MINUTES
of the
ONE-HUNDRED AND FORTY-NINTH MEETING
of the
BOARD OF GOVERNORS

Time: Thursday, June 20, 1963, at 12:45 p.m.
Place: The Faculty Dining Room - University Commons

PRESENT:
His Honour Judge C. C. Gibson, Chairman, Mr. G. E. Bentment, Mr. V. S. Castledine, Mr. W. M. Connor, Dr. D. M. Coolican, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. F. Elliott, Mr. C. H. Everett, Dr. J. Lorne Gray, Mr. A. B. K. Lawrence, Mr. Trevor Lloyd, Mr. A. B. MacIver, Dr. A. E. MacRae, Mr. R. G. Robertson, and Mrs. H. Zimmerman. Also present: Mr. F. J. Turner.

MINUTES:
The minutes of the previous (148th) meeting were approved as distributed.

RELEASE OF HOLDBACKS:
In answer to a question, Mr. Turner reported that the new contracts in connection with the Residence and Arts complexes were ready for signature.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 56th meeting of the Building Committee were circulated with the notice of meeting, and the minutes of the 57th meeting were distributed at the 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 the Chairman of the Building Committee, Dr. Gray led the discussion of the report, and drew attention to the following items:

Siting - Physics and Steacie Buildings - Dr. J. H. Hodgson having confirmed the minutes of the 120th meeting of the Building Advisory Committee, the sites of the Physics and Chemistry Buildings were confirmed to the architects and engineers.

Extra Work - Library Extension - The University had been advised that its request for some additional help from the Provincial Government's special fund for temporary accommodation was being considered.

On the recommendation of the Building Advisory Committee, the Building Committee recommended the following:

Steacie Building - That the architects and engineers be instructed to proceed with the plans, noting that the revised cost estimate meant an increase in the total estimate for the building from $3,036,000 to $3,491,000;

Relocation of Services and Roads - That authority be given to call public tenders for the construction of the road between the bridge abutment and the first pier and for the relocation of some services to clear the Physics and Chemistry Building sites;

Distilled Water - That one of the stills and a tank for the new Chemistry Building be purchased immediately and installed in the Tory Building to provide distilled water there for the next two teaching years, at a net cost of $7,000, to be charged to the Steacie Building.
The Board of Governors referred the question of obtaining a cheaper source of distilled water in future to the Building Advisory Committee.

Datestones - That provision be made for a datestone or equivalent for all buildings whether or not they are officially named;

C. J. Mackenzie Building - Change Order #6 - That the monorail in the concrete testing lab be altered at an extra cost of $183,54;

MacOdrum Library - That the same furniture be supplied on the 3rd level as that used on the 1st and 2nd levels (library tables, carrels, and study chairs);

Lounge Chairs - That 65 Imperial Lounge Chairs be purchased at a cost of $75.00 each;

Vertical Venetian Blinds - That the tender for the supply of blinds be given to the low bidder, The Pennington Company Limited, at a cost of $3,234.99;

Carpet - That nylon carpet as specified be installed on the 3rd level, and that wool carpet as specified be installed on the 1st and 2nd levels on a replacement programme, from the low bidders, as follows:

Wool --- Franco Belgian Company Limited - $13.85 per sq. yd. laid
Nylon --- Canada Rug Company Limited - $11.66 " " "

Furniture Procurement - That this matter be considered again at the next meeting of the Building Committee;

Planning Schedule - That the Building Advisory Committee begin the preliminaries for a new Arts Building;

Change Orders - That the Change Orders submitted be approved;

Physiology Laboratory - That the tender for the conversion of the east section of the drafting room in the Tory Building to its permanent use as a Physiology Laboratory for Biology be awarded to the low tenderer, Uni-Form Construction Company Limited, at their tender price of $23,794, plus the cost of a well and pumps estimated at $7,000;

Landscaping - That the landscaping be added to the Mackenzie Building road contract and the Heating Plant contract in order to see if this would speed up the clean-up operations of the contracts, and that in future if this were done that the price of landscaping be put in the contracts as an alternate.

Tenders - Central Heating Plant Tenders had been received, and considering the base bid and alternates, the two lowest bidders were Fuller Construction Company Limited at $1,127,750 and Angus Robertson at $1,128,070. On the day following the announcement of the Federal Budget, little information had been available about the Federal Sales Tax, and with the tenders on the mechanical and electrical sub-contracts closing through the bid depository on Monday, June 17, Mr. Turner had authorized Mr. Balharrie to inform all the general contractors that they should quote on the Sales Tax situation as of June 8. The Building Committee recommended that the tender be awarded to Fuller Construction Company Limited subject to

(a) some further examination of the whole question of priorities and finances, and

(b) the Federal Sales Tax arising out of the recent Federal budget being an extra to the contract.

It appeared that since the tender price was higher than the estimate, the construction of the Physics and Steacie Buildings might have to be delayed.
Brick - That the question of the supply of a suitable brick for Carleton University be explored further, and that the architects be asked to prepare a report on this exploration by August 15, and at that time table their correspondence with the brick manufacturers.

It was agreed that the Report of the Building Committee be approved, subject to a report of the Finance Committee, which had met just prior to the Board meeting, with regard to costs of the Heating Plant.

Dr. Dunton reported that there had been no decision as yet.

The President reported that Dr. Patten had submitted his resignation from the Board of Governors because of his approaching departure for Europe. It was agreed that this resignation be accepted.

The Chairman reported that there were two vacancies on the Board. It was moved by Mr. Elderkin, seconded by Mrs. Zimmerman, that the Nominating Committee be constituted as in the past - the Chancellor, President, and Chairman of the Board, with power to add. Carried.

The Chairman asked the Board members to get in touch with him if they had any suggestions to make about membership.

It was moved by Mr. Everett, seconded by Mr. Castledine, that Mr. C. F. Elderkin be appointed a signing officer for the University for the balance of the year 1962-63. Carried.

The President reported that he, Dean Nesbitt, and Dean Gibson were attending this conference in Scotland in July.

The following list of staff changes, which was circulated with the notice of meeting, was approved:

<table>
<thead>
<tr>
<th>Employment</th>
<th>Date Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elworthy, Mrs. Roberta Secretary to Athletic Director</td>
<td>June 24, 1963</td>
<td>$275</td>
</tr>
<tr>
<td>Ferguson, Miss Marilyn Clerk-Cashier, Bookstore</td>
<td>July 1, 1963</td>
<td>195</td>
</tr>
<tr>
<td>Manning, Miss Shirley Order Assistant, Library</td>
<td>July 22, 1963</td>
<td>310</td>
</tr>
<tr>
<td>Stanton, Mrs. Gail Secretary to Student Personnel Officer</td>
<td>July 2, 1963</td>
<td>285</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resignations</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bailey, Miss Mavis Junior Clerk, Library</td>
<td>June 26, 1963</td>
<td></td>
</tr>
<tr>
<td>Harlock, Miss Wendy Secretary to Athletic Director</td>
<td>June 20, 1963</td>
<td></td>
</tr>
<tr>
<td>Miall, Miss Linda Secretary to Student Personnel Officer</td>
<td>July 19, 1963</td>
<td></td>
</tr>
<tr>
<td>Numans, Mrs. Oethilda, Secretary, Department of Modern Languages</td>
<td>July 12, 1963</td>
<td></td>
</tr>
<tr>
<td>Rodriguez, Miss J. Hortensia Library Assistant, Library</td>
<td>May 31, 1963</td>
<td></td>
</tr>
</tbody>
</table>
Increase in salary
Clost, Mervyn (previous salary $230) - effective April 1, 1963 - $245
Maintenance Department - " July 1, 1963 - $265

APPOINTMENTS, RESIGNATIONS, ETC:
On the recommendation of the President, the following were approved:

Appointments:

(effective July 1, 1963)
Richard W. Cockfield
Lecturer in Engineering
$7,000 plus $150 moving expenses

Walter Yzerdraat
Technician in Geology
350 per month

Bursar's Office
Two additional appointments
1. Secretary to the Bursar
2. Clerk responsible to Mr. McCown
Promotion of Mrs. Ruth Deakin to Assistant to the Bursar

(effective August 15, 1963)
Matthias Schwarz
Assistant to the Registrar
$7,000

(effective September 1, 1963)
Margaret Parkin, Cataloguer, Library
5,400
Helen Thurston, Cataloguer, Library
6,200

Resignations:

Mrs. Cynthia E. Bled, Cataloguer, Library
Mr. George Fritz, Technician in Physics
Mr. C. I. Lumsdon, Assistant to the Registrar
June 30, 1963
June 30, 1963
September 20, 1963

Adjustment in Salary, 1963-64:

A. Bromke, Political Science - Increased from $8,400 to $8,600.

REPORT OF THE FINANCE COMMITTEE:
The Finance Committee met just prior to the Board meeting, and Mr. Elderkin gave a verbal report:

Report of the Staff Welfare Committee
Total Disability Plan - Quotations had been secured from a number of insurance companies, as follows:
Continental Casualty Company .8439% of payroll
The Travellers Insurance Companies .723% of payroll
Insurance Company of North America .652% of payroll
It was proposed that the cost of the Total Disability Income Benefits Insurance plan be shared equally between the University and the staff; that the plan be implemented as of August 1, 1963; that any member of the University staff from whose salary deductions are made with respect to the pension plan would be eligible to participate in the Total Disability Plan; and that participation should be optional for all present and future eligible members of staff.
The implementation of the plan had been previously approved by the Finance Committee, and there was adequate provision in the 1963-64 budget to cover its cost.

The Finance Committee now recommended that this plan as outlined above be implemented as of August 1, 1963, with Insurance Company of North America.

Collective Decreasing Life Insurance Plan - The Staff Welfare Committee recommended that the maximum insurance coverage be increased from 4 to 5 units, at an estimated cost to the University of less than $1,000 for the fiscal year 1963-64.

The Finance Committee concurred in this recommendation.

Retirement Plan Amendments -

Amendment #1 - Where a member of staff, having attained the age of 45, finds that his projected retirement income (based on a single male - or female - annuity) in any year is less than 60% of his present salary, he may elect to make additional voluntary contributions to the retirement plan, in which case the University will also make additional contributions on the following basis:

<table>
<thead>
<tr>
<th>Individual - 3% of salary</th>
<th>University - 1% of salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
<td>2%</td>
</tr>
<tr>
<td>5%</td>
<td>3%</td>
</tr>
</tbody>
</table>

Such joint additional contributions shall be continued at the option of the individual until such time as his projected pension does equal 60% or more of his then current salary, or until age 65, whichever comes sooner. In calculating the pension due at retirement, consideration shall be given not only to the pension payable under the Carleton University Plan, but also to that payable as a result of any other pension plan.

The Finance Committee recommended that the above amendment be put into effect as of July 1, 1963.

Amendment #2

Proposed Amendments - For all employees who are NOT "permanent"

(a) If new employee has been a member of another retirement plan

(i) if age 30 or over he must become a member of the Carleton University plan on employment, and may transfer his equity in the previous plan to Carleton's plan.

(ii) if over age 25 but under 30, the new employee may elect to become a member of the Carleton University plan on employment and may transfer his equity in the previous plan to Carleton's plan.

The Finance Committee recommended that the above amendment be put into effect as of July 1, 1963.

(b) If employee is not transferring from a previous retirement plan;

(i) if age 30 or over, deductions for the retirement fund are compulsory as of the date of employment. These contributions (together with those of the University) are to be held in trust until the member attains "permanent" status. If the employee leaves the University before attaining "permanent" status, his own contributions will be refunded to him; if not, all the money held in trust will be credited to his pension fund.

(ii) for staff members over age 25 but under 30, the member may elect to have deductions made for the retirement fund on the same basis as (i) above.
The Finance Committee recommended that the above amendment be held for further consideration, possibly in the fall when a more accurate picture of the year's finances becomes available.

Amendment #3 - It was proposed that the basic contributions to the plan by the University and the individual be increased from 7% and 5% respectively to 8% and 6%.

The Finance Committee recommended that the above amendment be held for further consideration.

Free Tuition - From approximately the date of its first instructional work, Carleton adopted a policy of free tuition to members of staff and their immediate family. In 1950 this policy was altered to exclude part-time members of staff, and in 1959 was altered to extend this privilege to children of members of staff who had died in service or retired from Carleton University. The policy seemed to be less useful now than it had been, and it was suggested that, essentially, a bursary fund should be set up for children of staff members employed after that date. The Staff Welfare Committee recommended that the policy of free tuition be amended as follows:
(a) that the policy of free tuition for immediate families of staff members employed before July 1, 1963 be confirmed since in some cases at least this benefit had been held out to the employee as a special inducement on employment;
(b) that the policy of free tuition to future employees of the University be confirmed;
(c) that children of employees joining the University staff after July 1, 1963 be given a bursary equivalent to half tuition fees if one of their parents had been employed by Carleton University for five years or more, and if they maintained a "C" or equivalent or better standing.

The Finance Committee agreed with the recommendations of the Staff Welfare Committee.

After a lengthy discussion, it was moved by Dr. MacRae, seconded by Mr. Lawrence, that (a) and (b) above be approved. Carried.

Other recommendations were:

Crime Policy - That the Blanket Fidelity Position Bond be doubled to $50,000 immediately, and that Mr. Turner be asked to secure quotations on a higher coverage and also to inquire about the situation with regard to outside coverage now that there is a bank on the University premises;

Reappointment of Insurance Committee - That the University's Insurance Committee as presently constituted be reappointed for the year 1963-64;

Second Mortgages - That the following second mortgages be approved:
- Professor R. S. Talma, Department of Philosophy, $3,000 - 5-year mortgage amortized over 10 years, with interest at 7%.
- Professor J. Peter Johnson, Jr., Department of Geography, $1,500 - 5-year mortgage amortized over 5 years, with interest at 7%.
291 First Avenue - That the action of the University in listing this house with Rhodes Real Estate at $18,500 and authorizing repairs amounting to between $600 and $700 be approved;

Parking Fees - That the following revised parking fees be charged:
- Personal lots with heater outlets $30 a year
- Evening students, winter session 5
- Summer students 3
- Motor scooters 2

It was agreed that the recommendations of the Finance Committee other than those dealt with separately be approved.

Capital Budget - A Statement of Plant Funds. Principal estimated for the years 1962-63, 1963-64, and 1964-65 was submitted to the Finance Committee. This showed capital funds deficits at the end of these three years of $818,461, $1,353,773, and $1,544,416 respectively. This revised statement included the extra cost of the Library Extension arising out of the completion of the 4th level of the Library and some work on the 5th level, the new and higher estimate on the Steacie Building, and the tenders on the Central Heating Plant.

The Finance Committee agreed to accept this capital budget because the University is committed to accept a target figure of 6,000 undergraduates by 1970 and must provide facilities for them.

At this point Dr. Dunton reported that if the construction of the Central Heating Plant proceeds, the Steacie Building which is needed for 1964 might be delayed until 1965, and the Physics Building which is needed for 1965 might be delayed until 1966. He asked whether consideration should not be given to the alternative (which was not a good alternative in the long run) of having small heating units in the new buildings temporarily, and thus ensuring that the urgently needed Steacie and Physics Buildings could proceed immediately.

The meeting considered several points - going ahead with the Building Programme and thus incurring larger deficits; temporary buildings; and the request of the Provincial Government committee to spread out capital expenditures, among others.

After some further discussion, it was moved by Mr. Coolican, seconded by Mr. Beament, that the construction of the Central Heating Plant be deferred, and the monies required for that purpose diverted for capital costs in connection with the construction of the Steacie, Physics, and Arts buildings to advance their construction in terms of time. Carried.

**TERMINATION:** The meeting terminated at 3.00 p.m.

F. J. Turner, Secretary. 
His Honour Judge C. C. Gibson, Chairman.