.J. Turner.

MINUTES:
It was agreed that the minutes of the previous (169th) meeting be approved, amended by the inclusion of the names of Mr. W.M. Connor, Mr. C.F. Elliott and Mr. T.R. Montgomery in the list of those present.

Mr. Elliott's Motion - At the previous meeting, Mr. Elliott had withdrawn his motion on bilingualism. He informed this meeting that he had revised the motion; that he was tabling it for appropriate consideration; and that he would prefer that the Chairman of the Board develop and introduce it at an opportune time.

REPORT OF THE NOMINATING COMMITTEE:

The President reported that Judge Gibson had acted as Chairman of the Nominating Committee, and that the Committee had urged him to continue to serve on the Board even though he had resigned as Chairman.

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

Reappointment for a three-year term:
Mr. A.A. Crawley, Mr. C.F. Elderkin, Mr. D.A. Golden, Mr. A.M. Laidlaw, and Dr. R.G. Robertson.

Appointment of new members for a three-year term:
Dr. Grace E. Maynard (retiring Alumni representative), and Mr. Louis Rasmisky.

Alumni Representative - Mr. John C. Clarke, to retire in 1968.
REPORT OF THE NOMINATING COMMITTEE (Cont'd)

It was agreed that the requirements of By-Laws 3(b) for the fiscal year 1964-65 be waived for the following members:
Mr. G.E. Beaumont, Dr. J. Lorne Gray, Mr. C.H. Hulse
Mr. Bertram Loeb, Mr. M.W. Mackenzie, and the Hon.
Norman McL. Paterson.

Resignation of Board Members - It was reported that Mr. Connor and Senator Paterson had submitted their resignations as members of the Board. However, the Board was hopeful that both could be persuaded to withdraw their resignations, and because of the outstanding contribution which each has made to the development of the University, it was agreed that the Chancellor, President, and Chairman of the Board express to them the Board's keen desire that they continue to serve on the Board.

Faculty Representation - After a brief discussion on the question of faculty representation on the Board of Governors, the President was asked to prepare a report showing the implications of a decision to appoint faculty members to the Board.

Officers for the Year 1965-66

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chairman of the Board</td>
<td>Mr. D.A. Golden</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr. V.S. Castledine</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mr. F.J. Turner</td>
</tr>
</tbody>
</table>

SIGNING OFFICERS:

On a motion duly made, seconded, and carried, the following were named signing officers of the University for the year 1965-66:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. D.A. Golden</td>
<td>Mr. C.F. Elderkin</td>
</tr>
<tr>
<td>Dr. A.D. Danton</td>
<td>Mr. F.J. Turner</td>
</tr>
<tr>
<td>Mr. V.S. Castledine</td>
<td>Mr. A.B. Larose</td>
</tr>
</tbody>
</table>

REPORT OF THE BUILDING COMMITTEE:

The 86th meeting of the Building Committee was held just prior to this meeting of the Board, and General Letson presented an oral report (A copy of the minutes of this meeting is attached to the original of these minutes.)

The Board agreed to approve the following recommendations of the Building Committee which are marked by an asterisk:
Physics Building - Field Order 110 - construction of steps and sidewalks deleted from Steacie Building Contract (Credit $2,252.83) and added to Physics Building Contract (Extra $1,324.).

Tory Building, 3rd, 4th and 6th Levels - Liquidated Damages Clause - deleted because impossible to estimate a realistic completion date.

Arts II Building - Installation of carpet included as an alternate.

Gymnasium Addition - that tenders be called.

DeLeuw Cather & Company of Canada Ltd. - Extra Design Fee - expenditure of additional $3,000 for design of road and underpass.

Furniture:
- Maintenance Building - expenditure of $45,000, with 80% to be purchased in the first year of occupancy.
- Paterson Hall - 4 Rooms - expenditure of approximately $1,400 for the purchase of tables.
- Tory Building - expenditure of about $2,300 for the purchase of stools, and rack storage cabinets.

Sewage Report - approval in principle of a separate sewer line from the residence area;
- that the question of timing be referred to Engineering Services and Goodkey, Weedmark & Associates.

Change Orders - as submitted.

Tory Building Tunnel - 3 Rooms - expenditure of up to $2,394.50 for the refurbishing of rooms vacated by the Maintenance Department.

C.J. MacKenzie Building - Winter Protection - that $30,000 be added to the contract to cover winter protection, that time and material be checked by the superintendent on the job and that provision for winter weather protection be included in the specifications on all future projects.

Tenders - Roads and Services to Arts II Building - that authority be delegated to the President, Bursar, and Chairman of the Building Advisory Committee, in consultation with the Chairman of the Board, to award contract as tenders were closing the day following the Board meeting.

Liquidated Damages Clause:
- Central Heating Plant - that the University ignore the clause in this contract

Quadrangle Tunnel - this clause be left out of this contract.

That the University's solicitor be asked for a legal opinion on the value of including this clause in future contracts.

Arts II Building - that tenders be called on alternative bases - for entire completion in August, 1967 or for entire completion in 1968.
The minutes of the 89th meeting of the Investment Committee were circulated with the notice of meeting as a Report of the Committee. (A copy of this Report is attached to the original of these minutes.)

In the absence of Mr. Castledine, Mr. Turner led the discussion of the Report. He said that the Investment Committee was giving consideration to the Board's previous suggestion that the University consider professional investment advice, and that a report would be forthcoming in the near future.

It was agreed that the Report of the Investment Committee be approved as distributed.

<table>
<thead>
<tr>
<th>APPOINTMENT OF COMMITTEES:</th>
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It was agreed that the membership of Committees for the year 1965-66 be as follows:

**EXECUTIVE**
- Mr. D.A. Golden, Chairman
- Mr. V.S. Castledine
- Mr. D.M. Coolican
- Dr. A.D. Danton
- Mr. C.F. Elderkin
- Dr. J. Lorne Gray
- 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. L. Rasinsky
- Mr. D.A. Golden - ex officio
- Dr. A.D. Danton - ex officio
- Dr. C.J. Mackenzie - ex officio
- Mr. F.J. Turner, Secretary

**FUTURE ENROLMENT**
- Mr. D.A. Golden, Chairman
- Mr. D.M. Coolican
- Dr. A.D. Danton
- Mr. C.F. Elderkin
- Dr. J. Lorne Gray
- Gen. H.F.G. Letson
- Dr. C.J. Mackenzie
- Mr. N.W. Mackenzie
- Dr. R.G. Robertson
- Mrs. A.H. Zimmerman
- Mr. F.J. Turner, Secretary
APPOINTMENT OF COMMITTEES (Cont'd.) INVESTMENT

Mr. V.S. Castledine, Chairman
Mr. G.E. Beament
Mr. A.A. Crawley
Mr. C.F. Elderkin
Mr. C.H. Hulse
Gen. H.F.G. Letson
Mr. D.A. Golden - ex officio
Dr. A.D. Danton - ex officio
Dr. C.J. MacKenzie - ex officio
Mr. F.J. Turner, Secretary

STAFF WELFARE

Dr. A.D. Danton, Chairman
Professor D.K. Dale
Dr. Grace E. Maynard
Dr. H. Pullen
Professor T.K. Rymes
Mr. F.J. Turner, Secretary

BUILDING

Dr. J. Lorne Gray, Chairman
Mr. R.D. Frayne
Mr. C.H. Hulse
Mr. A.M. Laidlaw
Mr. A.B.R. Lawrence
Gen. H.F.G. Letson
Mr. D. Loeb
Dr. Grace E. Maynard
Dr. R.G. Robertson
Mrs. A.H. Zimmerman
Mr. D.A. Golden - ex officio
Dr. A.D. Danton - ex officio
Dr. C.J. MacKenzie - ex officio
Mr. F.J. Turner, Secretary

BUILDING ADVISORY

Professor G.R. Love, Chairman
Dr. A.D. Danton
Dean D.M.L. Farr
Professor M. LaFrance
Dean M.S. MacPhail
Professor D.A.J. Millar
Dean H.H.J. Nesbitt
Professor John Porter
Dean John Ruptash
Dean R.A. Wendt
Mr. J.E. Whennan
Mr. F.J. Turner, Secretary
APPOINTMENT OF
COMMITTEES (Cont'd.) DEVELOPMENT ADVISORY

The Hon N. McL. Paterson, Honorary Chairman
Mr. D.M. Coolican, Chairman
Mr. John C. Clarke
Mr. C.F. Elderkin
Mr. C.H. Everett
Mr. C.H. Hulse
Mr. A.M. Laidlaw
Mr. A.B.R. Lawrence
Gen. H.F.G. Letson
Mr. B. Loeb
Mr. M.W. Mackenzie
Mr. T.E. Montgomery
Mr. J.G. Ratz
Mr. D.A. Golden - ex officio
Dr. A.D. Dunton - ex officio
Dr. C.J. Mackenzie - ex officio
and Chairmen of Development Sub-Committees
Mr. M.D. Roberts, Secretary

It was agreed that each Committee appoint a Deputy Chairman.

APPOINTMENT OF
CHAIRMAN OF THE
ASSOCIATES:

It was agreed that Mr. Everett be appointed Chairman of the Associates.

APPOINTMENT OF
AUDITORS:

It was moved by Mr. Elderkin, seconded by Mr. Loeb, that Arthur A. Crawley & Company be appointed the University auditors for the year 1965-66, or until a successor is appointed. Carried.

REPORT OF THE
ANNUAL MEETING:

The President reported that those present at the Annual Meeting on September 30 expressed concern at the decline in general interest on the part of the Associates. They were of the opinion that the Associates could play an important role in the development of the University in their day-to-day relations with others by telling Carleton's story, provided that they were well-informed. Their recommendation was that the next Annual Meeting be a dinner meeting with representatives from Senate, Administration, and the Student Body speaking and answering questions on the development of the University.

It was agreed that Mr. Everett be asked to be Chairman of a small committee, with power to co-opt other members of the Board or the Associates, to work out proposals for the development of the Associates and plan for the next annual meeting.
The President reported that about 3,050 full-time students had registered, while the University had budgetted for over 3,300. This drop in enrolment from that projected seemed to be general among established universities in the Province. Steps had already been taken to improve the basic teaching structure, and with the additional faculty members and the lower number of students, the student to staff ratio had improved to just above 15.5. The full-time graduate enrolment was 268. Part-time enrolment stood at over 2,600.

The President reported that the estimated deficit might reach $250,000 in stead of the budgeted $173,000 this year. Next year the University would face very heavy pressures on costs and salaries. Salaries and working conditions must improve in order to attract good faculty members.

It was agreed that the President be authorized to recruit for 35 new positions for the year 1966-67.

Dr. Pullen asked whether the University was considering entering the field of teacher education.

It was agreed that the President and Dr. Pullen prepare memoranda on this subject for consideration at a future meeting.

On the recommendation of the President, it was agreed that the following be approved:

**Appointments:**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Name</th>
<th>Position</th>
<th>Salary or Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 1965</td>
<td>Anthony A. Barrett</td>
<td>Lecturer in Classics</td>
<td>$6,000</td>
</tr>
<tr>
<td>January 1, 1966</td>
<td>Norman A. Robertson</td>
<td>Director of the School of International Affairs and Paterson Professor of International Affairs</td>
<td>$17,000</td>
</tr>
<tr>
<td>July 1, 1965</td>
<td>Barry Hemmings</td>
<td>Research Assistant in Sociology</td>
<td>$4,475</td>
</tr>
<tr>
<td></td>
<td>W. James White</td>
<td>Research Associate in Sociology</td>
<td>$835 per mo.</td>
</tr>
<tr>
<td>October 18, 1965</td>
<td>Hans-Lothar Mueller</td>
<td>Storekeeper in Physics</td>
<td>$4,500</td>
</tr>
</tbody>
</table>
APPOINTMENTS, RESIGNATIONS, ETC. (Cont'd.)

**Resignation:**
Mrs. Islay Mawhinney, Cataloguer, Library, effective October 30, 1965

**Extended Leave of Absence without Pay:**
A.J. Earp, Registrar and Professor of Classics

**Sabbatical Leave, 1966-67:**
John Porter, Professor of Sociology

**Returning from Leave:**
H.S. Gordon, Professor of Economics  
K. Hooper, Assistant Professor of Geology  
J.M. Morton, Professor of Chemistry  
F.H. Northover, Professor of Mathematics  
E.N. Oppenheimer, Associate Professor of German

**Increase in Moving Allowance**
Robert J. Jackson, Assistant Professor of Political Science  
From $300 To $500

**BLAIDEN REPORT:**
Copies of this Report had been circulated to members of the Board, and it was agreed that this item be placed on the agenda for the next meeting.

**STAFF CHANGES:**
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>
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<tbody>
<tr>
<td>Mrs. April Andrews, Faculty Secretary, Psychology</td>
<td>October 4, 1965</td>
<td>$325</td>
</tr>
<tr>
<td>Miss M. Armstrong, Library Technician</td>
<td>September 13, 1965</td>
<td>285</td>
</tr>
<tr>
<td>Miss P. Brady, Research Assistant, Sociology</td>
<td>September 1, 1965</td>
<td>400</td>
</tr>
<tr>
<td>Mrs. R. Brown, Executive Secretary, Students' Council</td>
<td>October 4, 1965</td>
<td>275</td>
</tr>
<tr>
<td>Mrs. F. Crowe, Clerk-typist, Purchasing</td>
<td>October 4, 1965</td>
<td>250</td>
</tr>
<tr>
<td>Mr. A. Hovey, Security Guard, Building &amp; Grounds</td>
<td>October 1, 1965</td>
<td>290</td>
</tr>
<tr>
<td>Miss S. McMichael, Clerk-typist, Buildings &amp; Grounds</td>
<td>October 1, 1965</td>
<td>260</td>
</tr>
<tr>
<td>Mr. D.W. Nickerson, Engineering Technician (Salary to be charged to Capital)</td>
<td>October 1, 1965</td>
<td>541.66</td>
</tr>
<tr>
<td>Mrs. B. Starr, Secretary, Registrar's Office</td>
<td>October 6, 1965</td>
<td>275</td>
</tr>
</tbody>
</table>
STAFF CHANGES
(Continued)

Transfer of

Miss Joan Condie
From Stenographer, Registrar's Office
To Faculty Secretary, Sociology
October 14, 1965  $250

Mrs. Phyllis Turner
From Clerk-typist, Purchasing
To Clerk-typist, Development
October 1, 1965  275

Salary increase for

Mr. Morley Arbuckle,
Stack Supervisor, Library
From $245 per month
To $280 per month
October 1, 1965

Mr. Otto Bricker,
Chief Engineer, Buildings and Grounds
From $535 per month
To $560 per month
September 1, 1965

Mr. Milton Gromoll,
Stack Supervisor, Library
From $240 per month
To $280 per month
October 1, 1965

Mr. Alvin Mallon,
Senior Stack Boy, Library
From $240 per month
To $270 per month
October 1, 1965

Miss Janet Nunn,
Faculty Secretary, Sociology
From $290 per month
To $305 per month
October 1, 1965

Mr. George Towers,
Senior Stack Supervisor, Library
From $295 per month
To $330 per month
October 1, 1965

Leave without pay

Miss Margaret Andrews,
Faculty Secretary, Biology 3½ days in August
Mrs. Pearl Fisher,
Faculty Secretary, Political Science 4 days in August
Mrs. Mary Low,
Faculty Secretary, Psychology 10 days in September
Mrs. Joan Martell,
Faculty Secretary, Psychology 2 days in August
Mrs. Celia McKay-Keenan,
Faculty Secretary, Economics & Accounting 3½ days in July and August
STAFF CHANGES
(continued)

<table>
<thead>
<tr>
<th>Resignation of</th>
<th>Date</th>
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<tbody>
<tr>
<td>Mr. Peter Deschamps, Stock clerk, Bookstore</td>
<td>September 15, 1965</td>
</tr>
<tr>
<td>Mrs. Gayle Geddes, Faculty Secretary, Geography</td>
<td>May 31, 1965</td>
</tr>
<tr>
<td>Mrs. Mary Low, Faculty Secretary, Psychology</td>
<td>September 30, 1965</td>
</tr>
<tr>
<td>Miss Jeanne Moreau, Clerk-typist, Bursar's Office</td>
<td>November 10, 1965</td>
</tr>
<tr>
<td>Mrs. Gail Rees, Paperback Clerk, Bookstore</td>
<td>October 15, 1965</td>
</tr>
<tr>
<td>Mrs. Jacqueline Sullivan, Clerk-typist, Development Office</td>
<td>September 22, 1965</td>
</tr>
<tr>
<td>Mrs. Auriel Whelan, Cataloguing Typist, Library</td>
<td>September 28, 1965</td>
</tr>
</tbody>
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APPOINTMENT OF DIRECTOR OF PHYSICAL PLANT:

Mr. Turner reported that Mr. James Ewart Whenham had been appointed Director of Physical Plant as of September 10th, 1965, at a salary of $15,000 per annum.

DEBENTURES:

Mr. Turner reported that the Department of University Affairs had suggested a resolution authorizing the creation of debentures covering a six-month period ending March 31, 1966. This involved a change in wording from the resolution used previously.

On motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED:

1. That to enable Carleton University (hereinafter referred to as the "University") to finance through The Ontario Universities Capital Aid Corporation the capital expenditure which the Board of Governors of Carleton University deems necessary for the purposes of the University, the University do borrow from time to time, during the six month period ending March 31st, 1966, amounts which, in total, do not exceed the sum of Three Million Eight Hundred and Sixty-Five Thousand Dollars ($3,865,000), and for that purpose and for securing payment of the amounts so borrowed and the interest thereon, the University do make and issue Debentures of the University (hereinafter referred to as the "Debentures") in principal amounts which, in total, do not exceed Three Million Eight Hundred and Sixty-Five Thousand Dollars ($3,865,000) and sell the same to The Ontario Universities Capital Aid Corporation.
2. That the Debentures be dated the 15th day of the month in which the amount is borrowed and bear interest from that date at the rate of five and one-half per centum (5½%) and be payable as to principal and as to interest upon the principal amount from time to time unpaid, in thirty equal annual payments commencing with the first anniversary of the date of the Debentures.

3. That the Debentures be issued initially as fully registered Debentures in the same denominations as the amounts borrowed.

4. That the Board shall cause to be kept at the office of the Secretary of the Board a register in which shall be entered the names and addresses of the holders of fully registered Debentures and particulars of Debentures held by them respectively and in which any transfers of Debentures may be registered.

5. That application be made to the Minister of University Affairs for determination of the amount of the capital expenditure of the University which may be financed through The Ontario Universities Capital Aid Corporation and for a recommendation of the Minister of University Affairs to the said Corporation in respect of the purchase by the Corporation of the Debentures as provided for in this resolution.

6. That The Ontario Universities Capital Aid Corporation be requested to seek the approval of the Lieutenant Governor in Council in respect of the purchase by the Corporation of the Debentures as provided for in this Resolution.

7. That the officers of the Board be and they are hereby authorized and directed to execute such instruments and to affix the seal of the University thereto and to do such other acts as to them may seem necessary or advisable in order to give effect to the foregoing.

DATE OF NEXT MEETING:

It was agreed that the next meeting be held on November 25th, 1965.

STATEMENT FOR THE THREE MONTHS ENDED SEPTEMBER 30TH, 1965:

Copies of a Balance Sheet and Statement of Operating Income and Expenditure for the three months ended September 30th, 1965 were circulated at the meeting.

The Total Operating Income for 1965-66 was estimated at $3,564,808, Total Operating Expenditure at $5,805,191, with the deficit estimated at $240,383 as against budgeted deficit of $172,383.
Copies of a statement to June 30, 1965 were circulated at the meeting. This statement showed 701 loans issued since 1955, with 300 repaid. The volume of loans from this fund had decreased when the Canada Loan Fund was established, but the John W. Parker Loan Fund was still serving a very useful purpose.

The meeting terminated at 2:30 p.m.

F.J. Turner,  
Secretary.

D.A. Golden,  
Chairman.