CARLETON UNIVERSITY

Minutes of the 207th Meeting
of the
BOARD OF GOVERNORS

Time: Wednesday, April 23, 1969, at 12:30 p.m.
Place: The Board Room - H. S. Southern Hall

PRESENT:
Mr. D. A. Golden, Chairman, Mr. A. Andras, Mr. V. S. Castledine,
Mr. J. C. Clarke, Mr. D. Duclos, Dr. A. D. Dunton, Mr. C. F.
Elderkin, Mr. C. H. Everett, Mr. C. L. Jeffrey, Mr. B. Loeb,
Mr. M. W. Mackenzie, Dr. C. E. Maynard, Mr. T. R. Montgomery,
Dr. L. Rasminsky, Mr. F. K. Venables, Dr. H. L. Willis, Mr. R. Findlay,
Professor E. N. Oppenheimer, Professor M. C. Frumbartz, Professor
H. A. MacDougall. Also present: Mr. A. B. Larose, Mr. F. J. Turner,
and Mr. D. C. McCown, Secretary.

MINUTES:
The minutes of the previous (206th) meeting were approved as
distributed.

INSTALLATION OF
THE CHANCELLOR:
The question was raised by some members of the Board as to whether
the Board wished to walk in the academic procession at the installation
of the Chancellor. After some discussion it was agreed that the Board
would not take part in the academic procession but would sit together
in a section reserved for members of the Board and their wives.

UNIVERSITY ACT:
It was reported that the University had been informed by provincial
authorities that the amendments being considered by the Provincial
Legislature to the Carleton University Act had been passed by the
Legislature and that the Carleton University Act, 1969, had been pro-
claimed.

APPOINTMENT -
BUILDING ADVISORY
COMMITTEE:
It was reported that the Building Advisory Committee had recommended
that a second student member should be appointed to the Committee and
that the Students' Council had nominated Miss Marilyn Koen. It was
agreed that Miss Marilyn Koen be appointed as a member of the Building
Advisory Committee.
The President reported that recruiting for new faculty had gone very well and that only a few positions remained open and that in most of these cases offers for these positions had been made.

The President reported that Dr. McFarlane, the present Director of Public Administration, would reach retirement age this spring but that the Committee who were searching for Dr. McFarlane's replacement had not yet been able to find one. The President indicated that Dr. McFarlane had indicated a willingness to continue at his present post until a replacement has been found.

The President also reported that consideration was being given to a proposal of having a joint School of Public Administration with the University of Ottawa, which might have a bearing on the selection of a Director. Permission was given by the Board that if the proposal was considered feasible that an approach be made to the University of Ottawa.

The President reported that discussions were going on at the Committee of Presidents concerning the weighting system used in the current operating formula and that proposals had been made concerning adjustments to the weights for honours and majors in the second and third year of Arts. He indicated that there was a sub-committee examining the problem at the present time.

The President reported that:

a) Mr. John Buck had submitted his resignation as the Director of the Computer Centre, effective the 30th of September, 1969, and that this resignation had been accepted;

b) Miss Hilda Gifford had submitted her resignation as University Librarian and would be taking up the responsibilities of the Book Collection Librarian once a successor had been found.

In reply to questions, the President indicated that an active search was now taking place for a University Librarian, but that it was very difficult to find individuals who had the proper library experience coupled with good administrative ability.

c) That the Bursar, Mr. F. J. Turner, had submitted his resignation, to be effective the 30th of September, 1969.

It was agreed that the following recommendations of the President be approved:

**ACADEMIC APPOINTMENTS**

**Effective July 1, 1969**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Additional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Dobbie</td>
<td>Visiting Professor of Religion</td>
<td>$16,700 p.a.</td>
<td>plus 250 travel</td>
</tr>
</tbody>
</table>
Mme. Andree Bercens, Associate Professor of French
B.S., M.A., Ph.D. (Columbia) $14,300 p.a.
        plus 300 travel

Dr. R. L. Brown, Associate Professor of Geology
B.Sc. (McGill), Ph.D. (Edinburgh) $13,300 p.a.
        plus 750 travel

Dr. Robert J. Jackson, Associate Professor of Political Science
        plus 375 travel

Mr. Amer W. Abdelhamid, Assistant Professor of Engineering
B.Sc., M.Sc. (Cairo) $10,500 p.a.
        plus 500 travel

Dr. Bruce A. Cox, Assistant Professor of Anthropology
B.A. (Reed College), M.A. (Oregon), Ph.D. (California) $12,000 p.a.
        plus 900 travel

Mr. John C. Danielson, Assistant Professor of Economics
B.A. (San Diego), Ph.D. (California) $11,800 p.a.
        plus 700 travel

Mr. Graham C. Eglington, Assistant Professor of Law
B.A., LL.B. (Sydney) $10,000 p.a.
        plus 600 travel

Mr. F. F. A. Fuerst, Assistant Professor of Social Work
B.S.W., M.S.W., M.A. (Manitoba) $13,000 p.a.
        plus 675 travel

Mr. Donald N. MacLeod, Assistant Professor of Sociology,
St. Patrick’s
B.A. (Seattle Pacific), M.A. (Washington) $12,000 p.a.
        plus 1,000 travel

Dr. Ahmad Shafaat, Assistant Professor of Mathematics
        plus 300 travel

Dr. Allan D. Steeves, Assistant Professor of Sociology & Anthropology
B.S.A., M.S.A. (Toronto), Ph.D. (Michigan) $11,000 p.a.
        plus 600 travel

Mr. Richard P. Sullivan, Assistant Professor of Economics
B.A. (Boston), M.A. (California) $11,600 p.a.
        plus 700 travel

Mr. Richard D. Vanderberg, Assistant Professor of Economics
B.A. (Wyoming), M.Sc. (Wisconsin) $12,000 p.a.
        plus 1,050 travel
APPOINTMENTS,
LEAVES, ETC.
(Continued):

Dr. D. C. Wigfield, Assistant Professor of Chemistry
B.Sc. (Birmingham), Ph.D. (Toronto) $12,500 p.a.
plus 700 travel

Mr. V. Seymour Wilson, Assistant Professor of Political Science

Mr. Bohdan Medwidsky, Lecturer in Russian
B.A., M.A. (Ottawa) $9,000 p.a.
plus 150 travel

Dr. J. P. Ryngaert, Special Lecturer in French
L.es ès L., D.E.S. (Lille) $4,600 p.a.
plus 1,050 travel

Miss Mary I. Wilkinson, Lecturer in Chemistry
B.Sc., Graduate Certificate in Education
(London) $8,600 p.a.

Dr. J. A. Corry, Visiting Professor of Political Science
(half-time appointment) $12,000 p.a.

TRANSFER FROM RIDEAU RIVER CAMPUS TO ST. PATRICK'S CAMPUS

Dr. Michael Welsh, Assistant Professor of Classics,
St. Patrick's

ADMINISTRATIVE APPOINTMENTS

Effective April 1, 1969

Jack Danychuk, Information Assistant $7,700 p.a.

Effective June 2, 1969

David A. Thomas, Programmer, Scientific Application Group,
Computing and Data Processing Centre $8,000 p.a.

LIBRARY APPOINTMENTS

Effective May 1, 1969

Mrs. Joan M. Leonardo, Science/Engineering Librarian
B.Sc. (McGill), B.L.S. (Toronto) $10,000 p.a.
APPINENTS, LEAVES, ETC. (CONTINUED):

Effective May 20, 1969

Sharon E. Manion, Cataloguer
B.A. (Carleton), B.L.S. (Toronto) $ 7,600 p.a.

Effective June 1, 1969

Steven A. Horn, Cataloguer
B.A. (Victoria), B.L.S. (Toronto) $ 7,600 p.a.
plus 75 travel

Mrs. Diane Thomson, Interlibrary Loans Librarian
B.A. (Queen’s), B.L.S. (Toronto) $ 8,200

CHANGE OF STATUS

Effective July 1, 1969

Jon Thompson, Lecturer in Mathematics
(previously Assistant Professor of Mathematics) $ 9,800 p.a.

RESIGNATION

Effective June 30, 1969

Maurice Kelly, Assistant Professor of Social Work

STUDY LEAVE 1969/70 AND 1970/71

G. S. Adam, Assistant Professor of Journalism $ 2,000 grant in each year

LEAVE OF ABSENCE WITHOUT PAY 1969/70

Mrs. Lillian Jackson, Assistant Professor of Spanish,
St. Patrick’s

APPOINTMENTS NOT TO BE TAKEN UP 1969/70

W. A. Oliver, Assistant Professor of French

K. E. Zimon, Reference Librarian

AMENDED DATE OF APPOINTMENT

Paul Filotas, Foreign Language Cataloguer
appointment to be effective June 1, 1969
(previously approved as May 19, 1969)
APPOINTMENTS, LEAVES, ETC. (CONTINUED):

CONTINUATION OF FULL-TIME SERVICE BEYOND RETIREMENT 1969/70

R. O. MacFarlane, Director of the School of Public Administration and Professor of Political Science

D. J. Cahill, Assistant Professor of Physics, St. Patrick's

PROMOTIONS

Effective July 1, 1969

To Full Professor

Gordon J. Wood, English
Marston LaFrance, English
Lawrence M. Read, Religion
Eva M. Kushner, French
Peter D. McCormack, Psychology
Victor F. Valentine, Sociology
Donald R. Wiles, Chemistry
Whitman Wright, Engineering

To Associate Professor

T. Murray Hunter, History
R. Carter Elwood, History
B. C. Bickerton, History
R. B. Goheen, History
James Downey, English
Alan D. McIay, English
D. J. Wurtel, English
Lorna D. Young, English
W. B. Kay, French
Armand Roth, French
T. J. Henighan, English
Maureen M. (Hanna) Cunn, English
Hyman Burshynt, Sociology
Richard L. Carson, Economics
A. Bryan Laver, Psychology
T. N. Tombaugh, Psychology
Paul L. Rosen, Political Science
George Roseme, Political Science
Peeter Kruus, Chemistry
Edward J. Norminton, Mathematics
Mizanur Rahman, Mathematics
R. H. Wrightman, Chemistry
Gordon W. Bigg, Engineering
E. Brian Fletcher, Engineering
B. Paturek, Engineering
F. W. Black, Engineering
J. T. O'Manique, Philosophy, St. Patrick's College
To Assistant Professor

Albert Halsall, French
Robert L. Hogg, English
Claudia Persi Malone, Italian
Donald A. Beecher, English
B. I. Egyed, Philosophy, St. Patrick's College
Juliette Kealey, French, St. Patrick's College
T. Nollet, English, St. Patrick's College
A. MacKinnon, English, St. Patrick's College

From Special Lecturer to Lecturer

Colette Fan, French

CORRECTION TO BUDGET FIGURES

<table>
<thead>
<tr>
<th>Item</th>
<th>Budget Figure</th>
<th>Corrected Figure</th>
</tr>
</thead>
<tbody>
<tr>
<td>McLay (including Assistant</td>
<td>$12,900 (12,600</td>
<td>$13,000 (12,600</td>
</tr>
<tr>
<td>in Dean’s Office)</td>
<td>+ 300)</td>
<td>+ 400)</td>
</tr>
<tr>
<td>Hilda Gifford</td>
<td>15,700</td>
<td>16,500</td>
</tr>
</tbody>
</table>

REPORT OF THE FINANCE COMMITTEE:

Mr. Elderkin, Chairman of the Committee, led the discussion of the report of the Committee. He explained that the Committee had met at 9:30 in the morning just prior to the meeting of the Board.

a) Consultants' Report - The Chairman explained that this item had been brought forward from the last meeting of the Finance Committee but as a result of the announced intention of the Bursar to resign that consideration of the report had been deferred.

b) Bank of Nova Scotia - It was reported that the University has informed the bank that the University is prepared to begin negotiations on the lease for the new premises and is now waiting for the bank’s reply.

c) Second Mortgages - It was reported that the Finance Committee had approved the second mortgage listed in Appendix A of the Finance Committee minutes of the 61st meeting.

d) Parking - It was explained that at the time of the decision for the new construction of the garage that it had been agreed that fees for parking would need to be increased by 15% per year for the next few years. The proposed fee schedule for 1969/70 was distributed to members of the Board and is attached as Appendix A.
REPORT OF THE FINANCE COMMITTEE (CONTINUED):

In the discussion that followed it was noted that the specific fees for each category had not increased uniformly. It was explained that the Parking Committee, because there is to be new facilities, had not only provided for an overall increase in parking revenues but had re-defined the various categories of fees so as to reduce the distinctions made between staff and student parking and also had tried to develop a fee schedule which related convenience and cost to the fee charged. It was also reported that a proposal was being considered for a system of charging visitors for parking and reimbursing those visitors who were invited guests.

e) Transportation Experiment - In reply to a question, the Bursar reported that the experiment of running a special bus system for the universities had been completed and though the number of passengers had not been sufficient to meet the costs, the information gained from the experiment was important. It was indicated that on the basis of this experience proposals were being examined for a modified route for operation at the beginning of next term.

It was moved by Mr. Elderkin, seconded by Mr. Castledine, that the schedule of parking fees and that the matters reported by the Chairman of the Finance Committee be approved. Carried.

Mr. Elderkin asked the President to lead the discussion of the current operating budget for 1969/70 which had been the major item on the agenda of the Finance Committee.

Current Operating Budget, 1969/70:

Copies of the budget were circulated to members prior to the meeting and a copy is attached to the original of these minutes.

In the discussion the President provided the following outline:

a) Income:

1) that the provincial assistance in the form of the basic income units had been increased by 5.5% from $1,450 per basic income unit to $1,580 per basic income unit.

2) that the effectiveness of this increase had been reduced by the change to the method of counting graduate students which meant that the actual net gain over last year was approximately 3.5%.

3) that it is very difficult to accurately forecast the expected revenue because of difficulty in determining the future enrolment and its distribution amongst the various categories.
b) Expenditures:

1) Increase in size of the faculty - that the budget allocation for instructional salaries was based in part on the recruitment of 59 new faculty of which 48 were for new positions and the remainder were to fill vacancies.

2) Faculty Salaries - that the provision for improvement of the faculty salaries represented on the average a 10% increase with an average increase to the floor levels of 5%.

The proposed new floor levels were:
- Assistant Professor, from $9,500 to 10,000
- Associate Professor, from $12,000 to 12,600
- Professor, from $16,000 to 16,700.

Questions were asked in respect to the following and the answers given are indicated below:

a) Note on the bottom page, concerning sponsored or assisted research. It was reported that the funds received for this category are balanced by the expenditures and therefore they are reported in a contra account within the financial statements.

b) Canada Council grant of $34,000. It was reported that this amount is for the purchase of library books and is shown in the expenditure part of the budget as a portion of the money allocated to the library books, periodicals, and binding.

c) N.R.C. Computer Grant. It was explained that the size of this grant is determined by the total size of all the N.R.C. research grants held by Carleton faculty.

d) Bad Debts. It was explained that amount set aside for bad debts is for unpaid tuition fees and is less than 1% of the fees payable. It was explained that in many cases bad debts were the result of students leaving university in the middle of the term without going through the paper work of formal withdrawal which sometimes results in fee payments being expected after the student is no longer at the University.

e) Institute of Canadian Studies and Institute of Soviet and East European Studies. It was explained that the relatively small budget for these two institutes resulted from the fact that the faculty are drawn from a variety of departments and therefore the institutes had little or no salary expense.

f) Special Travel. It was explained that this allocation is to provide for faculty recruitment travel and removal expenses.
Fees:

Health Fees - It was reported that as a result of the approved changes to the University Health and Counselling Services and the adoption of the Medical Insurance Scheme for students that in line with estimates provided that the following increase to the Health Fee was proposed:

<table>
<thead>
<tr>
<th>Health Fee</th>
<th>1968/69</th>
<th>1969/70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Students</td>
<td>$3.50</td>
<td>$25.00</td>
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</table>

It was explained that negotiations have not been completed with insurance companies for the medical insurance but for the purpose of the budget $7.00 of the Health Fee was allocated to the revenue for the Health Services and $18.00 for the medical insurance premium. This latter amount is to be refunded to the student if he can show that he has other adequate medical insurance coverage.

Supplemental Examination Fees - It was explained that fees as they are now are low and the following increases were proposed:

<table>
<thead>
<tr>
<th>Supplemental Examination Fee for an examination written at the University</th>
<th>Present Fee</th>
<th>Increase</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5.00</td>
<td>$5.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

| Supplemental Examination Fee for an examination written at another examination centre. | 10.00 | 10.00 | 20.00 |

Graduate Fees - It was explained that as a result of the change in the method of counting graduate students for the purpose of the provincial grant that the Faculty of Graduate Studies had proposed the following modifications to the fee schedule for Graduate Students.

a) that the present fee be continued unchanged for the first year of the masters programme and the first two years of the Ph.D. programme, but that these fees now cover a twelve month period

b) that for subsequent years in either case the fee will be collected on a term basis at one third the yearly fee

c) that the $25.00 non-resident fee established for the purpose of keeping a student’s name on the books be abolished

d) that the definition of a full-time graduate student is a student in graduate studies enrolled in three courses in a year or the equivalent per term.

In reply to a question concerning the fee applicable to a graduate student working on a dissertation away from the campus, it was explained that a fee would only be charged to a graduate student during the time he was using university resources.
Residence Fees –

1) Rideau River Campus – It was explained that as a result of an addition of the new residence and the mortgage costs associated with it that it will be necessary to raise the residence fees on the Rideau River Campus according to the following schedule:

<table>
<thead>
<tr>
<th></th>
<th>Present Fee</th>
<th>Increase</th>
<th>New Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room</td>
<td>$ 815</td>
<td>$ 25</td>
<td>$ 840</td>
</tr>
<tr>
<td>Single Room</td>
<td>865</td>
<td>25</td>
<td>890</td>
</tr>
</tbody>
</table>

2) St. Patrick's Campus – It was explained that the question of fees for the residence at St. Patrick’s had not yet been determined. It was reported that discussions are now taking place at the College concerning the residences because the present facilities are not adequate and are not large enough to support the food service operation. In addition, consideration is being given to the use of the residence area which is to be vacated by the Oblates this spring.

It was moved by Mr. Elderkin, seconded by Mr. Castledine, that the budget and the fee schedule, as presented, be approved. Carried.

Mr. Venables, Chairman of this Committee, led the discussion of the report. This report is attached as Appendix B to the minutes.

In the discussion that followed, Mr. Venables drew the attention of the Board to the following items:

a) He reported that the Public Service Division of the Carleton University Campaign had passed its four year quota of $140,000 and that congratulations had been extended to Mr. Jake Warren and his many helpers in achieving their objective.

b) He indicated that the University had received $200,000 in new pledges from companies which gave for the first time this year and reported that it was expected that many of these firms would continue giving on an annual basis.

This report is attached as Appendix C to the minutes and the Board agreed to the proposed agenda for the Annual Meeting, May 29, 1969.

It was reported that the University has been informed by the Department of University Affairs that regular operating grant installment payments will be issued twice monthly in two equal payments, commencing July 1, 1969. The first of these cheques will be dated on the sixth working day of each month and the second on the twenty-eighth calendar day, or nearest following working day. Monthly cheques for capital advances will be dated on the first working day following the fifteenth calendar day of the month.
ISSUE OF DEBENTURES:

It was reported that the University had received from the Province of Ontario on the 17th of April, 1969, a cheque in the amount of $700,000, representing an advance payment on capital construction projects approved for financial assistance and a debenture for this amount was issued, dated the 15th of April, 1969. Authority for the issuance of this debenture was granted by the Board of Governors at its 204th meeting in a resolution authorizing the issuance of debentures of $7,500,000 for the eight month period ending September 30, 1969.

NEGOTIATION OF SAGA FOOD:

It was reported that as a result of further discussions with the food services contractor, Saga Foods Limited, tentative agreement has been reached on the following amendments to the contract in the next fiscal year.

a) that the board charge for residence students be reduced from the previously agreed price of $2.03 per day, if the residences are completely full, to $1.99 per day;

b) that the University will deal directly with Mr. John Nelson for the vending operations rather than through a sub-contract with Saga Foods Limited.

COMMUNICATIONS WITH NON-Academic EMPLOYEES:

Attached as Appendix D is a proposal which is being considered as a method of improving communications between the University and its staff, in the hope that this system would provide for the discussion of problems before they became acute. After some discussion, it was agreed that since the members of the Board had not had the opportunity to examine the proposal before the Board meeting, that consideration of the matter should be deferred until the next meeting.

NEGOTIATIONS WITH THE CANADIAN GUARDS ASSOCIATION:

It was reported that the University had received notification from Local 103 of the Canadian Guards Association that they wish to begin negotiations concerning the new contract. The present contract terminates on the 1st of July, 1969.

STAFF CHANGES:

Approval was given for the Staff Changes which were circulated with the notice of meeting as Annex 1.

TERMINATION:

The meeting terminated at 2:00 p.m.

Mr. D. A. Golden,
Chairman

Mr. D. G. McEown,
Secretary.