CARLETON UNIVERSITY

Minutes of the 232nd Meeting
of the

BOARD OF GOVERNORS

Time: Thursday, December 16, 1971, at 4:30 p.m.
Place: Senate Room - Administration Building.

PRESENT:
Dr. J. L. Gray (Chairman), Mr. G. E. Beament, Mr. J. C. Clarke, Mr. G. Collins, Mr. D. M. Coolican, Dr. A. B. Dunton, Mr. C. Edwards, Mr. R. Findlay, Professor M. C. Frumhartz, Mr. F. E. Gibson, Mr. K. Kaplansky, Mr. G. H. MacCarthy, Dr. G. E. Maynard, Mr. T. R. Montgomery, Dean H. H. J. Nesbitt, Dr. Sylvia Ostry, Professor K. Z. Paltiel, Miss Ruth Richard, Mr. D. A. Ross, Mr. H. Soloway, Mr. W. Teron, Mr. C. C. Watt. Also present: Mr. A. B. Larose, Mr. J. E. Whenham, Dr. G. R. Love, and Mr. D. C. McEown (Secretary).

MINUTES:
The minutes of the previous (231st) meeting were circulated to the members prior to the meeting. It was agreed that the minutes be approved as circulated.

TERMS AND CONDITIONS OF THE OFFICE OF PRESIDENT:
The Chairman reported that he had met with a group of Board members to discuss what information should be provided to the Search Committee concerning the terms and conditions of the office of the President. A report of this discussion was circulated to the members at the meeting. After some discussion, it was agreed that the report as amended (which is attached to the original of these minutes) would be forwarded to the Committee for its information. The Chairman agreed that he would undertake to bring back further information as to the practices at other universities at the next meeting.

SEARCH COMMITTEE:
The Chairman announced that the members of the Search Committee would be: Mr. F. E. Gibson, Dr. G. E. Maynard, Mr. R. J. Neill, Professor D. M. L. Farr, Professor G. R. Love, and Mr. F. Thompson.

Members of the Board were encouraged by the Chairman to submit names of possible candidates to the Search Committee.

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

SABBATICAL LEAVES:
A working paper concerning payment of sabbatical leave was circulated at the meeting of the Board and is contained in Confidential Appendix B. It was agreed that the recommendation contained in the working paper be approved.
REPORT OF THE CAMPAIGN COMMITTEE:
In view of the unavoidable absence of Mr. Venables, the Chairman of the Committee, it was agreed that consideration of the report of the Campaign Committee be deferred until the next meeting.

CLEANING CONTRACT:
A working paper concerning a cleaning contract was circulated to members of the Board at the meeting and is attached as Confidential Appendix C. It was agreed that the procedure as outlined in the working paper be adopted.

STAFF CHANGES:
The report of the Bursar concerning staff changes was circulated to members of the Board prior to the meeting and is contained in Confidential Appendix D to these minutes.

It was agreed, upon recommendation of the Bursar, that the staff changes as contained in Confidential Appendix D be approved and also that the staff changes reported orally, and which are contained in an addendum to Confidential Appendix D, also be approved.

FINANCIAL SITUATION:
The President reported that work has been continuing in reducing the planned expenditures for this year and that some success in this process has been achieved, but only by cutting back on certain of the services at the University.

RELATIONS WITH THE PROVINCE:
The President reported that the Council of Ontario Universities had met with the Committee on University Affairs and that the principal item of discussion had been the future of graduate work in the Province. He indicated that the Committee on University Affairs was concerned about the extent of graduate work being carried out in the Province and felt that the poor employment situation for graduate students was indicative of an over-supply of graduates and, hence, could justify some decrease in graduate support. He explained that the Council's position was that the present level of graduate support should be maintained because the unemployment situation of graduate students at the present time may be a short-run proposition and also that it is very difficult to ascertain the exact status of the condition that exists at the present time.

SENATE:
The President reported that the Senate has had a number of meetings since the fall at which the main item has been the consideration of the report on Tenure and Dismissal. It was reported that the Senate expects to do further work on this report before it is brought to the Board. He also explained that the Senate had reviewed a report on the Judicial System at the University and had referred the matter back to the Committee for further study, based on the comments made at Senate.

STUDENTS' ASSOCIATION:
The President reported that he had received information that the Carleton University Students' Association was opting out of various programmes in which the Association had been traditionally involved. The first of these was the operating of the students' honour system
in connection with the Judicial Committee. The second was the operating of the elections for student members in the University Government system, and the third was the responsibility for the management and operation of the University Centre.

In reply to questions, it was explained that the Students' Association had felt that there should not be a separate disciplinary organization which treated students as special individuals within the University and that students should not be disciplined by the University or any body related to it for acts which might constitute violation of the civil and criminal law. The argument presented was that under the previous system students who required disciplinary action were dealt with by the University as a special category, whereas it was argued they should be treated as any other individual and held responsible at law for their actions.

In regards to the question of sponsoring and operating University Government elections, it was explained that the Students' Association position was that this was the responsibility of the academic bodies for whom the elections were held and that the Students' Association should not involve itself with these functions since they were outside their scope of interest.

It was further explained that in respect to the University Centre the Students' Association felt that they were only one user and that the body running it should be more representative of the University community and thus a more independent body should be established for the use of this facility.

The report of the Building Committee was circulated to the members of the Board prior to the meeting and is contained in Appendix A.

Mr. Teron, with the aid of architectural drawings, outlined the architect's design proposal. He explained that it had been felt by the Building Committee that the design had met the requirements established for it and was a very flexible response to the design problem, and because of this flexibility could meet changing requirements even if it were necessary to delay construction because of the lack of funds. He noted that in the comments about the design made by the Building Advisory Committee and the Building Committee the architect had been asked to consider improvements to the tunnel system, addition of a pedestrian access from the walkway at Paterson Hall level, and inclusion in tender documents of alternates for the cladding of the tower.

It was agreed that the design concept as presented be approved and that the architect continue to the completion of the working drawings stage, incorporating the suggestions made by the Committees.

The report of the Building Committee concerning this item was circulated to the Board and is attached as Appendix B. Mr. Teron, with the aid of architectural drawings and model, outlined the design concepts for the project. He explained that after careful
consideration by the Building Advisory Committee and the Building Committee the Committees had recommended the approval of the design concepts as they related to the requirements of the Bookstore and Art Gallery and the approval of Scheme B which provided for a different landscape design for the Quadrangle.

It was agreed that the design concept as presented for the individual facilities be approved and that Scheme B be approved, and also that the architect continue to the completion of the working drawings stage.

This report was circulated to members of the Board as a report of the Committee. It was agreed that the report as presented be approved.

It was noted that it appeared that due to the enrolment shortfall and the lack of capital entitlement that it would not be possible to commence construction for any of the projects now in planning for some time to come. It was reported that the Building Advisory Committee had completed its discussion on the priorities of the building programme, and the Building Committee intended to deal with the matter of priorities at its next meeting. It was agreed that, because planning costs for the projects now underway had been approved, and because there had not been a significant change in the recommendation concerning priorities by the Building Advisory Committee, the approved projects now in the process of planning should continue to the working drawings stage, making it possible to control the rate of expansion as more definite information about the availability of capital resources becomes available.

These amendments were circulated to members at the meeting and are contained in Appendix C which is attached. It was explained that these amendments did not involve any additional financial obligation by the University or by members of the plan, but resulted from a request of the Department of National Revenue to bring the wording of the plan in line with current legislation.

It was moved, seconded and unanimously carried that the following sections of the Pension Plan be amended by the removal of the appropriate sections and inclusion of the following:

"Section 8 - Postponed Retirement:

By mutual agreement between the member and the University, the member may continue in his employment after the normal retirement date on a year-to-year basis, in which event all contributions shall continue and his retirement annuities will be postponed year by year up to the day preceding the individual's 71st birthday, at which time contributions to the retirement plan will cease."

"Section 11 - Type of Retirement Annuity:

The normal type of retirement annuity secured from Canadian Government Annuities will be payable in monthly instalments so long as the
member lives, provided that 60 monthly instalments will be paid in any event.

There will be no standard form of annuity purchased from an insurance company. Any settlement on retirement in the form of an annuity must have a maximum guarantee period for both regular and optional annuities of the lesser of (a) 15 years (b) the period from the date of retirement of the individual to the date on which the individual's 80th birthday would occur."

"Section 13 - Optional Type of Annuity:

In place of the normal type of Government annuity described in paragraph 10 above, a member may choose any other type of annuity available, the amount of annuity being adjusted actuarially according to the option elected. For example, one of the options is the Joint and Last Survivorship Annuity under which the member may appoint another person, generally his wife, as his Joint Annuitant. A smaller amount of Retirement Annuity will be paid as long as the member and his Joint Annuitant are living, and the same annuity payments will continue during the further lifetime of the survivor. Other optional types of annuity available will be described on request. Each member of the plan who has a share in either the Fixed Dollar Fund or the Equities Fund must elect one of the optional types of annuity available from the insurance company.

The election of an optional type of annuity must be made by the member before his retirement annuity commences (whether this is at normal or early retirement date) and must satisfy the rules laid down by the Department of National Revenue (Taxation) at the time of election."

"Section 16 - Death Benefits Before Retirement:

If a member dies before the first instalment of his retirement annuity is due, whether he is in the employment of the University at that date or not, the total of the contributions made by him and on his behalf held by Canadian Government Annuities, plus interest thereon at the rate applicable, will be paid to his designated beneficiary or legal representative, In addition, the member's share of shares of the trust company's Funds will be paid to his designated beneficiary or legal representative.

A return of contributions may be by lump sum payment, by immediate life annuity to the beneficiary or by instalment or an annuity certain to the estate or the beneficiary. The life annuity should not have a guarantee period in excess of the lesser of 15 years or the life expectancy of the beneficiary. The instalments or annuity certain should not exceed a period of ten years from date of death.

If the designated beneficiary or the legal representative of the deceased member of the retirement plan so requests, the lump sum may be paid in more than one instalment. If the lump sum payment is settled by instalments, the instalments must not continue beyond a period of 10 years from date of death."
"Section 22 - Administration of the Plan:

The responsibility for the administration of the plan is designated to the Staff Welfare Committee. The Staff Welfare Committee will consist of the President of the University, or his deputy, three members of the staff, and three members of the Board of Governors. The Committee will decide all questions arising in the administration of the plan, except that decisions of the Staff Welfare Committee cannot be made that will conflict with the provisions of the plan, the regulations and practices of Government Annuities Branch, or the trust company.

It will be the obligation of the University to pay over to the Government and to the Trustee the contributions collected from the members, together with the contributions to be made by the University in accordance with the provisions of the plan. It will be the obligation of the Government to pay annuity and other benefits in accordance with the contributions received.

It will be the obligation of the trust company to hold in trust the monies paid over to it, to invest and re-invest the fund, and to make payments out of the fund on the written directions of the Staff Welfare Committee.

Each of the two Trust Funds will operate in a manner similar to the open end mutual funds.

Annuity contracts will be purchased with the share of the fund at the credit of the member from an insurance company or other licensed underwriter satisfactory to the Committee.

Any employee may at any reasonable time inspect the group contracts entered into by the University, and the Government and the University and the Trust Company."

BURSAR'S REPORT:

Regular Operating Grant Instalment Payment.

It was reported that the University had received two cheques, each in the amount of $917,000, from the Province of Ontario representing provincial government support of operating expenditures in 1971-72. These cheques are the tenth and eleventh of twenty instalments.

Bequest - Estate of J. L. Rudd.

It was reported that the University had received a cheque in the amount of $230,000 from the estate of J. L. Rudd, representing a partial distribution of our one-seventh share of the revenue from this estate. In accordance with the policy of the Board of Governors, this money has been assigned to Scholarships and Bursaries.

ATHLETIC REFERENDUM:

It was reported that the Secretary had received from the President of the Students' Association a report concerning the referendum held by the Students' Association on additional athletic facilities.

In view of the fact that the members of the Board did not have sufficient time to examine the document, it was agreed that the matter be referred to the Building Committee.
FOOTBRIDGE ACROSS THE RIDEAU RIVER:

It was reported that the Students’ Association was asking the Board to instruct the Director of Physical Plant to prepare a feasibility study on the possibility of constructing a footbridge between the University property and Vincent Massey Park. It was explained that the cause of this request stemmed from a situation in which students and others using the present railway bridge across the river had been charged with trespassing by the Canadian Pacific Railway. This action was caused by the railway’s experience whereby a train had had to stop on the bridge to permit people caught on the bridge to get off safely.

It was agreed that the Director of Physical Plant should be asked to examine the problem and report back to the Board through the Building Advisory Committee and the Building Committee.

TERMINATION:

The meeting terminated at 6:30 p.m.

Dr. A. L. Gray
Chairman.

Mr. D. G. McEown,
Secretary.