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

Time: Thursday, 27 May, 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, Dr. A.D. Dunton, Mr. C.F. Elderkin, Mr. C.F. Elliott, Mr. C.H. Everett, Mr. R.D. Frayne, Dr. J. Lorne Gray, Mr. C.H. Hulse, Mr. A.M. Laidlaw, General H. F.G. Letson, Dr. C.J. Mackenzie, Dr. H. Pullen, Mr. J. Ratz, and Mrs. H. Zimmerman. Also present: Mr. F.J. Turner.

MINUTES:
It was agreed that the minutes of the previous (155th) meeting be approved as distributed.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 81st meeting of the Building Committee were circulated with the notice of meeting, and the Board received an oral report of the 82nd meeting held just prior to the Board meeting, as a Report of the Building Committee. (A copy of this Report is attached to the original of these minutes.)

* Policy re Models of Buildings - that the minute contained in the minutes of the 81st meeting be modified so that section (b) under this heading reads as follows: "that on all future major construction projects a scale model be submitted as early as possible."

Tenders - Residence Tunnel Link - in line with the authority granted by the Executive Committee at its meeting on May 7, approved award of the contract to the low bidder, Richard & B.A. Ryan (1958), Limited, at their tender price of $227,791.

* Tenders - Southam Hall Addition - (a) that the contract be awarded to the low bidder, Thomas Fuller Construction Co. (1958) Ltd., at their tender price of $477,622, and (b) that the electrical work on this project be done by the second-low bidder, Concord Electric.

* C.J. Mackenzie Building - Phase 2 - (a) that the contract be awarded to the low bidder, Sirotek Construction Ltd., at their tender price of $1,787,000; (b) that the alternate for construction of a screen around the present cooling tower on the roof of the existing building be included, at a cost of $3,000; and (c) that the contract for the Laboratory furniture be awarded to Canadian Office & School Furniture at their tender price of $47,299.

It was reported that Mr. McCarthy, Deputy Minister of University Affairs, had visited the University the day before this meeting, and that he had said that the Provincial Government would pay 85% of the cost of this building.

* Quadrangle Tunnel - that the contract be awarded to the low bidder, Thomas Fuller Construction, at their tender price of $328,526.
* Central Heating Plant - Phase 2 - that the recommendation that an addition will be required by January, 1968 be accepted in principle, to be confirmed early in 1966.

** Furniture**
- **Maintenance Building** - expenditure of $5,778.75
- **Stearie Building** - expenditure of $4,182.00 to complete list of furnishings presented to the previous meeting;
- **Chalkboards - Offices** - expenditure of $818.00 approved.
- **Classrooms** - expenditure of approximately $2,500.
- **Theatre Seats** - expenditure for the purchase of 150 seats at about $45 each.

**1965 Residences**
- **Bedrooms** - expenditure of $111,218.25
- **Appliances for housekeeping apartments** - expenditure of $2,642.20
- **Lounges** - expenditure of about $58,000.

**Miscellaneous - all buildings** - about $25,000 charged to Operating Expense for office furniture, new staff.

**Change Orders** - as contained in the minutes of 81st and 82nd meetings.

**Relationship of Architect and Greenhouse Designer on Biology Greenhouse Facility** - that the architects be paid the normal architectural fee on the complete job; that out of this fee they pay Lord & Burnham their normal fee; and that they also pay out of this fee the expenses of Lord & Burnham's representatives to attend four or five meetings in Ottawa.

**Kitchen Consultant, 1967 Residences** - that Mr. Lambert be paid a fee of 6% on the total job, and that out of this amount he pay the necessary fee to the food consultant, Mrs. Fraser of Bernard & Associates, Montreal.

**Physics Building - Capital Equipment** - expenditure of $290,600 approved in principle, up to $240,000 allocated during first year of occupancy; the balance to be purchased for the second year of occupancy, the Physics Department to present greater detail when requesting the balance.

**Arts II Building - Tunnel Revision** - a side-by-side service and pedestrian tunnel arrangement, with daylight introduced at one point through a section of glass about 20' wide and 8' high, at an estimated cost of $500 - $1,000.

**Proposal for Faculty Dining Room - University Commons** - that Mr. C.J. Menendez of Balharry & Company be engaged to consult in the planning of the renovation of the C.O.T.C. Lounge into a faculty dining room.

**Multi-Purpose Hall** - that a sub-soil investigation in the area proposed by the Site-Sub-Committee be carried out.

**Sites** - that the sites proposed by the Site Sub-Committee for the Biology Greenhouses, 1967 Residency Complex, and Ulti-Purpose Hall be approved.

**Policy - Office Standard for Departmental Chairman** - that the standard for furnishing a departmental chairman's office be half-way between the standard for a regular faculty office and the standard for a dean's office.

**Campus Model** - expenditure of $1,200 plus Sales Tax; that a plastic cover be made for it; that the table height be increased; and that the legs be made stronger.

It was agreed that the Report of the Building Committee be approved.
Dr. Dunton reported that Mr. McCarthy, Deputy Minister of University Affairs, had spent some time at the University the day before the meeting, and as well had delivered an address at the Faculty Spring Conference.

Mr. McCarthy said that the Provincial Government
   a. would pay 85% of the approved cost of approved projects;
   b. would pay $1,400 a revenue student bed for University residences provided that the mortgage loan did not exceed 60% of the cost or $7,000 per bed, whichever is lower;
   c. would work out the degree of assistance to be given for unions and gymnasias;
   d. would likely not contribute towards the cost of stadia, football fields, or tennis courts.

The remaining cost of the construction projects, the President reported, would be larger than could be met by the University. Nevertheless there seemed now to be no alternative but to proceed with the programme in the expectation either that additional funds would be forthcoming or that there would have to be a pause in the building programme.

The minutes of the 107th meeting of the Executive Committee were circulated 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 Chairman led the discussion of the Report, and drew attention to the following:

Additional Space - Social Science Building - The Executive Committee approved a proposal to provide an additional 6,000 square feet of floor space on the 9th floor of Tower A. It had been found possible to incorporate the mechanical equipment into the space on the 9th floor of Towers B, C, and D only. The cost of converting this into usable space was estimated at $85,000, considerably less per square foot than the per square foot cost of the overall total.

Residence Tunnel Link - The Executive Committee authorized the Building Committee to award the contract for this project when additional information was available. (The Building Committee's decision is recorded under Report of the Building Committee in these minutes.)

Staff and Dependents' Tuition Fees - As directed by the Board of Governors, the Executive Committee met with representatives of the Carleton University Academic Staff Association to discuss the question of dependents' tuition fees.

The Chairman said that while he had been disappointed in the case presented by the C.U.A.S.A., this privilege was a factor in procuring staff, and in order not to handicap the President in his search for faculty appointees, he was prepared to recommend that the Board reverse its decision of June 20, 1963.

In answer to a question about whether this benefit is taxable, Mr. Elliott replied that in his view it was not.
It was moved by Mr. Elliott, seconded by Mr. Frayne, that the Board reverse its previous decision; that the benefit of free tuition be extended only to faculty members; and that it be retroactive to September 30, 1963, on the basis of the C.U.A.S.A. proposal which involved a three-year waiting period, or tenure, whichever is shorter.

After some discussion, this motion was withdrawn.

It was moved by Dr. Pullen, seconded by Mr. Elliott, that the Board rescind its decision of June 20, 1963; and that the benefit of half-tuition be extended to dependents of all members of staff, provided the student maintains satisfactory academic standing; and that the decision be retroactive to September 30, 1963.

Mr. Frayne moved, seconded by Mr. Elderkin, that the motion be amended to the following: That the Board rescind its decision of June 20, 1963; that the benefit of free tuition be extended to dependents of all members of staff; and that the decision be retroactive to September 30, 1963 on the basis of a three-year waiting period, or tenure, whichever is shorter.

On being put to a vote, the motion as amended carried.

RETIREMENT PLAN - INCREASED CONTRIBUTIONS:

At its meeting on March 25, 1965, the Board approved an increase in the University's contributions to the Retirement Plan from 7% to 8% as of January 1, 1966, provided that the members of staff were prepared to increase their contributions from 5% to 6%.

As the large majority of staff had indicated a willingness to increase their contributions, it was agreed that contributions to the University's Retirement Plan be increased from 5% to 6% for members of the plan, and from 7% to 8% for the University as of January 1, 1966.

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

Appointments

Effective May 15, 1965

Richard D. Lazorka
Research Assistant in Economics

$3,600 for twelve months

Effective June 1, 1965

Mrs. Eileen Cox
Personal Assistant to the President and also Senior Resident (formerly Head of Residence)
- living arrangements in Residence to continue as in former position
- entertainment expenses of $300 during academic year 1965-66

$6,000
Appointments (Continued)

Effective July 1, 1965

Marcel Trudel  
Professor of History and Director of  
the Institute of Canadian Studies  
$15,000 plus $500  
travel

Gordon W. Bigg  
Assistant Professor of Engineering  
7,800 plus $100  
travel

James B. Forrest  
Assistant Professor of Engineering  
8,400 plus $300  
travel

William T. Bedwell  
Lecturer in English  
7,800 plus $100  
travel

Andre Elbaz  
Lecturer in French  
7,000 plus $200  
travel

Jean P. Fletcher  
Lecturer in Biology  
6,000

Robert A.C. Stewart  
Lecturer in Psychology  
7,000

Mary Jane Taylor  
Lecturer in History  
7,200 plus $200  
travel

Gordon W. Swartzon  
Assistant to the Registrar  
8,000

A.M. Beattie  
Provost of Residences for academic year  
1965-66  
(Salary as Professor of English $14,000  
from July 1/65)  
- entertainment allowance of $400

Assisted Leave of Absence 1965-66

John Lloyd  
Assistant Professor of Russian  
2,200

Leave of Absence without Pay, 1965-66

Vaclav Mudroch  
Associate Professor of History

Increase in Salary

Christopher A. Marsden for extra responsibility in  
connection with position as Senior Resident  
300 plus  
250 entertainment expenses
Resignations effective June 30, 1965.

Miss Jean Blue, Chief of Processing, Library.
Mrs. Beatrice Rombough, Cataloguer, Library.

Readjustment of salary

Dr. E.M. Puttaswamaniah, Assistant Professor of Mathematics 8,800
Dr. C.W.L. Garner, Assistant Professor of Mathematics 8,400
Dr. G. Tanyi, Assistant Professor of Mathematics 8,400
Dr. J.E. Graham, Assistant Professor of Mathematics 8,300

Leave of Absence without pay for three-year period starting July 1, 1965.

Dr. D.G. Anglin, Associate Professor of Political Science.

The President reported that Professor Hincks, Chairman of the Physics Department, had been invited to work with the Fermi Institute for Nuclear Physics in Chicago for the three summer months.

It was agreed that Professor Hincks' salary for 1964-65 be paid over the period ending May 31, 1965, and that his salary for 1965-66 be paid over the period September 1, 1965 to June 30, 1966.

The President reported that the C.O.T.C. would move to new quarters in the Steacie Building, and that plans were being made for the conversion of the present C.O.T.C. quarters in the University Commons into a Faculty Dining Room.

It was agreed that the Board approve an application for a club liquor licence.

The President read a letter from Judge Gibson in which he tendered his resignation as Chairman of the Board of Governors and as a member, effective at the pleasure of the Board, but not later than September 30 next, for reasons of health.

It was agreed that the Chancellor and President form a committee, with power to add, to consider the nomination of a new chairman.

On the recommendation of Mr. Turner, the following list of staff changes, which had been circulated with the notice of meeting, was approved:
<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Caron, Mrs. Beryl</td>
<td>April 15, 1965</td>
<td>$ 265</td>
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<td>Secretary to Assistant to the Registrar</td>
<td>July 1, 1965</td>
<td>275</td>
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<td>Condie, Miss Joan Elizabeth</td>
<td>May 17, 1965</td>
<td>240</td>
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<td>Stenographer, Registrar's Office</td>
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<td>Fisher, Mrs. H. Pearl</td>
<td>May 10, 1965</td>
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<td>Faculty Secretary, Political Science</td>
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<td>Foulger, Mrs. Muriel Winifred</td>
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<td>Reserve Books Assistant, Library</td>
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<td>Gillespie, Wayne</td>
<td>April 29, 1965</td>
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<td>Hooper, Mrs. Esme</td>
<td>June 14, 1965</td>
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<td>Junior Circulation Assistant, Library</td>
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<td>Irvine, James F.</td>
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<td>6,000 p.a.</td>
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<td>Jones, Mrs. Mary</td>
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<td>Kemeny, Mrs. Marika E.</td>
<td>May 17, 1965</td>
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<td>Kowcur, Mr. Ginady</td>
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<td>Mundy, Miss Donna Rae</td>
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<td>Pay, Mrs. Jean</td>
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<td>Reynolds, David Ralph</td>
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<td>I.B.M. Operator, Data Processing Centre</td>
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<td>Tempelmans Plat, John</td>
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<td>Supervisor of Athletic Facilities</td>
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<td>Turner, Mrs. Phyllis</td>
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<td>Clerk-Typist, Purchasing Department</td>
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<td>Campaign Office:</td>
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<td>Matheson, Mrs. Lorelei</td>
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<td>Wilson, Heather Dianne</td>
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<td>Clerk-typist</td>
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Resignation of

Browne, Mrs. Mary J.F.
Faculty Secretary, Political Science

Effective
May 12, 1965

Peters, Ronald A.
Mail Clerk

April 28, 1965

Transfer of

Starr, Francis
From Athletics Department
To Maintenance Department

May 15, 1965

C.O.T.C. LEASE:

Mr. Turner reported that it was proposed to move the C.O.T.C. Lounge to an area of 1,450 square feet on the fifth level of the Steacie Building. The area which they presently occupy in the University Commons is about 1,600 square feet. The suggested rental for the new quarters was $4,800 for the year 1965-66 and $5,800 for the following year, with a subsequent year of renewal at their option.

It was agreed that Mr. Turner be given authority to sign this offer to lease on behalf of the University.

C.M.H.C. MORTGAGE:

Mr. Turner reported that the situation had altered since the maximum possible mortgage of 90% of the project cost had been agreed to.

The Provincial Government was now prepared to pay $1,400 per student bed, which amount to $504,000 toward the cost of the 1965 Residences. One condition attached to this aid was that the mortgage be not more than 60% of the project cost. It appeared fairly certain that the Department would accept a project cost of $2,226,729. The provincial grant, together with a 60% mortgage, would reduce the amount which the University must pay by about $100,000.

It was agreed that Mr. Turner be given authority to negotiate with C.M.H.C. to reduce the amount of mortgage from $1,574,000 to $1,336,000, and to sign the mortgage.

LAW SUIT - EASTERN CONSTRUCTION:

Mr. Turner reported that Eastern Construction had started a lawsuit against the University for payment of the holdback on the C.J. Mackenzie Building, and that discussions were continuing.

POSSIBLE CONSTRUCTION STRIKE:

Mr. Turner reported that there was danger of a construction strike on June 7, and that such a strike would be a serious blow to the University.
It was reported that communications had been received from this Council in which they objected to what they termed unfair labour practices on the part of three of the contractors working on University construction projects.

At the same time, following the success of Trent and Brock Universities in raising funds from employees of industrial and commercial plants which were almost entirely unionized, the Development Advisory Committee had approached the Council in an attempt to follow this lead.

At its meeting on March 25, 1965, the Board authorized a study of non-academic staff salaries.

Mr. Turner had first approached the Civil Service Commission to undertake such a study, but had been told that it would be impossible for them to do the study unless the University made an official and special plea for assistance.

Woods-Gordon estimated the cost of a complete job evaluation programme at $25,000 - $30,000 with the cost reduced to one-half if the University undertook the job description part of the work.

Some thought had been given to the appointment of a Personnel Officer and staff, but there was some doubt about the necessity for the immediate establishment of a formal Personnel Department.

Mr. Turner said that a retired trust company executive had been engaged by McMaster University to undertake a similar programme for them, and he thought that it would be worth while investigating the possibility of engaging him to do the study at Carleton.

It was agreed that Mr. Turner confer with Mr. Ratz, who has had considerable experience in this field, and to report back to the Board.

Mr. Elliott gave notice that at the next meeting of the Board he would move that the University announce now the establishment of a policy in about ten years' time of accepting only students who have a knowledge of both French and English as candidates for degrees.

The meeting terminated at 2:50 p.m.

F.J. Turner
Secretary

His Honour Judge C.C. Gibson
Chairman