CARLETON UNIVERSITY

Minutes of the 192nd Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, November 16, 1967, at 12:30 p.m.
Place: The Board Room - H. S. Southam Hall

PRESENT:
Mr. D. A. Golden, Chairman, Mr. V. S. Castledine, Mr. J. C. Clarke,
Dr. A. D. Dunton, Mr. C. F. Elliott, Mr. G. H. Everett, Mr. F. E.
Gibson, Dr. J. L. Gray, Mr. A. N. Laidlaw, Mr. A. B. R. Lawrence,
Dr. C. J. Mackenzie, Mr. M. W. Mackenzie, Dr. H. Pullen, Mr. L.
Rasminsky, and Mr. W. Teron. Also present: Mr. F. J. Turner and
Mr. D. C. McEowen, Secretary.

MINUTES:
It was agreed that the minutes of the previous (191st) meeting be
approved as distributed.

NEW MEMBERS:
The Chairman welcomed Mr. F. E. Gibson to the Board.
He also reported that Mrs. E. D. Fulton had accepted the
invitation to be a member of the Board but was unable to attend
this meeting because of a prior commitment with the Vanier Institute.

CONGRATULATIONS:
The Chairman extended the Board’s congratulations to Mr. A. B. R.
Lawrence on his re-election to the legislature.

DR. A. H. ZIMMERMAN:
The Chairman expressed his regret at the unexpected death of
Dr. A. H. Zimmerman and sympathy for Mrs. Zimmerman in her
bereavement.

It was moved, seconded, and unanimously carried, that the Board
of Governors of Carleton University convey its sincere condolences
to Mrs. Zimmerman and the family in their bereavement and record
its profound sense of loss in the death of a long time friend of
the University and of many members of its Board.

MR. WATSON BALHARRIE:
The Chairman reminded the Board of the untimely death of Mr. Watson
Balharrie, one of Canada's distinguished architects, who had assisted
the University in its physical growth; first as architect for the
renovations to the Glebe Building, then as an architect and planner
of the initial development of site, and of some of the buildings on
the present campus; and finally as Chairman of the University's Design
Review Committee.
It was moved, seconded, and unanimously carried, that the Board of Governors of Carleton University record its deep sense of appreciation for the contribution of Mr. Watson Balharrie to the physical development of the University and further record its sympathy for Mrs. Balharrie and the family in their bereavement.

Mr. J. C. Clarke, Acting Chairman of the 107th meeting of the Building Committee, led the discussion of the Report. (A copy of the minutes of the 107th meeting of the Building Committee is attached to the original of these minutes.)

As a Report of the Committee the following items were reported for the information of the Board:

- Memberships of Users Sub-Committees of the Mathematics Building and St. Patrick's Campus
- Procedure for Handling Space Requests for 1968-69
- Procedure for Allocating Tunnel Offices
- Comment of the Design Review Committee re Loeb Building Works of Art
- Request for a Concession to Rent Canoes on the Campus Renovations at St. Patrick’s Campus Contrex

Renovation of Loading Area of the Physics Building - It was agreed to approve the recommendation of the Building Committee that minor renovations to the entrance of the loading area of the Physics Building at the approximate cost of $500 be carried out.

Procedure for Dealing with Change Orders for Projects Under Construction - The Board amended the recommendation of the Building Advisory Committee and agreed that authority to approve Change Orders be given as follows:

a) for Change Orders less than $5,000, so long as the cumulative total for Change Orders for that project is less than one percent of the contract price, be given to the Director of Physical Plant with the concurrence of the Director of Planning and the Bursar;
b) for Change Orders between $5,000 and $10,000, so long as the cumulative total of Change Orders for that project is less than one percent of the contract price, be given to the Chairman of the Building Committee on the recommendation of the Director of Physical Plant; and
c) for Change Orders over $10,000, or any Change Order which results after the cumulative total is in excess of one percent of the contract price, to be subject to the approval procedure of recommendation by the Building Advisory Committee, Building Committee, and approval by the Board.

Precinct Study in Arts Area - It was reported that the Building Advisory and the Building Committee had recommended that a precinct study should be undertaken for the area from the Physics Building to the western end of the campus including Paterson Hall, the Loeb Building, Southam Hall, MacOdrum Library and Parking Lot No. 1, so that the planning of future buildings within this area could be facilitated.

It was agreed that Murray and Murray be commissioned to prepare this precinct study with an upper limit of $5,000 for this study.
Role of Planning Consultants, Murray and Murray, in the Implementation of Precinct Studies - On the recommendation of the Building Committee it was agreed that Mr. Whynham be charged with the responsibility of administering the planning policies which result from precinct studies and it was further agreed that if necessary arrangements could be made to use Murray and Murray from time to time as required this arrangement would make it possible to give them commissions as architects for some building projects.

Addition of Controlled Environment Space in the Tory Building Through the Control Panel - On the recommendation of the Building Committee it was agreed to install the necessary control points in the Tory Building at an estimated cost of $1,750.

Change Orders:

Southam Hall- #19 - On the recommendation of the Building Committee it was agreed to approve the Extra for the Southam Hall Addition of $2,860.50.

Southam Hall Addition - #23 - On the recommendation of the Building Committee it was agreed to approve the Extra for $1,153.91.

St. Patrick's College Renovations - #1 - On the recommendation of the Building Committee it was agreed to approve the Extra for the St. Patrick's College renovations for $17,150.

Gym Addition - #3 - On the recommendation of the Building Committee it was agreed to approve Change Order #3 for the Gym Addition for $3,119.60.

Steacie Building Alterations - On the recommendation of the Building Committee it was agreed that the expenditure for $49,870 for instructional equipment for Steacie Building Alterations 1967 be approved as part of the equipment budget for the project Building Alterations 1967.

University Centre Building (Students' Union) - It was reported that, as a result of the Food Services Report, 1200 spaces were needed in the Students' dining hall and 200 spaces in the faculty dining room and this resulted in a 7000 square foot net increase to the Food Services area. The gross resultant area changed from 112,000 square feet to 124,000 square feet and the estimated cost of the building increased from 3.9 million dollars to 4.4 million dollars.

Dr. Gray reported that he had studied the Food Services consultant's report very carefully and that he was not satisfied with the process by which the consultant had arrived at her recommendations, but that the results were correct.
There was some discussion as to what alternatives there were to accepting this increase but the Chairman indicated that in view of the delays that would result in making changes and examining their consequences it was probably the best course of action to proceed with the building and incorporate this increase.

It was agreed that work on plans and specifications proceed based on the larger Food Services area recommended in the Food Services consultant’s report and that prior to construction the financial situation will have to be reviewed.

Renovations to the Physical Plant Office - On the recommendation of the Building Committee it was agreed that renovations to the Physical Plant office at the estimated cost of $600 be approved.

Tenders:

Administration Building - Mr. Turner reported that on November 10, eight tenders were received for the Administration Building, they were:

- Doran Construction $2,834,798
- Ellis-Don Construction 2,856,467
- L'Abbe Construction 2,877,700
- Uniform Builders 2,896,333
- P. E. Brule Construction 2,933,995
- V. K. Mason Construction 2,978,000
- Perini Construction 3,046,000
- Fuller Construction 3,060,000

It was reported that the estimate provided to the government at the last approved submission was $2,745,273.

The Chairman asked if this had been an invited list of tenders and he was informed that this was the case. It appeared that the Board had not approved tender call by invitation and that this procedure had been used by the architect with the concurrence of University officers. The Bursar expressed his regret that this had not come to the Board as a recommendation prior to tender call.

It was reported that Doran Construction Company indicated in their tender that they would complete the contract on July 1, 1969. This would produce some difficulties because conversion of the space that is now occupied by the Administration in various locations should start before that time to be ready for September 1969. In addition, it was reported that by changing the foundation some savings could be made and it was proposed that this saving be used to provide allowance for a penalty bonus arrangement within the contract.

The Board discussed the various alternatives and methods by which the University could arrange for the completion of the building by April 1969. It was the opinion of the Board that a penalty bonus
Tenders (continued):

arrangement would not be the best way of accomplishing this.
It was suggested that the appropriate University officers
negotiate with Doran Construction to reduce the time involved without
jeopardizing any savings as a result of changes in design.

It was agreed that the low tender be accepted, subject to successful
negotiation concerning the completion date.

Residence and Food Services - As a result of the question being
raised concerning the tendering procedure for the Residence and
Food Services Building it was reported that invitations to tender
had been sent to a number of firms. The Board discussed the
advisability of this action and were informed that to go to public
tender at the present time would add two or three weeks to the
period of the tender call.

In response to the concern of some of the members of the Board and
University officers it was recognized that it would be necessary to
examine the capability of the low tenderer in a public tender call
to complete the work satisfactorily and that there is a possibility
that the low tender may have to be rejected.

It was agreed that the tender call for the Residence and Food
Services project should be public and that the advertisement for
this tender should include an appropriate protective clause indicating
that the contractor must be able to demonstrate his ability to handle
a project of this magnitude.

12 KV Electrical Distribution System - The Board received and accepted
a report by the Chairman of the Building Committee on this matter.

Mr. Everett, for Mr. Venables, reported that Phase III of the Carleton
University Campaign has just started. To date it has received gifts
totalling $32,785. This brings the campaign total to $2,241,877.57

It was reported that a new procedure has been inaugurated in the Parents
Division and that the Chairman of this Division, Mr. Floyd Caza, will
launch a telethon to all parents of new students attending Carleton
this year. Some forty parents will be telephoning these new parents in
the evenings of the next two weeks asking them to support the Carleton
University Campaign.

It was reported that Dean Kelly of St. Patrick's College has agreed to
be chairman of a canvass of the faculty, staff, and parents, of students
on the St. Patrick's Campus and will be launching this canvass in two
weeks' time.
REPORT OF THE CAMPAIGN COMMITTEE (Continued):

It was reported that Mr. Grant McCarthy, Assistant Vice-President of Metropolitan Life has agreed to be Chairman of the Carleton University Centre Building Fund. Other committee appointments for this Building Fund are:

Co-Chairman: Mr. Bert Painter, President, Carleton Students’ Council
National Corporations: Mr. R. J. Neill, Assistant Vice-President, Bell Telephone Company
Local Companies: Mr. Gerald Nicholds, Dominion Loose-Leaf Company Limited
Parents Division: Mr. Floyd Casa
Alumni Division: Mr. Fred Gibson
Ottawa Alumni Telethon: Mr. Jim Robb, Canadian Welfare Council
Students Division: Mr. David Westbrook
Board of Governors Division: Mr. C. H. Everett

It was reported that Mr. Ayton Keyes will launch his annual appeal for scholarship and bursary funds for the Carleton Annual Giving Fund next week.

Two advanced gifts have already been received amounting to $250.

REPORT OF THE ASSOCIATES:

The Chairman of the Associates reported that the Annual Meeting held on the evening of Wednesday, October 25, 1967, had been a success.

A motion passed at this meeting recommended that the Board of Governors change the date of the Annual Meeting to coincide with the evening prior to Spring Convocation. He indicated that it was hoped that this would heighten the importance of the Annual Meeting.

He gave notice that amendments to By-Law No.20 and certain other by-laws affected would be on the agenda of the next Board meeting.

CAPITAL FINANCING:

The President reported that a committee with equal representation from the University Affairs Committee and the Presidents Committee had worked out a plan for the interim financing on capital for the period 1964-69, and that this had been submitted to the Minister for his consideration. Though the exact details of the plan are not yet known it was the President’s opinion that this plan would provide 85 per cent assistance for all buildings and was based on an appraisal of the University’s ability to raise money in relationship to their needs for facilities.
CURRENT FINANCES:
The President reported that the University is experiencing some difficulty in obtaining the necessary breakdown of students in the various categories because of problems experienced with putting this material on the computer for the first time.

He reported that though registration is off in the first year by approximately 120 students, the amount of grant projected in this year's budget should be reasonably close to the actual amount received because the distribution of students in the senior, honours, graduate years, and in the part-time programme, is higher than what was projected at the time the budget was prepared.

MEETING WITH UNIVERSITY AFFAIRS COMMITTEE:
The President reported that the Committee had visited Carleton on Monday, November 30, and that the University had been represented by the President, the Chairman of the Board, the Deans, the Bursar, and the Controller.

The President reported that he had outlined to the Committee the proposed development for the next year and that the discussion that followed related to the amount of increase in the value of units which would be required. He indicated that when he suggested that the University would welcome the 26 per cent increase in unit value proposed by the Committee of Presidents and that Carleton could manage its finances with only 19 per cent increase that the reaction of the Committee was not very favourable. It appears that because of financial demands on provincial resources that the increase in the unit value will be something less and the major effects this will have on Carleton are as follows:

a) it will be difficult to provide salaries necessary to meet competition from other universities for faculty;
b) it will not be possible to significantly increase the ratio of faculty to students; and

c) the rate of increase in book acquisitions for the Library will not be adequate to meet the demands of an increased graduate programme.

FACULTY REQUIREMENT FOR NEXT YEAR:
The President reported that there was a need for seventy-seven new positions at the University this year but that the University's financial position will only permit the recruitment of forty-three faculty members at the Rideau River Campus and five at the St. Patrick's Campus at the present time.

It was agreed that the President should begin recruiting for forty-three positions at the Rideau River Campus and five positions at the St. Patrick's Campus.
REGISTRATION PROCEDURES FOR NEW STUDENTS:

Dr. Pullen informed the Board that one university had already sent information to his office concerning registration procedures for the coming academic term and in view of the changes in procedures resulting from change in entrance requirement that it would be advisable for Carleton to get this information to the high school student at the earliest possible time.

The President reported that this information is in the preparatory stage and that he recognized the need to get this information to the perspective student as soon as possible.

UNIVERSITY GOVERNMENT:

The President reported that he had been to a seminar held by the Department of Higher Education at the University of Toronto. He indicated that at that meeting unlike other institutions he had been able to report that there is no monolithic view among the students and faculty at this university concerning faculty and student participation in university government and that the interest on this campus seems to be directed more to the teaching and learning process than to the participation in the university government. He reported that the University of Toronto had published the MacPherson Report on teaching in the Arts Faculty and that this report had recommended changes from the present emphasis on lectures to an increase of emphasis on small groups in seminars or tutorials.

Mr. Rasminsky reported that on the advice of the Chairman of the Board, he had not called the Committee which is to look into university government because it has been useful to wait for the students and the faculty to clarify their positions and make their recommendations before the Committee begins its discussions.

OPENING OF LOEB BUILDING:

The President reported that the Minister of Education, Mr. William Davis, had agreed to come to the opening ceremonies for the Loeb Building on December 1st, and the President hoped that as many members of the Board who could, would attend this opening.

APPOINTMENTS, LEAVES, ETC:

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

ACADEMIC APPOINTMENT

Effective January 1, 1968

Dr. Robert Morrison, Assistant Professor of Physics $11,500 p.a. plus 600 travel

LIBRARY APPOINTMENT

Effective October 16, 1967

Mrs. Susanna Kunstmann, Cataloguer $7,600 p.a.
RESIGNATIONS

Effective December 15, 1967

Mrs. Judy Patterson, Acting Information Officer

Effective June 30, 1968

Dr. B. P. Dawkins, Assistant Professor of Mathematics

PROMOTION

Effective December 15, 1967

Guy R. Simser, Acting Information Officer  $10,300 p.a.

SABBATICAL LEAVE 1968-69

Dr. J. M. Moore, Associate Professor of Geology  half salary

BANK OF NOVA SCOTIA:

The Bursar informed the Board that we had received from the Bank notice that the line of credit for the University for the ensuing year had been renewed as follows:

Up to $1,500,000 to be availed on by way of demand promissory notes, unsecured, at 6% subject to upward revision at any time.

He also reported that the Bank of Nova Scotia had been successful on bidding for some of the University's temporary investments for the first time.

ST. PATRICK'S COLLEGE:

The Bursar reported that the transaction concerning the transfer of the property had been concluded on 3rd November.

The University's solicitor had suggested that because of the Public Trustee's interest in this transaction which results from the responsibility he holds under the provisions of the Mort-Main and Charitable Users Act it would be advisable for the University to confirm the transaction by having a private bill passed in the Legislature.

After some discussion it was agreed that the University's solicitors should draw up the necessary application for a private bill and have it submitted to the next session of the Legislature.

BEQUESTS:

The Bursar reported that the University had received a cheque for $1,000 being a bequest to the endowment fund of the University under the will of Sydney Ward Bradley from Low, Murchison, Burns, and Thomas.
CREATION OF DEBENTURES:

It was reported that the University had issued a debenture of $400,000, dated October 15, 1967, following the receipt of a capital advance of this amount on October 18.

Authority was given by the Board at its 189th meeting on the 26th September, 1967, to issue debentures totalling $5,000,000 in the sixth-month period ending March 31, 1968.

INGRAHAM REPORT:

The Bursar reported that this Report has been circulated to the members of the Board and the Staff Welfare Committee, and arrangements will be made in the future for the Staff Welfare Committee to meet to consider the recommendations of this Report.

MR. FRED BELAIR:

The Bursar reported that Mr. Fred Belair, foreman plumber of the University, had died during the last month and because of the circumstances of the family he was recommending a gratuitous payment to his estate equivalent to three months' salary. Since all of the details were not available on this matter it was agreed to discuss it at the next meeting of the Board.

STAFF CHANGES:

On the recommendation of the Bursar it was agreed that the following list of Staff Changes, which had been circulated with the Notice of Meeting, be approved:

Employment of
Mrs. Emmy Bouma, Clerk-Typist, Library
Mrs. Rosalyn Cousins, Typist, Library, St. Patrick's Campus
Mr. David Dauphney, Dishwasher, Kitchen, St. Patrick's Campus
Mr. Thomas Farley, Instructional Aides Officer
Mrs. Jean Farquharson, Paperback Clerk, Bookstore
Mr. Earl J. Cannon, Labourer, Buildings and Grounds
Mr. Forbes W. Hirsch, Data Archives Librarian and Programmer, Sociology
Mr. Geoffrey Kempster, Messenger Boy, President's Office
Mr. Peter J. Malach, Clerk, Library
Mr. N. Sam McAdam, Payroll Clerk, Business Office
Miss Gail Park, Secretary, Chemistry
Miss Ruth Raiman, Clerk, Library
Mrs. Sandra Redmond, Library Technician
Mr. K. Sethuraman, Research Assistant, Geology

Effective Salary
October 16, 1967 $245
October 10, 1967 $260
September 30, 1967 $240
September 27, 1967 $10,000 p.a.
October 16, 1967 $275
October 16, 1967 $319
April 16, 1968 $330
April 16, 1969 $341
October 1, 1967 $1,600
October 1, 1967 $240
October 18, 1967 $310
October 16, 1967 $416.67
October 1, 1967 $245
October 2, 1967 $400
October 1, 1967 $212.50
### STAFF CHANGES
(Continued):

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Mr. Roy Smith, Clerk, Mailing Services</td>
<td>October 16, 1967</td>
<td>$ 220</td>
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<tr>
<td>Miss Dolores Swallow, Clerk, Library</td>
<td>October 1, 1967</td>
<td>$ 245</td>
</tr>
<tr>
<td>Mr. Richard Talbot, Laboratory Coordinator, Chemistry</td>
<td>August 1, 1967</td>
<td>$ 608.33</td>
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<tr>
<td>Mrs. Judith Tanguay, Secretary, Chemistry</td>
<td>October 16, 1967</td>
<td>$ 320</td>
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<tr>
<td>Mr. Douglas Willis, Technician, Chemistry</td>
<td>September 11, 1967</td>
<td>$ 250</td>
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Appointment to the regular part-time staff

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<tr>
<th>Appointment</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Mrs. Anne Wilkinson, Social Science Reading Room Supervisor</td>
<td>October 16, 1967</td>
<td>$ 210</td>
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Salary increase for

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<thead>
<tr>
<th>Position</th>
<th>Effective</th>
<th>Salary</th>
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<tr>
<td>Mrs. Lillian Bourke, Secretary, Office of the Dean of Arts, St. Patrick's Campus</td>
<td>October 1, 1967</td>
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<tr>
<td>from $375.00 per month</td>
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<td>to $425.00 per month</td>
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<tr>
<td>Mr. Frederick Bruce, Parking Attendant</td>
<td>(for services as Security Guard as per Union Agreement)</td>
<td>July 1, 1967</td>
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<td>from $325.00 per month</td>
<td>July 1, 1967</td>
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<tr>
<td>to $360.00 per month</td>
<td>September 15, 1967</td>
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<tr>
<td>Mrs. Esther Csurgai, Mender, Library</td>
<td>July 1, 1967</td>
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<td>from $240.00 per month</td>
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<td>to $260.00 per month</td>
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<tr>
<td>Miss Dorothy Egan, Secretary, Registrar's Office, St. Patrick's Campus</td>
<td>October 1, 1967</td>
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<tr>
<td>from $366.67 per month</td>
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<td>to $416.67 per month</td>
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<tr>
<td>Mr. Henri Lacelle, Parking Attendant, St. Patrick's Campus</td>
<td>July 1, 1967</td>
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<td>from $208.33 per month</td>
<td>July 1, 1967</td>
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<tr>
<td>to $243.75 per month</td>
<td>September 15, 1967</td>
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<tr>
<td>Mr. Gerald Smith, Clerk-Typist, Library, St. Patrick's Campus</td>
<td>October 1, 1967</td>
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<tr>
<td>from $245.00 per month</td>
<td>October 16, 1967</td>
<td>$ 260</td>
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<td>to $260.00 per month</td>
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Promotion of

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<tr>
<th>Promotion</th>
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<th>Salary</th>
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<tr>
<td>Mr. Ross Brady, from Accounts Payable Clerk, Business Office to Clerk Typist, Personnel Office</td>
<td>October 16, 1967</td>
<td>$ 260</td>
</tr>
<tr>
<td>Mrs. Evelyn Cusson, from Payroll Clerk, Business Office to Acting Assistant Paymaster, Business Office</td>
<td>October 18, 1967</td>
<td>$ 350</td>
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**STAFF CHANGES (Continued):**

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<tr>
<th>Promotion of</th>
<th>Effective</th>
<th>Salary</th>
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<tr>
<td>Mrs. Mary Jones,</td>
<td>October 30, 1967</td>
<td>$385</td>
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<tr>
<td>from Secretary, Political Science</td>
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<tr>
<td>to Secretary, Sociology</td>
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<tr>
<td>Mrs. Rita Leishman,</td>
<td>October 30, 1967</td>
<td>$335</td>
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<tr>
<td>from Circulation Assistant, Library</td>
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<td>to Secretary, Engineering</td>
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<td>Reduction in salary to $298.78 per month effective August 22, 1967 for</td>
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<td>Mrs. Thomas A. Paul,</td>
<td></td>
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<td>Buildings and Grounds</td>
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<td>who has undertaken a shorter work week</td>
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<tr>
<th>Resignation of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Mrs. Verna Bartlemam,</td>
<td>October 31, 1967</td>
<td>$312.50</td>
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<tr>
<td>Secretary, Registrar’s Office</td>
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<tr>
<td>Mr. Ronald Lesage,</td>
<td>October 18, 1967</td>
<td>$365</td>
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<tr>
<td>Assistant Paymaster, Business Office</td>
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<tr>
<td>Mr. Henry Loeser,</td>
<td>October 27, 1967</td>
<td>$260</td>
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<tr>
<td>Clerk-Typist, Library</td>
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<tr>
<td>Miss J. Barbara Nunn,</td>
<td>October 31, 1967</td>
<td>$396.25</td>
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<td>Secretary, Sociology</td>
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<tr>
<td>Mr. Christopher Trim,</td>
<td>October 31, 1967</td>
<td>$458.33</td>
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<td>Intermediate Technician, Engineering</td>
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<td>On leave of absence without pay</td>
<td>From</td>
<td>To</td>
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<td>Mr. Robert Gibson,</td>
<td>October 1, 1967</td>
<td>May 1, 1968</td>
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<tr>
<td>Technician, Biology</td>
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<tr>
<td>Mrs. Betty Lusk,</td>
<td>July 1, 1967</td>
<td>October 1, 1967</td>
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<tr>
<td>Secretary to Assistant Controller, Business Office</td>
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<tr>
<td>Leave without pay</td>
<td>(5 days in September)</td>
<td>(9 days in October)</td>
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<tr>
<td>Miss Mary Lynn Henderson,</td>
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<tr>
<td>Clerk-Typist, Development Office</td>
<td>(5 days in September)</td>
<td>(9 days in October)</td>
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<tr>
<td>Correction to the list of staff changes reported to the 112th meeting of the Executive Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Charles Yensen,</td>
<td>July 1, 1967</td>
<td>$319</td>
</tr>
<tr>
<td>Department of Buildings and Grounds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1, 1968</td>
<td></td>
<td>330</td>
</tr>
</tbody>
</table>

**TERMINATION:**

The meeting terminated at 2:20 p.m.

*D. C. McEown*  
Secretary

*D. A. Golden*  
Chairman