CARLETON UNIVERSITY

Minutes of the 220th Meeting
of the
BOARD OF GOVERNORS

Time: Wednesday, September 30, 1970, at 4:30 p.m.
Place: Senate Room - Administration Building

PRESENT:
Mr. D. A. Golden, Chairman, Mr. G. E. Beaumont, Mr. J. C. Clarke,
Mr. D. Duclos, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. R. Findlay,
Mr. F. E. Gibson, Mr. C. L. Jeffrey, Dr. G. E. Maynard, Mr. T. R.
Montgomery, Professor E. M. Oppenheimer, Miss R. Richards,
Mr. F. K. Venables, Dr. H. L. Willis. Also present: Mr. A. B.
Larose, Mr. J. K. Kettles, Mr. D. C. McEown, Secretary.

MINUTES:
It was agreed that the minutes of the previous (219th) meeting
be approved as distributed.

SCHEDULE OF
MEETING DATES:
It was agreed that the schedule of meeting dates for the Board
of Governors for the academic term 1970-71 which follow be
approved:

Thursday, October 22, 1970
Monday, November 30, 1970
Tuesday, December 22, 1970
Monday, January 25, 1971
Tuesday, February 23, 1971
Wednesday, March 31, 1971
Wednesday, April 28, 1971
Monday, May 31, 1971
Tuesday, June 29, 1971

APPOINTMENTS,
LEAVES, ETC.: It was agreed that upon the recommendation of the President
that the academic appointments, leaves, etc., contained in
Confidential Appendix A be approved.

REPORT OF THE
NOMINATING
COMMITTEE:
It was agreed that the report of the Nominating Committee
contained in Confidential Appendix B be approved.
STAFF CHANGES: It was agreed that the staff changes which were circulated prior to the meeting and are attached as Confidential Appendix C be approved.

SECOND MORTGAGES: It was agreed that the allocation of funds available for this purpose be raised from $300,000 to $400,000.

It was agreed that the schedule of mortgages contained in Confidential Appendix D be approved.

It was reported that the Finance Committee will be reviewing the mechanism for establishing the interest rate for second mortgages at a meeting to be called shortly.

SUMMER ENROLMENT: The President reported that the enrolment for the summer term was approximately 4,800 students which was up 23% over the previous year. He indicated that approximately 50% of the students enrolled were full-time students.

FALL ENROLMENT: The President reported that registration had not yet been completed but that the preliminary assessment seemed to indicate the following trends:

a) that the total full-time enrolment would be approximately 8,000 students;

b) that the enrolment at the Rideau River Campus would be over 7,000 – an increase of approximately 16% over last year’s enrolment;

c) that enrolment at the St. Patrick’s Campus is less than it was last year;

d) that the first-year enrolment at the Rideau River Campus is up about 13%;

e) that the part-time enrolment is approximately 5,700 – up 18%;

f) that the graduate enrolment has decreased somewhat;

g) that the pattern of distribution of enrolment at the University seems to indicate the following: that there is significant growth in Arts; that Science enrolments are about the same; and that Engineering enrolments are up substantially with the first-year increase being 11% and that there is an indication that there have been considerable transfers in the upper years in Engineering from other universities.
The President indicated that the trends at Carleton were similar to those being experienced at other universities except for the situation in Engineering which is somewhat unique. He indicated that it was too early to report definitively on the financial situation since accurate statistics were not yet available and, thus, the computation related to the formula weighting could not be completed at this time.

In reply to questions, he reported that it was too early to identify the factors which caused the trends of the enrolment but that this would be the subject of an intensive study in the next month.

The President reported that as a result of the continuing growth and the lack of the opening of additional academic facilities that space in the academic area of the University was becoming very tight. He also noted that the residence situation was more extreme in that the University had 1,000 hard applications that couldn't be filled this year. He reported to the Board on the opening of the University Centre and indicated that already the facilities were being intensely utilized.

The President reported on two international conferences that he had attended early in September. The first of these was an international conference representative of all universities held in Montreal, and the second was a smaller conference of executive heads of universities of under-developed countries held in Ottawa. He explained to the Board that it was interesting to find that at both of these conferences the concerns of universities seemed to have a universal application particularly as they related to the principles of government/university relations, the question of financing, and the problems of methodology in instruction and research.

The President reported that the University had begun its planning for the academic term beginning September 1971, and outlined some of the difficulties involved in determining projection of student enrolments and the relationship with the problem of allocating the financial resources that might be available.

It was reported that the Committee on University Affairs would be visiting Carleton on December 7 and that the meetings for the Committee on University Affairs and the universities in eastern Ontario would take place this year at Carleton.
In reply to questions, the President outlined the present uses of television as part of the instructional programme at Carleton, and indicated that even with the very modest use that Carleton makes of this method that the University has not been able to determine what are the best approaches for the use of this particular methodology and that from the experience so far there seemed to be some reluctance expressed within the University community in enlarging its uses.

Members of the Board expressed some disappointment with a recent editorial in the Ottawa Citizen concerning the opening of the University Centre and the concern related to the situation that some of the facts of the article were not correct and that there was no mention of the student involvement.

Concern was expressed over the limited supply of student residences at the University. It was explained that additional funds for student residences depended on the recommendations of the Committee on University Affairs. It was also reported that the Committee has asked for a detailed study of housing and that the University is now undertaking a study of the availability of student housing in Ottawa as part of that larger study. It was noted that the stock of housing for students close to the University appears to be diminishing.

It was also noted that the amount of money available for housing in general within the economy is very limited and that it is understandable that funds are not available for student housing when this need for money is in competition for the same resources which are also needed for housing of the lower economic group within society.

Mr. Elderkin, Chairman of the Finance Committee, led the discussion of the report.


The audited statements were circulated to members of the Board prior to the meeting and these statements are attached as Appendix A to the minutes.

During the discussion at the Board, the following items were examined:

- Balance Sheet: The Board noted the increased allowance for doubtful accounts

- Decrease in the Endowment Fund value of approximately 10%

- The effect of the increased enrolment for last year on the statement of income
REPORT OF THE
FINANCE COMMITTEE
(CONTINUED):

- The effect of the Plant Funds Equity for the financing of the Parking Garage
- The change of policy in the use of the Parker Loan Fund
- The operation of the break-even principle in the management of ancillary enterprises
- The method of accounting for Library books
- The effect of the transfer payments in respect of debentures
- The change in the method of handling municipal taxes

It was agreed that the financial statements as presented be approved.

b) Appointment of Auditors.

On recommendation of the Finance Committee it was agreed that the firm of Thorne, Gunn, Helliwell and Christenson be appointed as the University's auditors for this fiscal year.

c) Bank of Nova Scotia Lease.

It was agreed that a new lease for a one-year period beginning August 1, 1970, based on an increase in the rate from $3.50 to $4.50 per square foot for the main office, $3.00 per square foot for the new corridor offices, and $1.00 per square foot for storage space be approved.

BURSAR’S REPORT:

The report of the Bursar was circulated at the meeting.

Creation of Debentures for the Six-Month Period Ending March 31, 1971:

On motion duly moved, seconded and carried, the Board of Governors enacted the following resolution:

BE IT RESOLVED:

1. That to enable Carleton University (hereinafter referred to as the "University") to finance through The Ontario Universities Capital Aid Corporation the capital expenditure which the Board of Governors of Carleton University deems necessary for the purpose of the University, the University do borrow from time to time, during the six-month period
ending March 31, 1971, amounts which, in total, do not exceed the sum of six million dollars ($6,000,000) and for that purpose and for securing payment of the amounts so borrowed and the interest thereon, the University do make and issue Debentures of the University (hereinafter referred to as the "Debentures") in principal amount which, in total, do not exceed six million dollars ($6,000,000) and sell the same to The Ontario Universities Capital Aid Corporation.

2. That the Debentures be dated the 15th day of the month in which the amount is borrowed and bear interest from that date at the rate not to exceed nine and one-quarter per centum (9¼) and be payable as to principal and as to interest upon the principal amount from time to time unpaid, in thirty equal annual payments commencing with the first anniversary of the date of the Debentures.

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

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

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

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

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

Issuance of Debentures:

It was reported that debentures were issued by Carleton University in the amounts listed below on the following days upon receipt of cheques issued by the Province of Ontario:

- $375,000  
  15 May, 1970
- 300,000  
  15 August, 1970

Regular Operating Grant Instalment Payments:

It was reported that the University had received regular operating grant instalment payments in accordance with the schedule below:

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Date Received</th>
<th>Amount Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th</td>
<td>June 26, 1970</td>
<td>$725,053</td>
</tr>
<tr>
<td>1st</td>
<td>July 8, 1970</td>
<td>$738,000</td>
</tr>
<tr>
<td>2nd</td>
<td>July 27, 1970</td>
<td>$738,000</td>
</tr>
<tr>
<td>3rd</td>
<td>August 10, 1970</td>
<td>$821,599</td>
</tr>
<tr>
<td>4th</td>
<td>August 27, 1970</td>
<td>$738,000</td>
</tr>
<tr>
<td>5th</td>
<td>September 8, 1970</td>
<td>$738,000</td>
</tr>
</tbody>
</table>

The third payment consisted of two parts: the regular bi-monthly payment of $738,000; and, $93,599 which represented a final adjustment to the 1969/70 grant.

Bequest – Estate of the Late Louis Stein:

The Bursar reported that the University had received notification that the late Mr. Louis Stein provided an unrestricted bequest to Carleton University of $300. In accordance with the decision taken at the 213th Meeting of the Board of Governors, the monies from this bequest, when received, will be allocated for the purposes of scholarships and bursaries.

Bequest – Estate of the Late Samuel John Duncan:

It was reported that the University had received notification from the Royal Trust Company that the late Mr. Samuel John Duncan provided in his estate that Carleton University is to receive 25% of the distribution of the proceeds and that this is to be used for such purposes as the Board of Governors may decide. It is expected that the amount will be approximately $50,000. It was agreed that the funds from this estate be allocated to the Endowment Fund.
Jacob Freedman Charitable Foundation:

It was reported that the University had received from the Jacob Freedman Charitable Foundation Trust the following: $1,300 representing 10% of the distribution of the income payable to Carleton University and $390 representing a 3% distribution of income to be used at the St. Patrick's College division of the University.

Lease with the National Capital Commission:

It was agreed to lease from the NCC certain parts of the canal reserve land which are held by the NCC as a sub-lease from the Department of Transport, that property which is necessary for the new entrance onto Colonel By Drive, subject to the following conditions:

1) The new sub-lease is to be on the same terms and conditions as the present sub-lease dated 16 February, 1965, between the University and this Commission, except as to the land description;

2) The consent of the Department of Transport is to be obtained (see letter of November 5, 1969, from the Department of Transport to DeLeuw Cather);

3) The conditions set forth in the letter dated October 30, 1969, from the National Capital Commission to DeLeuw, Cather & Co. are to be met to the satisfaction of this Commission;

4) Carleton University and/or its agents will save harmless the National Capital Commission and Her Majesty the Queen in the right of Canada from and against all actions or claims that may result or arise out of the entry or use of the subject area;

5) The R.C.M.P. Traffic Division is to be notified prior to entry and all laws or regulations, municipal or otherwise, are to be complied with;

6) A legal survey will be undertaken at the cost of the University or its agents and a legal description of the subject area satisfactory to this Commission is to be submitted not later than November 1, 1970.
Transfer of Land:

It was reported that the documents in respect of the exchange of lands between the University and the NCC, which resulted from the re-location of the railway, have now been signed and sealed on behalf of the University in accordance with the decision taken by the Board of Governors at its 193rd Meeting on the 14th of December, 1967.

Tenders – Renovations, Alterations, Site Projects

It was reported that during the summer a number of projects were tendered and work began. The following schedule outlines tenders received for each project.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Date of Tender</th>
<th>Tender Received</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads, 1969</td>
<td>August 19/70</td>
<td>H.M. Grant $333,009.00, Francon $333,885.00, Bibble $335,861.00, MacFarlane $340,757.50</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td>Athletic Bldg. Alterations</td>
<td>August 11/70</td>
<td>Murphy &amp; Morrow $17,666.00, Coady Const. $18,589.00, H.K. Phillips $19,545.00, A.N. Shaw &amp; Sons $21,650.00</td>
<td>Current operating</td>
</tr>
<tr>
<td>H.M. Tory Alterations</td>
<td>August 18/70</td>
<td>H.K. Phillips $32,693.00, Coady Const. $33,637.00, Kilgour Const. $39,989.00</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td>St. Patrick’s College—1970 Renovations</td>
<td>August 5/70</td>
<td>Coady Const. $33,887.00, H.K. Phillips $34,635.00</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td>Loeb Bldg. Alterations, 1970 Phase II</td>
<td>August 14/70</td>
<td>H.K. Phillips $3,098.00, Coady Const. $3,561.00, A.N. Shaw $3,675.00</td>
<td>Current operating</td>
</tr>
<tr>
<td>Paterson Hall Alterations, 1970 – Rm. 215</td>
<td>August 5/70</td>
<td>Coady Const. $6,215.00, H.K. Phillips $8,359.00</td>
<td>Current operating</td>
</tr>
<tr>
<td>Landscaping – St. Patrick’s College</td>
<td>June 22/70</td>
<td>Martin Landscaping $30,122.00, Laurentian Landscaping $30,945.00</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td>Project Name</td>
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</tr>
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<tr>
<td>Panic Hardware</td>
<td>August 20/70</td>
<td>Coady Const. 71,441.00</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td>Installation</td>
<td></td>
<td>H.K. Phillips 77,267.00</td>
<td></td>
</tr>
<tr>
<td>Quadrangle Offices</td>
<td>August 4/70</td>
<td>Coady Const. 6,677.00</td>
<td>Non-formula capital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H.K. Phillips 9,408.00</td>
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</tbody>
</table>

In each case, the low tender was accepted and work has commenced.

**TERMINATION:**

The meeting terminated at 5:45 p.m.

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Mr. D. A. Golden,
Chairman.

Mr. D. C. McEwan,
Secretary.