CARLETON UNIVERSITY

Minutes of the 171st Meeting

of the

BOARD OF GOVERNORS

Time: Thursday, December 9th, 1965 at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT:

Mr. D.A. Golden, Chairman, Mr. V.S. Castledine, Mr. John C. Clarke, Mr. D.M. Coolican, Mr. A.A. Crawley, Dr. A.D. Dunton, Mr. C.F. Elderkin, Mr. C.F. Elliott, Mr. R.D. Frayne, Mr. A.M. Laidlaw, Mr. A.B.R. Lawrence, Dr. C.J. Mackenzie, Mr. M.W. Mackenzie, Dr. Grace E. Maynard, Dr. H. Pullen, Mr. L. Rasminsky, Mr. John G. Ratz and Mrs. A.H. Zimmerman. Also present: Mr. A.B. Larose and Mr. F.J. Turner.

WELCOME TO NEW BOARD MEMBERS:

The Chairman welcomed Mr. John C. Clarke and Mr. L. Rasminsky to their first meeting of the Board.

HONOUR TO DR. PULLEN:

Dr. Pullen had recently been made a Fellow of the Canadian College of Teachers and he was congratulated on receiving this honour.

RESIGNATION OF JUDGE GIBSON:

The Chairman told the meeting that Judge Gibson had resisted attempts to induce him to continue as a member of the Board.

His resignation was therefore accepted with great regret and the Board unanimously resolved that it express its warm thanks and deep appreciation to Judge Gibson for his inestimable contribution to the growth and development of Carleton University since it was founded, first in his capacity as Secretary, then as Vice-Chairman, and finally as Chairman of the Board; and for the sincerity of purpose in his leadership which will long be remembered by those who were fortunate enough to be associated with him in the venture which developed into a recognized University.

MINUTES:

It was agreed that the minutes of the previous (170th) meeting be approved as distributed.

COLLEGE OF EDUCATION:

Following Dr. Pullen's question at the previous meeting about the possibility of entering the field of teacher education, the President had prepared a memorandum outlining the situation to date.

In 1963 Carleton had expressed keen interest in an association with a College of Education but in 1964 an announcement from Queen's Park indicated that the College would be established at Kingston under an arrangement with Queen's University.

COLLEGE OF EDUCATION (Continued):

It was generally agreed that a College of Education for the training of high school teachers would provide a beneficial service to the community.

It was agreed that the University inform the Minister of Education of its willingness to co-operate with the Department of Education in setting up a College of Education to be associated with Carleton University.

REPORT OF THE BUILDING COMMITTEE:

The minutes of the 87th meeting of the Building Committee 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). In the absence of Dr. Gray, Mrs. Zimmerman led the discussion of the report.

The Board agreed to approve the following recommendations of the Building Committee which are marked by an asterisk.

* Liquidated Damages Clause - that this clause be deleted from future building contracts.
* DeLeuw Cather and Company of Canada Limited - that DeLeuw Cather complete its first two assignments on a per diem rate.
* that future assignments be by formal contract. The Building Committee asked Mr. Whenham to prepare a schedule showing architects and consultants engaged for each building, the fee paid, and scope of work for each.
* Design Control Committee - that Mr. Whenham attend meetings of this committee with Professor Love.
* that it be named "Design Review Committee".
* Science Workshop - revised total expenditure of $61,476.
* Procedure for approving Change Orders - that Professor Love, Mr. Turner and Mr. Whenham be authorized to jointly approve Change Orders of less than $1,000
* that authority be given to these three plus the Chairman of the Building Committee to approve those Change Orders between $1,000 and $2,000.
* that the Building Committee consider Change Orders over $2,000.
* Biology Greenhouse Facility - Supply of Heat - extension of the pedestrian-service tunnel from the Central Heating Plant to the Greenhouse Facility.
* Sub-Committee on Union Building - that Mr. Wilburn Horton be engaged as consultant for a trial period.

  Administration Building - the Building Advisory Committee recommended that Mr. Hart Massey be engaged to design this building, but the Building Committee deferred decision until Professor Love and Mr. Whenham visited other architectural offices in the city to determine whether they have sufficient staff for large jobs.
* Quadrangle Tunnel Furnishings - expenditure of an estimated $10,000.

REPORT OF THE BUILDING COMMITTEE (Continued):

* Southam Hall - Tunnel Extension - expenditure of an estimated sum of $1,433.50
* 1965 Residences - Kitchen Equipment - expenditure of $1,768.50 to equip the three kitchenettes
* Tory Building - 3rd, 4th and 6th Levels - that the contract be awarded to Uni-form Buildings Limited at their tender price of $374,435
* Summary of Capital Costs - that this be referred to the Finance Committee for consideration
* Change Orders - as submitted

REPORT OF THE INVESTMENT COMMITTEE:

The minutes of the 90th meeting of the Investment 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).

The Investment Committee was complimented on its Report on Endowment Investments which was attached to the minutes. The preparation of this report arose out of the Board's request that the Investment Committee consider the value of professional advice on the University's investments.

The report contained a survey of investment practices at other Universities and a history of Carleton's policy on investment in common stocks, and emphasized the performance of the investment in the commons programme. The Report also contained the recommendations of the Investment Committee:

a) that should the Carleton bond portfolio develop to the point where there would be active trading in bonds, professional investment advice would become necessary,
b) that there would be little or no benefit derived from the use of professional advice for investment in the common stocks programme,
c) that for an interim period all additional funds available for investment be invested in bonds, distributed 50/50 between short (5 years or less) and long-term bonds, with the emphasis on Canadian and Provincial direct and guaranteed bonds but with some high-grade industrials and that the Committee undertake an analysis of its holdings in equities with a view to recommending switches and/or sales.

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

REPORT OF THE FINANCE COMMITTEE: The Finance Committee held its 51st meeting just prior to this meeting of the Board, and Mr. Elderkin gave an oral report. (A copy of the minutes of this meeting is attached to the original of these minutes).

The Board approved the following recommendations of the Finance Committee which are marked by an asterisk:

International Union of Operating Engineers - it was reported that negotiations with the I.U.O.E. were continuing and that it was likely that a settlement could be reached without a strike.

Summary of Capital Costs - the Building Committee had considered a summary of capital costs to 1969, and referred it to the Finance Committee for recommendation.

* that the University proceed with construction of those projects which were absolutely essential to its immediate programme - the Arts II Building, Tory Building Alterations, and Biology Greenhouses - and that this decision to restrict the building programme be communicated to the Provincial Government.

Administration Building - Mr. Elderkin outlined a proposal made by the Bank of Nova Scotia which would enable the University to build an Administration Building at very little cost. The bank had offered an amount of $425,000 in prepaid rent on the basis of 5-3/4% for 35 years in return for 3,000 square feet on the ground floor and 1,500 square feet in the basement, the space which would be required by 1970.

The Bank would carry the operating costs while the University would provide heating and air-conditioning. The Provincial Government would likely pay 85% of the cost of the building excluding the area occupied by the bank.

After some discussion, it was agreed that the Building Committee proceed immediately with plans for an Administration Building; that a submission be made to the Province of Ontario; and that ultimately the Finance and Building Committees work out the details of the bank's proposal for consideration by the Board.

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

BLADEN REPORT: Discussion of this report was deferred.

POLICY ON SABBATICAL LEAVE, LEAVE OF ABSENCE, AND STUDY LEAVE:

The President reported that following representations from the Carleton University Academic Staff Association, the University's policy had been reviewed, and a revised statement of the University's policy was circulated with the notice of meeting. (A copy of this statement is attached to the original of these minutes.)

It was agreed that the statement, including the recommendations set out hereunder, be approved:

> Sabbatical Leave - the faculty member on sabbatical leave after six years' service will receive half salary and the usual University contributions to pensions and other benefits. In calculating the first six years each case will be considered individually with respect to previous university teaching elsewhere. Any member going on sabbatical leave after the normal period of six years will receive a pro rated salary up to three-quarters of his full-time salary (7/12 after seven years; 2/3 after eight years; 3/4 after nine years or more). The academic and salary status of the faculty member will be protected during sabbatical leave. Normally financial support for travel, research facilities, etc., will be the responsibility of the faculty member.
> Leave of Absence - leave of absence without pay will be granted at the discretion of the University. It will not affect eligibility for sabbatical leave, although a faculty member will not normally ask for leave of absence without pay within two years of having returned from sabbatical leave, and vice versa.
> Study Leave - at the discretion of the University study leave (as opposed to sabbatical leave or leave of absence) may be granted with financial assistance in particular cases providing suitable arrangements can be made.
>
> that there be provision for administrative officers as well, with leave to be granted according to circumstances.

RELATIONS WITH THE PROVINCIAL GOVERNMENT:

It was reported that the President and Chairman of the Board, Mr. Turner and Mr. Larose had attended a meeting in Toronto with the Department of University Affairs and that they had left the meeting with the impression that the University's submission for an operating grant of $4,520,000 would be favourably considered.

NEW CAMPUS:

It was reported that a committee was still workin on general ideas for a new campus but as yet had not reported. A further approach would be made to the National Capital Commission for the acquisition of the site in the Green Belt which has previously been chosen by the Board.

APPOINTMENTS, RESIGNATIONS, ETC.:

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

Effective January 1st, 1966		
John Nicol,		$14,700
Registrar	plus $700	removal
Effective January 4th, 1966		
Verna Z. Wilmeth		$ 6,300
Reference Librarian		
Effective July 1st, 1966		
John S. Tener,		
Associate Professor in Biology		$14,000
Margaret E. McCully,		$ 9,000
Assistant Professor in Biology	plus $250	removal
Ehsanes Saleh,		$ 8,700
Assistant Professor in Mathematics	plus $300	removal
Kenneth Stuart Williams,		$ 8,800
Assistant Professor in Mathematics	plus $800	removal

INCREASE IN SALARY

Thomas W. Betz,		$ 200
Senior Resident, Russell House	plus $75	entertainment
Effective November 1st, 1965		
Blanche Vachon,	from	$ 3,200
Technical Assistant, Biology	to	$ 3,400
Effective January 1st, 1966		
A.A. Raffler,	from	$ 7,100
Supervisor, Science Workshop	to	$ 8,000

PROMOTION AND INCREASE IN SALARY

Effective December 1st, 1965		
Elizabeth Litman from Junior Cataloguer	from	$ 5,700
to Administrative Assistant to Chief Cataloguer	to	$ 5,900

APPOINTMENTS, RESIGNATIONS, ETC. (Continued):

MOVING ALLOWANCE

R.B. Goheen, Assistant Professor, History $ 200

RESIGNATIONS

Effective November 30th, 1965
Margaret Helwig Atherton,
Junior Cataloguer, Library

Effective June 30th, 1966
Kenneth Kitchen,
Assistant Professor, Political Science
Duncan McDougall,
Associate Professor, Economics
Marcel Trudel,
Professor of History and Director of the Institute of Canadian Studies

SABBATICAL LEAVE, 1966-1967

S.F. Kaliski, Professor of Economics
A.T. Hodge, Associate Professor of Classics
B.W. Jones, Associate Professor of English
S.R. Mealing, Associate Professor of History
H.B. Neatby, Assistant Professor of History
D.A. Smith, Assistant Professor of Biology (3/4 of 1966-67 salary)
W.M. Tupper, Associate Professor of Geology
R.J. Semple, Associate Professor of Mathematics

STUDY LEAVE, 1966-1967, 1967-1968

W.R. Scott, Assistant Professor in Accounting $ 3,500 grant in each year

SENATE APPOINTMENTS

H. Blair Neatby, Assistant Professor of History
Ellenor M. Swallow, Associate Professor of Classics

STAFF CHANGES: The following list of staff changes which had been circulated with the notice of meeting was approved:

STAFF CHANGES (Continued):

Employment of	Effective	Salary
Mr. Marcel Albert, Mechanic, Maintenance Department	November 1, 1965	$ 325
Mr. Elgin Banning Maintenance Department	November 1, 1965	250
Mr. Salvatore Crupi, Stock Clerk, Bookstore	October 16, 1965	220
Mr. Leonard Hampton, Maintenance Department	November 1, 1965	250
Mr. William Hill, Night Porter, Residence	October 19, 1965	250
Mr. James D.M. Kelly, Stack Supervisor, Library	December 1, 1965	275
Mr. Ronald C. Lahey, Assistant Accountant, Bursar's Office	November 1, 1965	$5,800 pa
Mr. Marvin Mahoney, Mail Clerk, Mail Room	November 1, 1965	185
Miss Erma Jean Millar, Cataloguing Typist, Library	October 19, 1965	225
Mrs. Ernestine Morris, Night Cleaner, Maintenance Department	October 27, 1965	200
Mr. Felix Pabian, Maintenance Department	October 12, 1965	250
Mr. Robert Tudan, Maintenance Department	October 12, 1965	250
Mr. Kazmir Walter, Maintenance Department	November 15, 1965	250
Mrs. Bonnie Wheatley, Paperback Clerk, Bookstore	October 12, 1965	240
Mrs. Verna Whitehorne, Junior Clerical Assistant, Library	October 4, 1965	200

Salary increase for	Effective
Mr. Lorne Davis Maintenance Department From $265 per month To $270 per month	November 1st, 1965
Mr. Joseph Engel Maintenance Department From $265 per month To $270 per month	October 1st, 1965
Mr. Arnold Morris Maintenance Department From $265 per month To $270 per month	November 1st, 1965

STAFF CHANGES (Continued):

Transfer of	Effective	Salary
Mr. Robert Lavictoire From Mail Clerk, Mail Room To Multilith Operator	November 1, 1965	$ 200
Miss Jacqueline McCorkell From Junior Cataloguing Typist, Library To Clerk-typist, Bursar's Office	November 1, 1965	225

Resignation of	
Mr. Henry P. Beaulne, Maintenance Department	November 5, 1965
Mrs. Jade Belyea, Junior Circulation Assistant, Library	November 30, 1965
Mrs. Clare Johnson, Maintenance Department	October 31, 1965
Mr. Albert Ritchie, Maintenance Department	August 17, 1965
Mr. Robert Tudan, Maintenance Department	October 31, 1965

BEQUEST - MORLEY EVANS WILSON:

Mr. Turner reported that the will of the late Mr. Wilson provided for a life interest in his estate to his wife, and after her death ½ of 1/7th of the residue to the University to be used for the Morley E. Wilson Scholarship in Geology.

STATEMENTS:

Copies of a Balance Sheet as at October 31st, 1965 and a Statement of Operating Income and Expenditure for the four months ended October 31st, 1965 were circulated at the meeting. These showed operating income for the year 1965-66 estimated at $5,562,408, operating expenditure at $5,712,618 and a deficit of $150,210.

EXEMPTION FROM RETIREMENT PLAN:

It was agreed that Professor T.H. Coulson, who had joined the faculty for the year 1965-66, be exempted from the University's Retirement Plan retroactive to July 1st, 1965, provided that he maintains his membership in the FSSU through the University of Edinburgh; and that the University refund his contributions to him and pay the amount to FSSU which would normally be borne by the University of Edinburgh. This expenditure would be less than the amount which Carleton would pay if Professor Coulson remained in the Carleton Plan.

DEBENTURE:

Mr. Turner reported that under the open resolution authorizing the creation of debentures covering the six-month period ending March 31st, 1966, a debenture of $600,000 had been prepared and sent to Toronto on November 15th. This action was approved.

NEXT MEETING: It was agreed that meetings of the Board be scheduled for the fourth Thursday of the month in January, February, March, April, May, September, October and November, 1966.

RETIREMENT PLAN: On the recommendation of Mr. Turner, it was agreed that the following changes (previously approved in principle to co-ordinate the Canada Pension Plan with the University's Retirement Plan) be made in the agreement with the Royal Trust Company:

I	9. (a)	Employee:	Delete:	"Each member of the plan will contribute an amount equal to 5% of his earnings."
			Substitute:	"Effective January 1st, 1966 the monthly contribution required from each member of the plan will be increased from 5% to 6% of his earnings".
II	9. (b)	University:	Delete:	"In the University fiscal year 1958-59, the University will contribute for each employee an amount equal to 7% of his earnings, but the University reserves the right to reduce this contribution in subsequent years or in any subsequent year or series of years from 7% to 6% of his earnings."
			Substitute:	"Effective January 1st, 1966, the monthly contribution required from the University for each member of the plan will be increased from 7% to 8% of his earnings."
III	9. (f)		Add:	After an employee becomes a member of the Carleton University Retirement Plan, contributions required from both employee and employer by the Canada Pension Plan will be considered to be a part of the contributions required under the University's Retirement Plan in subsection 9 (a) and 9(b) above.

It was also agreed that the following definitions, which had been omitted from the last copy of the Plan, be included:

RETIREMENT PLAN (Continued):

IV Definitions Add: Wherever used herein:

(a) "University" means Carleton University
(b) "Employee" means full-time officer or other regular full-time employee of the University, resident or domiciled in Canada.
(c) "Government" means the Government Annuities Branch, Department of Labour, Canada.
(d) "Plan" means the Retirement Annuity Plan as hereinafter set out.
(e) "Member" means an employee who has signed the form of application provided, and who has authorized the required deductions from his earnings as set out in the Plan.
(f) "Earnings" means the total compensation received by a member from the Employer, excluding bonuses, overtime pay or special payments.
(g) The masculine pronoun includes the feminine
(h) "Trust Fund" means the trust fund established under the Trust Agreement executed between the University and an authorized Trust Company.
(i) "Staff Welfare Committee" means a Committee of five members, two of whom shall be appointed by the Board of Governors, two by Faculty of the University and a Chairman who shall be the President of the University or a deputy appointed by him.

BEQUEST BROCHURE:

Mr. Turner reported that the Bequest Sub-Committee of the Development Advisory Committee had obtained a price of $1,968.50 for the printing of 1,000 copies of a bequest brochure entitled "The Creative Power of Giving", for circulation to trust officers and selected people connected with the University. Additional copies would be very much cheaper.

It was agreed that this expenditure be approved.

TERMINATION:

The meeting terminated at 2:45 p.m.

F.J. Turner
Secretary

D.A. Golden
Chairman