CARLETON UNIVERSITY

Minutes of the 178th Meeting
of the

BOARD OF GOVERNORS

Time: Wednesday, October 19, 1966, at 12:45 p.m.
Place: The Board Room - H. S. Southam Hall

PRESENT:
Mr. D. A. Golden, Chairman; Mr. G. E. Beament, Mr. V. S. Castledine, Mr. J. C. Clarke, Mr. D. M. Coolican, Dr. A. B. Dunton, Mr. C. H. Everett, Dr. J. Lorne Gray, Mr. A. M. Laidlaw, Mr. A. B. R. Lawrence, Dr. C. J. Mackenzie, Mr. M. W. Mackenzie, Dr. Grace E. Maynard, Mr. T. R. Montgomery, Dr. H. Pullen, Dr. R. G. Robertson, Mr. F. K. Venables, and Mrs. A. H. Zimmerman. Also present: Mr. F. J. Turner.

MINUTES:
It was agreed that the minutes of the previous (177th) meeting be approved as distributed.

REPORT OF THE NOMINATING COMMITTEE:
It was agreed that the requirements of By-Law 3(b) for the fiscal year 1965-66 be waived for the following members:
Mr. Bertram Loeb, Mr. M. W. Mackenzie, and The Honourable Norman Mc. Paterson.

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

Re-election for a one-year term expiring in 1967:
Mr. D. M. Coolican, Mr. C. F. Elliott, and Mr. T. R. Montgomery.

Re-election for a three-year term expiring in 1969:
Mr. C. H. Everett, Mr. A. B. R. Lawrence, General H. F. G. Letson, Dr. H. Pullen, and Mrs. A. H. Zimmerman.

Election of new members for a three-year term expiring in 1969:
Mr. Charles L. Jeffrey, Alumni representative, and Mr. William Teron.

Officers for the Year 1966-67:
Chairman of the Board - Mr. D. A. Golden
Treasurer - Mr. V. S. Castledine
Secretary - Mr. F. J. Turner
Chairman of the Associates - Mr. C. H. Everett

SIGNING OFFICERS:
On motion duly made, seconded, and carried, the following were named signing officers of the University for the year 1966-67:
Mr. D. A. Golden - 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 membership of Committees for the year 1966-67 be as follows:

**EXECUTIVE**
- Mr. D. A. Golden, Chairman
- Mr. V. S. Castledine
- Dr. A. D. Dunton
- Mr. C. F. Elderkin
- Dr. J. Lorne Gray
- Mr. F. K. Venables
- 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. Rasminsky
- Mr. D. A. Golden - ex officio
- Dr. A. D. Dunton - 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. Dunton
- Mr. C. F. Elderkin
- Dr. J. Lorne Gray
- Gen. H. F. G. Letson
- Dr. C. J. MacKenzie
- Mr. W. MacKenzie
- Mr. R. G. Robertson
- Mrs. H. Zimmerman
- Mr. F. J. Turner, Secretary

**INVESTMENT**
- Mr. V. S. Castledine, Chairman
- Mr. G. E. Beament
- Mr. A. A. Crawley
- Mr. C. F. Elderkin
- Mr. W. Teron
- Mr. F. K. Venables
- Gen. H. F. G. Letson
- Mr. D. A. Golden - 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
- Dr. Grace E. Maynard
- Dr. H. Pullen
- Professor P. R. Beesack
- Mr. T. K. Rymes
- Mr. F. J. Turner, Secretary
APPOINTMENT OF COMMITTEES (Continued):

**BUILDING**

Dr. J. Lorne Gray, Chairman
Mr. J. C. Clarke
Mr. A. M. Laidlaw
Mr. A. B. R. Lawrence
Gen. H. F. G. Letson
Mr. B. Loeb
Dr. Grace E. Maynard
Mr. R. G. Robertson
Mr. W. Teron
Mrs. H. Zimmerman
Mr. D. A. Golden - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio
Mr. F. J. Turner, Secretary

**BUILDING ADVISORY**

Professor G. R. Love, Chairman
Dr. A. D. Dunton
Dean D. M. L. Farr
Dean M. S. Macphail
Dean H. H. J. Nesbitt
Dean John Ruptash
Professor G. C. Merrill
Dean R. A. Wendt
Dr. M. LaFrance
Professor D. A. J. Millar
Mr. J. E. Whennah
Miss Jackie Larkin
Mr. F. J. Turner, Secretary

**DEVELOPMENT ADVISORY**

The Hon. N. M. Paterson, Honorary Chairman
Mr. F. K. Venables, Chairman
Mr. J. C. Clarke
Mr. D. M. Coolican
Mr. C. F. Elderkin
Mr. C. H. Everett
Mr. C. Jeffrey
Mr. A. M. Laidlaw
Mr. A. B. R. Lawrence
Gen. H. F. G. Letson
Mr. B. Loeb
Mr. M. W. Mackenzie
Mr. T. R. 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
REPORT OF THE BUILDING COMMITTEE:

Copies of the minutes of the 95th meeting of the Building Committee were circulated at the meeting as a Report of the Committee. (A copy of this Report is attached to the original of these minutes.)

Dr. Gray led the discussion of the Report, and the Board agreed to approve the following recommendations of the Building Committee which are marked by an asterisk:

* Report of Arts I Space Committee - that a Sub-Committee be appointed to start planning this building.

* Extension to Parking Lot #3 - that Parking Lot #3 be extended to provide an additional 250 spaces at an estimated cost of $42,000.

* Residence-Dining Complex - that plans be submitted to the Provincial Government to determine the extent of Provincial assistance.

Building Priorities - Copies of a revised Forecast of Buildings and Campus Requirements were circulated at the meeting. (A copy of this forecast is attached to the original of these minutes.) The Building Advisory Committee had again discussed building priorities at length, and reaffirmed the view that for the proper growth of the University the buildings listed in this forecast were necessary at the times stated, and that strenuous efforts should be made to ensure that these buildings go forward as scheduled. This forecast was being submitted to Senate by the Building Advisory Committee.

* Change Orders
  Maintenance Building
  #45 Supervisory hours required due to owner's delay Extra $9,000.00
  Loeb Building
  #3 (revised) Substitution of ceiling tile Credit 17,079.00
  #7 Revisions to lighting fixtures, etc. Net Extra 4,114.00
  C. J. Mackenzie Building - Phase II
  #5 Raise cooling tower brick enclosure Extra 2,145.00
  #7 Winter protection in excess of allowance Extra 13,146.27

* Addition to Central Heating Plant - authority to call tenders on the additional boiler required.

* Computing Facility - expenditure of up to $2,000 to construct temporary partitions on the top floor of the Steacie Building link to provide offices.

Prepaid Rent - Service Station - The Board did not approve the recommendation that major gasoline companies be approached to prepay rental for twenty-five years in return for the privilege of establishing a service station on campus.
Relations with the Provincial Government - Copies of a letter written by the President to the Deputy Minister of University Affairs were circulated at the Board meeting. This letter set out the University's financial position and attached summaries of enrolment statistics and projections, facilities needed for the period 1964-1971, project costs with a breakdown by source of funds, and fund raising potential of the University. It was hoped that a meeting with officials of the Department would follow.

It was agreed that the contents of this letter be discussed at the next meeting.

It was moved by Mr. Castledine, seconded by Mrs. Zimmerman, that Arthur A. Crawley & Company be appointed auditors for the year 1966-67, or until a successor is appointed. Carried.

Mr. Everett reported that in line with the wishes of the Associates who attended the Annual Meeting in 1965, the Annual Meeting on October 11, 1966 had taken the form of a dinner meeting with Professor H. H. J. Nesbitt, Dean of Science, speaking on The Academic Year; Mr. F. J. Turner, Bursar, on The Business Year; and Dr. A. D. Danton, President, on The Years Ahead.

Mr. Everett had then discussed the recommendations of the Associates of Carleton Committee as circulated to the Board in advance of the previous meeting and summarized in the minutes of the 177th meeting. He had prefaced his remarks by saying that the Board still had to make certain decisions about the way in which the Associates should participate in University affairs.

In the discussion which followed the Associates were enthusiastic about playing a more useful role, and it was the consensus that they could make a worthwhile contribution.

On the recommendation of Mr. Everett, the Board agreed that two sub-committees be established:
(a) one to consider the work of other such bodies to see what other Universities are doing in this field and to consider the area of recruitment;
(b) one to plan the actual activities which the Associates would undertake.

Mr. Everett was congratulated on his Committee's work to date.
The Committee on By-Laws had circulated in advance of the meeting, as its report, copies of proposed revised By-Laws of the University with changes from the present By-Laws underlined. Mr. Laidlaw, Chairman of the Committee, noted amendments as follows:

1. By-Law 1. Add (b), Appointment and Term of Office of Chancellor
"The Chancellor of the University shall be appointed by the Board of Governors for an initial term of three years and may be re-appointed for not more than two successive three-year terms.

2. By-Law 2. (a) Add, Election of Governors
"Any Governor, with the possible exception of the Chairman of the Board, whose term of office has expired shall be eligible for re-election for not more than two successive three-year terms but may not vote upon such re-election. A former Governor shall, however, again become eligible for re-election to the Board following a period of twelve consecutive months during which time he did not hold such office. In no event shall a Governor be elected or re-elected to the Board beyond the age of seventy-two."

Add, "A Chairman may be elected by the Board for not more than six consecutive annual terms and shall be qualified to hold such office by his election or re-election as a Governor regardless of the limitations imposed upon Governors generally by Paragraph 2(a) of these By-Laws."

Substitute "October" for "September" in the second line.

"Nothing in these By-Laws relating to the term of appointment of the Chancellor, or the term of office of a Governor, shall be construed to apply to incumbents holding such offices on that day immediately prior to the date these By-Laws are adopted."

It was moved by Mr. Laidlaw, seconded by Mrs. Zimmerman, that the By-Laws as submitted, a copy of which is appended hereto, be adopted as the By-Laws of Carleton University. Carried unanimously.
Mr. Lawrence, Chairman of the Committee on Bequests, reported
the membership of the Committee as follows:

Mr. Andrew B. Weir  trust companies
Mr. Paul Van Vlack  the banking community
Mr. Brian Wilson  the legal profession
Mr. Stacey Robertson  the insurance community
Mr. Fred Gibson  the Alumni Association
Mr. James Robb  publicity committee
Mr. Henry Stubbins  special names, Ottawa and
                   Ottawa Valley

Someone from the accounting profession to be added;

and Mr. F. J. Turner, Mr. D. C. McEown, Miss Shirley
Gillespie, and Mr. M. D. Roberts from the University.

There had been 100% attendance at the first meeting, and each
member was now developing ideas for the introduction of the
programme.

It was the intention of the committee to develop a group of
assistants who would hand out brochures personally so that the
whole programme could be carried out on a personal basis.

The President reported that enrolment as of December 1 was
over 3,700 full-time students. The increase in freshman
enrolment averaged 33% over last year - 30% in Arts, 40% in
Science, and 60% in Engineering. For about three years the
freshman enrolment had run slightly below projections, but
this year was back on the curve.

He said that enrolment was expected to reach slightly over
4,300 full-time students next year. These figures include
graduate students.

The President reported that the Department of University Affairs
had asked for a detailed breakdown of budget for next year, and
that because of the increased enrolment it would be necessary to
request a substantially larger operating grant than that requested
for this year. The Provincial Government seemed to be inclined
towards using a formula method to determine operating grants,
but there was still doubt that it would go into effect this year.

It was agreed that the President be given authority to recruit
up to an additional forty-eight faculty members for the year
1967-68. The ratio of students to staff was over 15:1, and
with a number of students in their senior years, it was
necessary to improve this ratio.
APPOINTMENTS, RESIGNATIONS, ETC.:

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

ADMINISTRATIVE APPOINTMENTS

Effective October 17, 1966

N. Y. Boucher, Programmer and Analyst, Computing and Data Processing Centre $8,500 p.a.

Effective November 21, 1966

S. B. Fraser, Assistant Development Officer $8,000 p.a.

LIBRARY APPOINTMENTS

Effective November 1, 1966

Antonina Buls, Librarian in Reference and Bibliography $6,000 p.a.

TECHNICAL APPOINTMENTS

Effective October 1, 1966 PART-TIME PERMANENT


RESIGNATIONS

Effective September 15, 1966

D. K. Todd, Technician in Chemistry

Effective October 1, 1966

S. Itz, Technician in Biology

Effective December 31, 1966

A. de Lotbinière-Harwood, Reference Librarian

SABBATICAL LEAVE 1967-68

Adam Bromke, Associate Professor of Political Science
STAFF CHANGES:

On the recommendation of Mr. Turner it was agreed that the following list of staff changes, which was circulated with the Notice of Meeting, be approved:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Mrs. Margaret D. Ambridge, Clerk-Typist, Library</td>
<td>September 19, 1966</td>
<td>$235</td>
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<tr>
<td>Mr. John F. Barkley, Graphic Artist, Technical</td>
<td>September 1, 1966</td>
<td>$566.66</td>
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<tr>
<td>Services</td>
<td></td>
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</tr>
<tr>
<td>Miss Carol J. Benway, Faculty Secretary, Political Science</td>
<td>September 26, 1966</td>
<td>$325</td>
</tr>
<tr>
<td>Mr. Carl Bradley, Electrician, Buildings and Grounds</td>
<td>September 1, 1966</td>
<td>$480</td>
</tr>
<tr>
<td>Mrs. Nora Cox, Text Assistant, Bookstore</td>
<td>September 1, 1966</td>
<td>$250</td>
</tr>
<tr>
<td>Miss Margaret Humphreys, Technician, Library</td>
<td>September 20, 1966</td>
<td>$325</td>
</tr>
<tr>
<td>Mr. Lajos Kota, Buildings and Grounds</td>
<td>September 6, 1966</td>
<td>$290</td>
</tr>
<tr>
<td>Mr. William M. Loney, Draftsman, Engineering Services</td>
<td>September 19, 1966</td>
<td>$272</td>
</tr>
<tr>
<td>Miss Heather Morfoot, Secretary to Director of Counselling and Health Services</td>
<td>September 14, 1966</td>
<td>$350</td>
</tr>
<tr>
<td>Miss Arlene Polk, Accounting Machine Operator, Business Office</td>
<td>September 19, 1966</td>
<td>$225</td>
</tr>
<tr>
<td>Mr. Franco Sacca, Buildings and Grounds</td>
<td>September 6, 1966</td>
<td>$290</td>
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<tr>
<td>Mr. Arif Silic, Plumber, Buildings and Grounds</td>
<td>September 1, 1966</td>
<td>$480</td>
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<tr>
<td>Mr. Murray Wilson, Machine Operator, Reproduction Services</td>
<td>September 15, 1966</td>
<td>$210</td>
</tr>
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Appointments to the regular part-time staff

| Mrs. Joan Martell, Faculty Secretary, Psychology | From July 1 to August 31 (half-time) | $175 |
|                                                | From September 1 to June 30 (three-quarter time) | $275 |

Transfer of

| Mr. Robert Tudan, from Assistant Supervisor, Mailing Services to Furniture Installation Assistant, Planning and Construction | August 1, 1966 | $250 |

Salary increase for

<p>| Mr. Leslie Adams, Foreman, Electricians from $530 per month to $575 per month | July 1, 1966 |
| Mr. Gyula Andrus, Bookbinder, Library from $285 per month to $335 per month | September 1, 1966 |</p>
<table>
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<tr>
<th>Staff Changes (Continued):</th>
<th>Salary Increase for</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Jane Andrew, Clerk-Typist, Library</td>
<td>from $215 per month to $235 per month</td>
<td>October 1, 1966</td>
</tr>
<tr>
<td>Mr. Alpheu Arsenaull, Grounds Foreman, Buildings and Grounds</td>
<td>from $420 per month to $435 per month</td>
<td>July 1, 1966</td>
</tr>
<tr>
<td>Mrs. Virginia Baker, Paperback Clerk, Bookstore</td>
<td>from $230 per month to $240 per month</td>
<td>October 1, 1966</td>
</tr>
<tr>
<td>Mr. Alfred Belair, Mechanical Foreman, Buildings and Grounds</td>
<td>from $500 per month to $575 per month</td>
<td>July 1, 1966</td>
</tr>
<tr>
<td>Mr. Salvatore Crupi, Stock Clerk, Bookstore</td>
<td>from $230 per month to $240 per month</td>
<td>October 1, 1966</td>
</tr>
<tr>
<td>Miss Dolores Davey, Mending Assistant, Library</td>
<td>from $215 per month to $230 per month</td>
<td>September 1, 1966</td>
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<tr>
<td>Mrs. Wendy Herbertson, Clerk-Cashier, Bookstore</td>
<td>from $240 per month to $265 per month</td>
<td>October 1, 1966</td>
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<tr>
<td>Miss Wilma Magladry, Text Assistant, Bookstore</td>
<td>from $240 per month to $255 per month</td>
<td>October 1, 1966</td>
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<tr>
<td>Miss Barbara Nunn, Faculty Secretary, Sociology</td>
<td>from $325 per month to $350 per month</td>
<td>October 1, 1966</td>
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<tr>
<td>Miss May Roe, Secretary to Information Officer, Public Relations Office</td>
<td>from $360 per month to $375 per month</td>
<td>October 1, 1966</td>
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<tr>
<td>Mrs. Ursula Rutishauser, Clerk-Typist, Bookstore</td>
<td>from $250 per month to $300 per month</td>
<td>October 1, 1966</td>
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<tr>
<td>Miss Karen Savage, Clerk-Typist, Development Office</td>
<td>from $250 per month to $275 per month</td>
<td>October 1, 1966</td>
</tr>
<tr>
<td>Mrs. Ruth Verrier, Store Supervisor, Bookstore</td>
<td>from $355 per month to $375 per month</td>
<td>October 1, 1966</td>
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Resignation of

<table>
<thead>
<tr>
<th>Salary</th>
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<tbody>
<tr>
<td>Mrs. Marian Donaldson, Periodicals Typist, Library</td>
</tr>
<tr>
<td>Miss Georgina Fileccia, Faculty Secretary, Graduate Studies</td>
</tr>
<tr>
<td>Mrs. Dianne Frederickson, Keypunch Operator, Data Processing</td>
</tr>
</tbody>
</table>
STAFF CHANGES
(Continued):

Resignation of
Mrs. Roberta Hamilton, Research Assistant, Sociology
Mr. Brian Lavigne, Machine Operator, Reproduction Services
Mr. Robert Tudan, Furniture Installation Assistant, Planning and Construction Department

Effective Salary
April 22, 1966 $ 429.17
September 14, 1966 $ 200
September 20, 1966 $ 250

Moving expenses for
Mr. William J. A. Black, Department of Planning and Construction $ 500

REMISSION OF FEES:
It was agreed that fees be remitted during the academic year 1966-67 for one blind student, and for seven students under the Canadian Union of Students Inter-regional Scholarship Exchange Plan.

AGREEMENT WITH NATIONAL RESEARCH COUNCIL RE PROFESSOR E. P. HINCKS:
It was agreed that authority be given to execute on behalf of the University an agreement with the National Research Council whereby Professor Hincks would do joint research work for the Council and the University as an employee of the National Research Council. Under this agreement, the University would reimburse the National Research Council for half his salary. The University's share of Professor Hincks's salary of $17,700 per annum was $737.50 per month, subject to any adjustments resulting from variations in his salary effective subsequent to October 1, 1966.

CREATION OF DEBENTURES:
It was reported that the University had issued debentures to the extent of $2,775,000 against an authorization of $3,760,000 for the six-month period ending September 30, 1966.

Mr. Turner reported that a cheque for $750,000 had been received from the Department of University Affairs representing an advance payment on capital construction projects approved for financial assistance by the Minister of University Affairs, and that a debenture in the above amount, dated October 15, 1966, would be forwarded in accordance with the open resolution of the 177th meeting of the Board authorizing the creation of debentures (not to exceed $5,200,000) covering the six-month period ending March 31, 1967. The amount of the annual installment of principal and interest to repay the amount over thirty years at 5 1/2% is $51,604.04.
BEQUESTS: It was agreed that the capital sums received under the four unrestricted bequests listed below be remitted to the Trust Company for addition to the University’s Endowment Fund, and that the income from them be used for scholarships and bursaries until the Board directs otherwise.

Malcolm McNicol
Donald W. Buchanan
Annie B. Eamer
J. Lansing Rudd

AGREEMENT WITH DEPARTMENT OF DEFENCE PRODUCTION: It was agreed that authority be given to execute on behalf of the University an Agreement with the Department of Defence Production covering the loan of research equipment to the Faculty of Engineering.

BOARD MEETING DATES: It was agreed that Mr. Lawrence chair the next meeting of the Board on November 10, and that the December meeting be held on December 15 instead of December 14 as previously scheduled.

TERMINATION: The meeting terminated at 2:30 p.m.

F. J. Turner,
Secretary.

D. A. Golden,
Chairman.