CARLTON UNIVERSITY

Minutes of the 222nd Meeting
of the
BOARD OF GOVERNORS

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

PRESENT:
Dr. A. D. Buntin, Acting Chairman, Mr. A. Andras, Mr. G. E. Beament,
Mr. J. C. Clarke, Mr. D. Duclos, Mr. C. Edwards, Mr. C. F. Elderkin,
Professor M. C. Frumhartz, Mr. F. E. Gibson, Dr. J. L. Gray,
Mr. C. L. Jeffrey, Dr. G. E. Maynard, Mr. T. R. Montgomery,
Mr. R. J. Neill, Dean H. H. J. Nesbitt, Professor E. M. Oppenheimer,
Dr. L. Rasminsky, Miss R. Richards, Dr. W. G. Schneider, Mr. H. Soloway,
Mr. W. Teron, Mr. F. K. Vemables, Mr. C. G. Watt. Also present:
Mr. A. B. Larose, Dr. G. R. Love, Mr. J. K. Kettles, Mr. J. E. Whennam,
and Mr. D. C. McEown, Secretary.

CHAIRMAN:
The President reported that the chairman was unable to attend the
meeting and had sent his regrets. It was agreed that the President
take the chair for this meeting.

ELECTION
OF A MEMBER:
It was moved by Mr. Andras, seconded by Dr. Rasminsky, and
unanimously carried, that Mr. Justice B. Laskin be elected to the
Board of Governors for a two-year term ending September 30, 1972.

MINUTES:
It was agreed that the minutes of the previous (221st) meeting be
approved as distributed.

ARTS I TOWER:
It was reported that University officials had met with officials
from the Department of University Affairs concerning the
financing of this project and that the problem of financing had
been satisfactorily resolved.

PROVINCIAL
RELATIONS:
This item, dealing with negotiations with various levels of
government, is contained in Confidential Appendix A.

APPOINTMENTS,
LEAVES, ETC.:
It was agreed, upon the recommendation of the President, that
the academic appointments, leaves, etc., contained in Confidential
Appendix B be approved.
STAFF CHANGES:
It was agreed, upon recommendation of the Bursar, that the staff changes and the recommendations concerning the change in format as presented as as discussed and which are contained in Confidential Appendix C be approved.

LABOUR NEGOTIATIONS COMMITTEE:
It was reported that the present contract with the Canadian Union of Public Employees would terminate on the 31st of December, 1970, and that it was expected that negotiations with the Union would begin very shortly. It was agreed that Mr. C. G. Watt be added to the membership of the Labour Negotiations Committee.

ENROLMENT:
The President reported that the University now had more definitive figures on this year’s enrolment and he reported the following statistics:

a) the total full-time enrolment is 8,245 students, which is up 15% over last year's enrolment;
b) the first-year enrolment is up 9.4% over last year's;
c) the social sciences experienced the largest increase in enrolment;
d) the distribution of undergraduate enrolment increases was as follows:
   i) Arts - 15.9%
   ii) Science - 11%
   iii) Engineering - 19%

e) the enrolment for the St. Patrick’s College Division of the Faculty of Arts was below that projected and was somewhat less than last year's enrolment, but he expected that the enrolment would again increase;
f) the part-time enrolment at both campuses is 5,800 students.

PROJECTIONS FOR NEXT YEAR:
The President reported that on the basis of the study of the enrolment for this year that the University predicted that next year's full-time enrolment would be 9,150 students which would be an increase of 11.2% and that, while continued increases in the student population could be expected in the foreseeable future, the rate of increase was decreasing. He also reported that it is expected that the freshman intake will be 9.5% larger than last year. He noted, however, that it would be extremely difficult to try to indicate how these students would be distributed throughout the various programmes at the University.

The President indicated that the Senate feels that the University should stick closely to these projections. In reply to questions, the President reported that the rate of growth of student aid is growing at approximately the same rate as the growth of enrolment. As a result of this expected growth, the President indicated that the University needed to recruit 58 additional faculty members to meet an expected increase in enrolment of 900 students. The Board agreed that the University should recruit on the basis of 58 new positions.
The President informed the Board that the University was to meet with the Committee on University Affairs on Monday, December 7, at Carleton and that the written submission which had been made to the Committee had been circulated prior to the meeting to all members of the Board. He explained that the submission was organized as a response to the Committee's questions contained in their original letter outlining the format of the presentation and, therefore, the material contained in the book was an explanation of University policy but did not represent any changes. He reported that he had received a letter from the chairman of the Board indicating that he wished the document had said more about the co-ordination and that he felt that the explanation of the policy on obligation of faculty members was inadequate but that the sections on operating and capital support were well done. It was explained that it is difficult to make quantitative delineations concerning the various aspects of the faculty's obligations since the way in which faculty members perform their responsibilities is such a highly individualistic response within the context of the University.

The difficulties that the University of Toronto had with its presentation were noted and it was considered somewhat ironic that since much of the operating formula was based on the University of Toronto's experience that they should be faced with financial problems particularly since they gained a financial advantage due to their particular classification and method of handling honour students. In reply to a question, it was explained that the physical capacity of the campuses for 1974-75 in the terms of land was sufficient to handle an enrolment of approximately 15,000 full-time students, which was in excess of the numbers projected for the University at that time.

It was also explained that if the University were able to add enough positions to bring our ratio to 15:1, in comparison with the situation now of 17:1, our teaching situation would be decidedly better. Our ratio is now higher than other institutions in the province, and was greatly higher than the student/faculty ratio felt desirable in such jurisdictions as the United Kingdom. However, it was recognized that there are no definitive studies of what the optimum number should be and that the comparisons are difficult, particularly when related to the type of financing and the different mixes of students in the various disciplines from one institution to another. The President was asked whether the use of television or other instructional aids couldn't be used to make more efficient use of the faculty resources. In reply, he indicated that there does not seem to be any evidence to indicate that the use of television or other instructional aids provide a more economical situation but, rather, the reverse, and that their use is really as an aid in the instruction rather than the replacement of another form of instruction.

It was suggested that the reply made by the University concerning mission-oriented research probably did not answer the question in the way the Committee would like to see it answered and that there would be pressure on the institutions in the province to re-direct some of their research towards this kind of work.
SCHOOL OF ARCHITECTURE:

It was reported that the University had received UACP-6 for this project and that working drawings and specifications were almost complete and were in the process of being examined by the Planning and Construction section of the Department of Physical Plant. It was further reported that the recent cost analysis, done by the Quantity Surveyor, indicated that the project was within budget and that the next step in the process would be to go to tender on this project. It was noted that at the last meeting of the Building Committee of the Board that the Building Committee had indicated that it was not prepared to proceed with any projects until it had a chance to review the whole planning programme. The chairman of the Building Committee explained that he had spent a day with the staff at the University reviewing the various aspects of the building programme and indicated that it would be possible in December to hold such a meeting and that the conditions were much clearer now than they had been in November. In reply to a question, it was explained that the process of tendering would be based on a selected list and that eight contractors would be asked to tender. It was agreed that upon satisfactory completion of the examination of the working drawings and specifications by the Planning and Construction section that permission be given to call tenders.

Bursar's Report:

Regular Operating Grant Instalment Payment.

It was reported that the University had received two cheques, both in the amount of $738,000, from the Province of Ontario representing provincial government support of operating expenditures in 1970-71. These cheques are the eighth and ninth of twenty-four instalments.

Debentures.

It was reported that the University had received an advance payment of $1,300,000 on capital construction projects, and that a debenture was issued for this amount dated November 15, 1970, in accordance with the approval given by the Board for the creation of debentures for the six-month period ending March 31, 1971, in the amount of $6,000,000.

Request – Estate of Meyer Evenchick.

It was reported that the University had received notification that in accordance with the provisions of the will of the late Meyer Evenchick there is a cash legacy for Carleton University of $300,000. In accordance with the policy of the Board, when this money is received, it will be allocated to the Scholarships and Bursaries Fund.
Tenders.

It was reported that tenders had been received for portions of work for the following non-formula projects:


The tenders listed below are for the conversion of the Health and Counselling Services area to library in the basement of MacOdrum Library and, as such, are part of the non-formula capital project entitled "Library Alterations 1970":

- H. K. Phillips $47,098.00
- Coady Construction 48,481.00
- Normand Farquharson Limited 52,711.00
- Murphy & Morrow Limited 55,990.00
- A. N. Shaw & Sons (Eastern) Limited 59,750.00


The tenders listed below are for the work required to change an existing large electronic laboratory to two smaller laboratories in Room 329 of the C. J. Mackenzie Building and are part of a non-formula capital project entitled "C. J. Mackenzie Building Alterations 1970":

- Coady Construction $7,847.00
- H. K. Phillips 8,489.00

c) Emergency Power and Alarm Equipment.

The tenders listed below are for the Panic Hardware installation for the University Centre which is part of a non-formula capital project entitled "Emergency Power and Alarm Equipment" which was proceeded with to up-grade buildings to meet the requirements for fire safety at the University:

- H. K. Phillips $3,277.00
- Coady Construction 3,463.00

It was reported that in all cases the low tender had been accepted.

Licence with the Department of Transport.

It was reported that the University had obtained a licence from the Department of Transport for the occupation of a feeder main along Colonel By Drive from the Bronson interchange to the University property at an annual fee of $390.00.
Non-Refundable Tuition Deposit - School of Social Work.

It was agreed that the non-refundable tuition deposit required from accepted applicants to the School of Social Work be increased from $50.00 to $100.00 to take effect at the beginning of the next academic term for the School of Social Work.

Signing Machine.

It was moved by Mr. Elderkin, seconded by Dr. Rasminsky, and unanimously carried, that the following resolution in respect of the signing machine be approved:

"The Bank of Nova Scotia, Carleton University Branch, is authorized and directed to pay any and all cheques against the account of the University which may be presented for payment bearing the facsimile signature, affixed by means of a rubber stamp, lithographed or impressed thereon by mechanical means of A. B. Larose and J. K. Kettles, to all intents and purposes as though such cheques had been signed in their own handwriting and duly issued by such signing officer with the authority and on behalf of the University.

"It is also agreed that in consideration of the Bank's paying or negotiating cheques issued on behalf of the University and bearing the mechanically imprinted facsimile signature of A. B. Larose and J. K. Kettles, the University will and hereby does undertake to hold the bank harmless from and indemnified against all loss, costs, damages and expenses arising out of the payment or the negotiation of any cheque on which the facsimile signature has been wrongfully affixed.

*No individual cheque may exceed $2,500.00."

TERMINATION:

The meeting terminated at 6:00 p.m.

Dr. A. B. Dunton,
Acting Chairman.

Mr. D. C. McLown,
Secretary.