MINUTES
of the
ONE HUNDRED AND SIXTY SECOND MEETING
of the
BOARD OF GOVERNORS

Time: Thursday, 28 January, 1965, at 12:45 p.m.
Place: The Board Room - H.S. Southam Hall

PRESENT:
His Honour Judge C.C. Gibson, Chairman, Mr. V.S. Castledine, Mr. W.M. Connor, Mr. D.M. Coolican, Dr. A.D. Danton, Mr. C.H. Everett, Mr. C.H. Hulse, General H.F.G. Letson, Dr. C.J. Mackenzie, Mr. M.W. Mackenzie, Dr. Grace E. Maynard, Mr. T.R. Montgomery, and Dr. H. Pullen. Also present: Professor G.R. Love, Mr. Jim Strutt, and Mr. F.J. Turner.

MINUTES:
It was agreed that the minutes of the previous (161st) meeting be approved as distributed.

REPORT OF THE BUILDING COMMITTEE:
The Minutes of the 76th meeting of the Building Committee were distributed with the notice of meeting. As the 77th meeting was held just prior to this meeting of the Board, that part of the report was oral. (Copies of the minutes of both the 76th and 77th meetings are attached to the original of these minutes.)

In the absence of the Chairman of the Building Committee, General Letson led the discussion of the report.

It was agreed that the following recommendations be approved:

Tenders - Physics Building:
Building - award of contract to the low bidder, Sirotak Construction Ltd., at their tender price of $2,282,594.
Electrical - direction to Sirotak to award contract to the second low bidder, Bedard-Girard Ltd., which adds $32,663 to the Sirotak contract. (The tender of the low bidder, Univex (Canada) Ltd., was not according to specifications.)
Mechanical - acceptance of John Colford Contracting Co. Ltd., as mechanical sub-contractor as tendered by Sirotak. Colford's tender price of $583,904 is included in the Sirotak bid.
Furniture - award of contract to C.O.S.F. at their tender price of $135,016, which adds $37,274.74 to the Sirotak contract for fixed furniture, the balance to be in a direct contract to the University.
Alternates - that none be used.

Arts II Building - that the floor layout and partition arrangement be approved in principle, but that elevation drawings of the building, a list of exterior and interior finishes, and a revised cost estimate be submitted by Mr. Strutt before approval of the final schematics.

Mr. Strutt presented floor plans, elevation drawings, and a model of the Arts II Building. He said that the materials to be used for the exterior would be as follows: Tower elements for vertical communication reinforced concrete sheathed in brick; building towers - the horizontal opaque elements of Ontario Red Granite, honed, with a mat finish; dividing elements between windows - sheathed in mat finish, chocolate brown in colour; glass - tinted bronze. He said that he hoped to achieve a warm tone to the building through the use of colour. A cost estimate would come later.
It was agreed that Mr. Strutt be complimented on his imagination and use of the topography in his development of this building.

Mackenzie Building - Phase 2 - that the final preliminary drawings of the third block be approved, subject to details of the exterior finish of the cooling tower screening being approved by the Design Control Committee.

Quadrangle Tunnel and Air-Conditioning - Phase 1
Refrigeration Equipment - authority to call tenders on equipment estimated at $90,000 - $100,000
Architects - The engineers had agreed to engage the Architects Collaborative to advise them on the exterior facade.

Steele Building - Lighting Fixtures - expenditure of from $900 to $1,000 to change lighting fixtures in main stairwell.

1965 Residences - Windows - that the window installation be as specified.

Union Planning Sub-Committee - that the membership be as follows: Miss Pam Cameron, Mr. Arthur McNaughton, Mr. Robert Nowasad, and Mr. Stephen Wilson (student representatives); Mr. A.B. Larose, Chairman, Dean R.A. Wendt, Miss Naomi Griffiths, Professor Donald R. Whyte, and Professor G.R. Love - ex officio (University representatives).

It was reported to the Board that the students were taking an active interest in this project, and had requested that one of the student representatives be appointed Vice-Chairman, and that progress be reported to the Students' Council as well as to the Building Advisory Committee.

It was agreed to approve this request.

Southam Hall Addition - that the proposed layout of the additional two floors be approved.
Tunnel Link - that a part of the tunnel link from Southam Hall to the proposed Arts II Building be designed by Mr. Massey and added to the contract documents for the addition to Southam Hall.

Delays - that in future a longer planning period be allowed for each building.

Policy and Procedures for Disposal of Surplus Furniture and Equipment - that the Bursar designate a person to whom information about furniture and equipment could be directed.

Tory Building - Third Level - that the Engineering Services Department be responsible for co-ordinating this work.

Change Orders - as listed in the minutes of the 76th and 77th meetings.

Furniture - Royalmetal Manufacturing Corporation - that because of an expected price increase on 1 February, orders be placed for Royalmetal seminar chairs, arm-tilters, and school desks, on the understanding that there is assurance that these are the best prices presently obtainable.

In addition, the Building Committee submitted information on proposed schedules for the various buildings being planned.
The minutes of the 106th meeting of the Executive Committee were distributed with the notice of meeting as a Report of the Executive Committee. (A copy of this Report is attached to the original of these minutes.)

The Executive Committee approved the following recommendations of the Building Committee:

- Air-Conditioning of Quadrangle Buildings - construction of a 12' pedestrian-service tunnel on the fourth side of the quadrangle to carry cooling lines to the Library, with a 125' length at the Library end widened by 30'.
- Underground Facility - authority to call tenders, including cooling.
- 1967 Residences - Engaging of Dr. Harold C. Riker as consultant.
- Steacie Building - expenditure for equipment and supplies.
- C.J. MacKenzie Building - Phase 2 - expenditure of $1,800 for soil borings.
- Soil Investigations - blanket authority.
- 1965 Residences - named "Russell House" and "Grenville House".
- Piling - expenditure for three extra piles at tender unit prices.
- Multi-Use Hall - appointment of engineers.
- Tory Building - 4th Level - co-ordinating responsibility to Engineering Services.
- Membership - Sub-Committees - Graduate Studies Building and residence, and a Geology Building.
- Football Field Bleachers - expenditure of about $4,700.
- Furniture - Physics Building - four firms invited to tender.
- Travelling Expenses - Multi-Purpose Hall Committee - of Mr. Murray and his representatives to be charged to allocated fee of $10,000, and of University representatives to General Funds of the University.

The Executive Committee also approved the following:

- Salary Increase - for Miss Susan Denyer, Library employee.
- International Union of Operating Engineers and Canadian Union of Public Employees:
  - International Union of Operating Engineers - execution of agreement on behalf of the University for a one-year period (to 30 June, 1965).
  - Canadian Union of Public Employees - execution of agreement on behalf of the University for a 22½-month period (to 30 June, 1966).

The Executive Committee was informed that a recent communication from C.M. Hearn indicated that the interest rate on the mortgage for the 1965 Residences would be 5-3/8%, not 5-1/8% as previously reported.

The minutes of the 84th and 85th meetings of the Investment Committee were circulated with the notice of meeting as a Report of the Investment Committee. (A copy of this report is attached to the original of these minutes.)

It was agreed that this report be approved.

The minutes of the 24th meeting of the Staff Welfare Committee were circulated at the meeting as a Report. (A copy of this Report is attached to the original of these minutes.)

Mr. Turner led the discussion of the Report, and said that the Committee was investigating two matters - the addition of retired employees to the TIAA Major Medical Plan, and a lower deductible in this same plan.

It was agreed that the following recommendations of the Staff Welfare Committee be approved:
Retirement Plan - Transfer - that the accumulation of an employee who had transferred to an employer whose retirement plan did not have locked-in funding be transferred, because of the small amount involved - $381.71.

Retirement Plan - Eligibility

1. Employees rank of Assistant Professor of higher
   (a) If between 25 and 30 - may join immediately on appointment, and must join on attainment of age 30;
   (b) If 30 or over - must join immediately on appointment.

2. Other employees
   (a) If new employee has been a member of another retirement plan
      (i) If age 30 or over, 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, and must join when he reaches age 30 and has completed one year's service.

   (b) If new employee is not transferring from a previous retirement plan fund
      (i) If age 30 or over, deductions for the retirement 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 share of 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, and must join when he reaches age 30 and has completed one year's service.

*This section formerly stated that if not previously a member of an employer-employee retirement plan, if between 25 and 30 - may join one year from date of appointment, and must join when he reaches age 30 and has completed one year's service.
If 30 or over - must join one year from date of appointment.

This amendment is designed to avoid the loss of one year's contribution to the Retirement Plan for young members moving to Carleton who wish to participate in the plan. A further advantage is that at the end of the first year's employment, the individual will not experience a decline in in take-home pay because of his pension contribution.

If this amendment had been in force in 1964, the cost to the University for the year for 2(b)(i) would have been about $4,700, and if all eligible had elected to have deductions made, $4,300 for 2(b)(ii).

Retirement Plan

1. that the following amendment be added to the University's agreement with Canadian Government Annuities in order for it to conform to The Pensions Benefits Act, 1962-63:
Retirement Plan (cont'd)

"The terms of Group Annuity Contract No. G 780 are hereby amended by adding the following subsection to Section 22 of the Contract, to be known henceforth as subsection (3):

(3) Subsection (1) shall not be applicable to premiums that, as determined by the Purchaser, are required to be locked in under provincial legislation regulating private pension plans and such premiums shall be held for the account of the new employee to provide an annuity or other benefit in accordance with the terms of this Contract."

2. that the following Sections be added to the terms of the Retirement Annuity Plan, to be known henceforth as Sections 24 and 25 of the Plan:

24. Funding - The employer shall
   1. currently pay the cost of current service benefits in respect of service on or after 1 January, 1965.
   2. Liquidate,
      (a) such initial unfunded liability as exists at 1 January, 1965, and
      (b) any initial unfunded liability resulting from an amendment, to a pension plan, made on or after 1 January, 1965, and
      (c) any experience deficiency that may occur on or after 1 January, 1965
   in the manner prescribed by the Regulations under The Pension Benefits Act, 1962-63 (Ontario) and any amendments thereto.

25. Information to Members - The employer shall provide each member with a written explanation of the terms of the pension plan and any amendments thereto applicable to him, and an explanation of the rights and duties of the employee with reference to the benefits available to him under the terms of the plan.

BANK OF NOVA SCOTIA Mr. Turner reported that the Bank of Nova Scotia had requested that the HOLD HARMLESS AGREEMENT RE CHEQUE-SIGNING MACHINE: recommended by the Finance Committee some time ago. The significant part of the suggested resolution was that "...the University undertakes to hold the Bank, its successors or assigns harmless from and indemnified against any loss, costs, damages, or expenses arising out of the acceptance or paying of any cheque or order on which the facsimile signature has been affixed without proper authority from the University."

It was agreed that this form of wording be referred to the University's solicitor for his opinion and that Mr. Turner ascertain whether the University is covered for forgery.

RELATIONS WITH THE PROVINCIAL GOVERNMENT: The President reported that at the meeting of the Advisory Committee on University Affairs last December, the basis of Carleton's plea for substantial increased grants was that Carleton is now receiving the lowest per student grant of any University in Ontario, although its numbers are growing, and more advanced work is being done.

In line with the previous decision of the Board, the University's submission to the Province, and the feeling of the University Affairs Committee session he was recruiting new staff on the basis of an expectation of a substantial increase in the grants.
APPOINTMENTS, ETC: On the recommendation of the President, it was agreed that the following be approved:

Effective 23 November, 1964:

Alexander, F.T.
Machine Shop Technician, Science Workshop $375 per month

Effective 1 July, 1965:

Uren, Philip
Associate Professor of Geography $11,000
Hay, Keith A.J.
Assistant Professor of Economics 8,400 plus 300 travel
Hems, John W.
Assistant Professor of Philosophy 8,100 plus 500 travel
Hunter, T. Murray
Assistant Professor of History 8,500
Jackson, Robert J.
Assistant Professor of Political Science 8,000 plus 300 travel
Scanlon, T. Joseph
Assistant Professor of Journalism 9,000
Goldstick, Daniel
Lecturer in Philosophy 7,200 plus 300 travel
Wurtele, Douglas James
Lecturer in English 7,400

Moving Allowance:

Earp, A.J., Registrar $ 400

Leaves of Absence without Pay 1965-66:

English, H.E., Associate Professor of Economics
Kitchen, R.E., Assistant Professor of Political Science

Resignations:

Effective 28 February, 1965

Schwarz, Matthias, Assistant to the Registrar

Effective 30 June, 1965

Najmudar, H., Associate Professor of Engineering
Moir, John S., Associate Professor of History
Cherniak, E.A., Assistant Professor of Chemistry
Grosskurth, Phyllis, Lecturer in English

N.R.C. PUBLICATION OF DR. E.W.R.
STEACIE'S SPEECHES:

On the recommendation of the President, it was agreed that the University contribute $100 toward the publication of Dr. Steacie's speeches by the National Research Council.

STAFF CHANGES:

It was agreed that the following list of staff changes, which was circulated with the notice of meeting, be approved:

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<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Attinello, Mr. Carlo</td>
<td>11 January, 1965</td>
<td>$ 250</td>
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<td>Maintenance, Class 2, Grade 1,</td>
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<td>Buildings &amp; Grounds</td>
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STAFF CHANGES (cont'd)

Employment of

Bonner, Miss Barbara
Stenographer, Plant Supervisor's Office

Glew, Miss Margaret
Junior Order Assistant, Library

Gosselin, Mrs. Gail
Keypunch Operator, Data Processing Centre

Hopkinson, Miss Sharon
Clerical Asst., Library

McKay-Keenan, Mrs. Celia
Faculty Stenographer, Economics

Muller, Miss Ursula
Clerk-Typist, Registrar's Office

Soucy, Mr. Paul E.
Second Class Engineer

Veilma, Mrs. Velda
Junior Clerical Asst., Library

Effective
15 January, 1965
1 December, 1964
4 January, 1965
4 July, 1965
18 January, 1965
16 December, 1964
18 January, 1965
16 December, 1964
16 December, 1964
18 March, 1965
1 December, 1964

Salary
$250
210
245
260
220
290
230
463.33
483.33
185

Increase in Salary for

Chaytor, Mrs. Gail - Stenographer, Plant Supervisor's Office - from $225 to $240 per month, effective 1 January, 1965
Knowlton, Mrs. Edna - Stenographer, Registrar's Office - from $250 to $260 per month, effective 1 January, 1965
Uren, Miss Marguerite - Junior Clerical Assistant, Library - from $185 to $190 per month, effective 1 December, 1964

Leave of Absence

Cawley, Mrs. Inez - Reference Assistant, Library - for about a year, commencing 1 September, 1964.

Resignation of

Busher, Mr. William
Stationary Engineer, Buildings & Grounds

Brock, Mrs. Sandra
Faculty Stenographer, Science Depts.

Crampton, Mr. Alfred J.
Electrician, Buildings & Grounds

Eldridge, Mr. Bruce
Security Guard, Buildings & Grounds

Fedyszyn, Miss Sofia
Faculty Stenographer, Economics

Lee, Mrs. Leona
Keypunch Operator, Data Processing Centre

McMahon, Mr. John Frederick
Electrician, Buildings & Grounds

Soucy, Mr. Paul E.
Second Class Engineer

Veilma, Mrs. Velda
Junior Clerical Assistant, Library

Effective
13 December, 1964
25 February, 1965
15 December, 1964
21 December, 1964
29 December, 1964
29 December, 1964
27 January, 1965
31 December, 1964
15 February, 1965
Mr. Turner reported that the general contractor who was awarded the contracts for the Maintenance Building and 1st Level of the Tory Building had agreed to hire an accounting clerk to handle the details involved in purchasing all materials Provincial Sales Tax exempt for these projects. The University’s solicitor was of the opinion that the contractor could not be forced to do this work on his own expense, and the University had agreed to pay the clerk’s salary of $100 a week, effective 18 December, 1964, such liability to cease as of 1 July. However, the agreement could be terminated at two weeks’ notice, and the contractor had undertaken to review the matter in March as it was likely that the work involved would start to decrease at that time.

It was agreed that this arrangement be approved.

C.O.T.C. LEASE:

It was agreed that authority be given to Mr. Turner to execute Renewal of Lease Agreement for a further year from 1 September, 1964.

CHEMICAL STILL:

It was agreed that authority be given to Mr. Turner to execute an Application for Chemical Still Licence in connection with the still purchased from Central Scientific Co. of Canada Limited, Serial number 79629, and to secure a bond of $1,000 necessary thereto.

STATEMENT OF OPERATING INCOME AND EXPENDITURE:

A Statement of Operating Income and Expenditure for the 6 months ended 31 December, 1964 was circulated at the meeting. This showed an estimated surplus for the year of $16,733.

LIBRARY BOOKS:

On the recommendation of the President, it was agreed to authorize an expenditure of $10,000 additional for Library Books for the year 1964-65.

TERMINATION:

The meeting terminated at 2:30 p.m.

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