CARLETON UNIVERSITY

Minutes of the 175th Meeting

of the

BOARD OF GOVERNORS

Time: Thursday, May 19, 1966, at 12:45 p.m.
Place: Faculty Lounge - Paterson Hall

PRESENT:

Mr. D. A. Golden, Chairman, Mr. V. S. Castledine, Mr. John C. Clarke, Dr. A. D. Dunton, Mr. C. H. Everett, Dr. J. Lorne Gray, Mr. A. M. Laidlaw, General H. F. G. Letson, Dr. C. J. Mackenzie, Dr. Grace E. Maynard, Mr. T. R. Montgomery, Mr. F. K. Venables and Mrs. A. H. Zimmerman. Also present: Professor G. R. Love, Mr. F. J. Turner and Mr. J. E. Wherham.

MINUTES:

It was agreed that the minutes of the previous (174th) meeting be approved as distributed.

JOINT COMMITTEE ON THE DUFF-BERDAHL REPORT:

It was reported that this Committee had met twice, and that it would continue to meet at regular intervals.

RESIGNATION OF BOARD MEMBER:

It was reported that Mr. C. H. Hulse had submitted a letter of resignation from the Board because he was out of town a great deal and therefore unable to attend meetings.

This resignation was accepted with deep regret, and it was unanimously resolved that the Board express to Mr. Hulse its great and sincere appreciation for his many years of valuable service to the University, through his contribution as a member of the Board, of the Building Committee, and of the Development Advisory Committee.

REPORT OF THE STAFF WELFARE COMMITTEE:

The minutes of the 27th meeting of the Staff Welfare Committee were circulated at the meeting as a report of the Committee. (A copy of this report is attached to the original of these minutes.)

It was agreed to approve the following recommendations which are marked by an asterisk:

Major Medical Plan:
Change from Dollar Maximum to Semi-Private Rate for Private Room Coverage:
Semi-private rate substituted for dollar maximum as of March 1, 1966, at no extra cost.
Quotation on Plan from Another Carrier:
Tentative rates quoted by The Travelers Insurance Companies on a plan with a lower deductible indicated that a switch from the TIAA plan to another carrier should be investigated.
that Percy R. Hulpey & Son Ltd. be commissioned to provide the University with a report which would contain quotations on a Major Medical Plan from a number of insurance companies, and information if possible on the effects of the Federal Government plan on private plans.
Group Life Insurance Plan:
Quotations obtained on Collective Decreasing Life Insurance coverage based on the same premium per unit as that paid to TIAA indicated that the coverage offered by The Manufacturers Life Insurance Company was higher than that offered by the other four companies, and higher than that offered by TIAA in the age group 25-55 and lower from age 55 on.

* that the University terminate its agreement with TIAA and enter into an agreement with The Manufacturers Life Insurance Company to underwrite the University's Group Life Insurance Plan as soon as possible.

Retirement Plan:
Annuity Quotations - Professor Eggleston:
* Fixed Dollar Annuity - that the amount accumulated to Professor Eggleston's credit in the Fixed Dollar Fund at Retirement date, August 31, 1966, be used to buy a Fixed Dollar Annuity, guaranteed for 5 years, from the company with the best quotation - The Manufacturers Life Insurance Company.

* Variable Annuity - that Mr. Turner be authorized to obtain quotations from Industrial and National Life, the two companies which offer a variable annuity, as early as possible in September, and to conclude the transaction with the company which offers the higher annuity at that time.

Change in Percentage of Additional Contributions:
* that Section 9 (a) of the Retirement Plan be amended, to read as follows: "Employee: Effective January 1, 1966, the monthly contribution required from each member of the plan will be increased from 5% to 6% of his earnings. In addition, the employee may, if he so desires, contribute an additional percentage of his earnings over and above 6%.

Past Service Contributions - Professor Morton:
* that authority be given to accept from Professor Morton the additional contributions allowable for maximum income tax exemption for the years 1958-1965.

Investment of Funds:
* that the Royal Trust Company be authorized to establish a Carleton University Fixed Dollar Accumulation Unit and to invest within the Fixed Dollar Funds according to their best judgement.

* that the Chairman of the Investment Committee be asked to consider whether the Investment Committee could play a useful role in examining the policies and procedures of the Royal Trust Company with respect to the investment of Retirement Plan contributions and to report back to the Board.

Return of Retirement Contributions by Bambeck:
* that the amount returned to the Royal Trust Company by Professor Bambeck be transferred to the University.
REPORT OF THE DEVELOPMENT ADVISORY COMMITTEE: Mr. Venables reported that as of May 18, 1966, Campaign contributions and pledges totalled $1,860,000. He was confident that this total would increase to $2,000,000 before the end of the calendar year, and that the total would exceed the objective of $3,000,000 over the four-year period of the Campaign by up to $225,000.

The first phase of the Campaign was essentially concluded, and a dinner would be held at the end of June. The purpose of this dinner was to try and retain the active interest and support of the campaigners, to report to the campaigners and to the public at large what has been accomplished, and to indicate that the Campaign would be actively pursued again in the fall.

The work of canvassing large companies and national corporations was continuing.

REPORT OF THE BUILDING COMMITTEE: The minutes of the 92nd meeting of the Building Committee were circulated at the meeting as a Report of the Committee. (A copy of this Report is attached to the original of these minutes.)

Dr. Gray led the discussion of the Report, and the Board approved those items which are marked by an asterisk:

* Central Heating Plant - Phase II - that planning proceed on the addition to the Central Heating Plant immediately.

Appointment of Architects and Consulting Engineers -
Union Building - Mr. R. G. Robbie of Robbie, Vaughan & Williams, Architects and Town Planners.
Administration Building
Mechanical and Electrical: Brais, Frigon & Hanley
Structural Engineering: John Adjeleian & Associates
Landscaping in immediate vicinity of the building: Murray & Murray
Quantity Surveying: Helyar, Vermeulen, Rae & Mauchan
Acoustics: Dr. T. D. Northwood, N.R.C.
Special Consultants: To be negotiated as required.

* Pre-design Study - that Mr. Murray be asked whether he could do a reasonably effective study for $3,500 of the four-acre site on which this building would be constructed with a view to integrating the buildings in the whole area.

Geology Building - It was reported that Mr. Schoeler had requested that he be paid a 7% architectural fee which is in line with the minimum fee set by the Ontario Architects' Association for designing a scientific building. Mr. Schoeler also suggested that the University assume half the cost of the Quantity Surveyor.

After some discussion about the necessity of paying an architectural fee of more than 6%, it was agreed that Schoeler be paid a 7% fee to do the preliminary design on the Geology Building, and that Mr. Whynham negotiate with Schoeler for him to absorb the expense of the Quantity Surveyor.
that the following be appointed as recommended by Mr. Schoeler, subject to the satisfactory negotiation of his architectural fee:

Structural: Robert Halsall & Assoc. Ltd.
Mechanical: Goodkey, Weedmark & Assoc. Ltd.
Electrical: Mr. John Lunde
Landscaping: D. W. Graham & Assoc. Ltd.
Laboratory Fittings: Julien Hebert, Industrial Designer
Acoustics: Dr. T. D. Northwood, N.R.C.
Quantity Surveyor: Helyar, Vermeulen, Rae & Mauchan

Central Heating Plant - Phase II - appointment of Goodkey, Weedmark and Associates Ltd. as prime consultant.

Loeb Building - Credits:
* Substitution for Granite - a precast concrete material manufactured by Schockbeton substituted for Granite at a saving of $126,000.
* Substitution of exposed suspension ceiling for non-exposed drop ceiling - a saving of about $15,000.

C. J. Mackenzie Building - Block "C" - expenditure of $750.36 for washroom accessories, ash urns, etc.

Furniture:
* Library 5th Level - that furnishings be purchased from the low bidder in each case as follows:
   Rug - Robert Simpson Company Limited $29,452.50
   Furniture - Canadian Office & School Furniture 33,663.90
   Shelving - Steel Equipment Company Ltd. 40,882.00
   Miscellaneous furniture and equipment 8,000.00
* Tory Building - 3rd, 4th and 6th Levels - expenditure of 8,827.45
* Engineering Services - expenditure of 4,019.70

Bookstore Extension - that the contract be awarded to the low bidder, Banff Construction Ltd., at a price of $2,475.

Addition to Parking Lot #3 - The Parking Committee had examined future parking requirements at some length and recommended an addition to Parking Lot #3 to provide an additional 290 spaces at an estimated cost of $42,000 and an increase in the parking fee of 10% each year over the next four years.

After a lengthy discussion, it was agreed not to approve this recommendation because of the Provincial Government's request that the University postpone as much as possible of its building programme over the next year.

Biology - Controlled Environment Facility - that the preliminary submission be made to the Department of University Affairs; that if approval is obtained, the architect be authorized to proceed toward the completion of working drawings; and that the matter be referred back to the Building Committee if this approval is not obtained.
REPORT OF THE BUILDING COMMITTEE (Continued):

* Elevator Service in the Tory Building – expenditure of $10,000 to increase the speed and efficiency of service.
* Emergency Power Allotment – Department of Biology – expenditure of $13,130.70 for electrical adjustments, etc. to increase the quota.
* Closed-Circuit Television – Department of Biology – expenditure of about $25,000 plus the cost of minor alterations to Room 235 in the Tory Building.
* Signs System – that the contract be awarded to the low bidder at a price of $17,171.
* Change Orders – as listed in the minutes of the 92nd meeting of the Building Committee.

RELATIONS WITH THE PROVINCIAL GOVERNMENT:

The President reported that a number of members of the Advisory Committee on University Affairs and of the Department of Education had visited the University. They had been taken on a tour of the campus and apparently liked what they saw.

He had been informed that the Ontario Legislature’s Committee on University Affairs would be visiting the University in the near future.

He also reported that the new Student Aid plan established by the Provincial Government would change the University’s position with respect to using current funds for Student Aid. The procedure to be followed was rigid and complicated and would not be welcomed by either the University or the students.

The Committee of Presidents of Provincially-assisted Universities, together with the Provincial organization of the Canadian Association of University Teachers, urged that the Advisory Committee on University Affairs be strengthened by the appointment of more people from or familiar with universities.

PETITION FROM OTTAWA CHURCHES:

The President reported that letters had been received from four Ottawa denominational groups pointing out that in many cases it was useful to know a student’s religious affiliation, and requesting that the University ask students to voluntarily declare their religious affiliation.

It was agreed that the Senate and the students be given the opportunity to express their views.

APPOINTMENTS, RESIGNATIONS, ETC.:

On the recommendation of the President, it was agreed that the following be approved:

ACADEMIC APPOINTMENTS

Effective July 1, 1966

G. S. Bhalla, Visiting Associate Professor of Economics $11,000 plus 1,200 travel
ACADEMIC APPOINTMENTS
Effective July 1, 1966 (Cont'd)

David J. Brown, Assistant Professor of Physics $ 9,600
plus 500 travel

W. M. Fraser, Special Lecturer in French $ 7,400

W. A. Mullins, Assistant Professor of Political
Science plus 500 travel

Anna M. Rosenberg, Special Lecturer in German $ 6,500
Emilie Stichling, Special Lecturer in Russian $ 6,500

ADMINISTRATIVE APPOINTMENTS
Effective July 1, 1966

H. E. English, Director of the School of Commerce $ 8,000

R. A. MacKay, Associate Director of the School
of International Affairs

Effective September 1, 1966

Norman D. Penn, Director of Counselling and
Health Services $15,000
plus 300 travel

LIBRARY APPOINTMENTS
Effective July 1, 1966

Ann de Lotbiniere-Harwood, Junior Reference
Librarian $ 6,600

MOVING ALLOWANCE

G. Peter Browne, Assistant Professor of History $ 150

RESIGNATIONS
Effective April 25, 1966

Mary Cooper, Junior Reference Librarian

Effective May 31, 1966

Wendy Chang, Computer Operator, Faculty of Engineering

Effective June 30, 1966

K. A. Frenzel, Assistant Professor of Economics
G. F. Schaefer, Assistant Professor of Political Science

LEAVE OF ABSENCE - SECOND TERM ONLY

B. W. Jones, Associate Professor of English

ADJUSTMENTS IN SALARIES

J. Goheen, Assistant Professor of German $ 8,300
J. Steele, Assistant Professor of English 10,000
M. Tait, Assistant Professor of English 10,000
A. L. Peter, Machine Shop Technician, Science
Workshop 5,880
CHANGE OF STATUS - TO PROFESSOR EMERITUS

W. Eggleston, Professor of Journalism
S. G. Tackaberry, Assistant Professor of Engineering

PROMOTION

Effective July 1, 1966

V. Wilmeth, Senior Reference Librarian

EXEMPTION FROM RETIREMENT PLAN:

It was agreed that G. S. Bhalla, Visiting Associate Professor of Economics, be exempted from the University's Retirement Plan for the year beginning July 1, 1966, provided that he maintains his membership in the Provident Fund and that the University pay into the Provident Fund the amount which would normally be borne by the University of Rajasthan, up to a maximum of 8% of his salary.

STAFF CHANGES:

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 Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Jessie Adams, Clerk, Business Office</td>
<td>May 9, 1966</td>
<td>$250</td>
</tr>
<tr>
<td>Miss Marilyn Carson, Processor, Library</td>
<td>September 1, 1966</td>
<td>260</td>
</tr>
<tr>
<td>Mrs. Kathleen Denison, Secretary to Administrative Officer, Residences</td>
<td>May 1, 1966</td>
<td>200</td>
</tr>
<tr>
<td>Mrs. Marian Donaldson, Periodicals Typist, Library</td>
<td>April 1, 1966</td>
<td>285</td>
</tr>
<tr>
<td>Mr. Lawrence A. Fuch, Stationary Engineer (2nd Class), Buildings and Grounds</td>
<td>April 1, 1966</td>
<td>210</td>
</tr>
<tr>
<td>Miss Monica Langlois, Processor, Library</td>
<td>May 1, 1966</td>
<td>516</td>
</tr>
<tr>
<td>Miss Carolyn Monsour, Secretary to Director of Athletics</td>
<td>April 12, 1966</td>
<td>200</td>
</tr>
<tr>
<td>Mr. Gregory Szymanski, Buildings and Grounds</td>
<td>April 18, 1966</td>
<td>320</td>
</tr>
<tr>
<td>Mr. James Thomas, Clerk, Mailing Services</td>
<td>April 4, 1966</td>
<td>250</td>
</tr>
<tr>
<td>Mrs. H. Roberta Elworthy, from Secretary, Athletics to Secretary to the Controller</td>
<td>March 28, 1966</td>
<td>195</td>
</tr>
<tr>
<td>Mrs. Agnes M. Fox, from Secretary to the Controller to Secretary to the Bursar</td>
<td>May 1, 1966</td>
<td>325</td>
</tr>
</tbody>
</table>

Transfer of:

Mrs. H. Roberta Elworthy, from Secretary, Athletics to Secretary to the Controller May 1, 1966 325

Mrs. Agnes M. Fox, from Secretary to the Controller to Secretary to the Bursar May 1, 1966 350
STAFF CHANGES (Continued):

Salary Increase for

Mrs. Christine Adams, Junior Processor, Library,
from $200 per month to $220 per month

Mrs. Marjorie Clark, Secretary to Registrar,
from $325 per month to $365 per month

Effective
April 12, 1966
April 1, 1966

Resignation of

Miss Penny Davies, Stenographer, Economics
Miss Nancy Hazen, Junior Order Assistant, Library
Miss Angela Moore, File Clerk, Registrar's Office
Mr. Edgar Mulligan, Buildings and Grounds
Mrs. Elizabeth A. Pearson, Secretary to the Bursar
Mrs. Jean Schultz, Secretary to Administrative Officer, Residences
Mrs. Claudia J. Spencer, Junior Order Assistant, Library

April 30, 1966
May 6, 1966
May 31, 1966
April 15, 1966
April 30, 1966
April 8, 1966
May 6, 1966

Leave Without Pay

Mrs. April Andrews, Faculty Secretary, Psychology
Miss Shirley Sherwood, Assistant Buyer, Purchasing
Mrs. Hilda Walker, Recorder, Registrar's Office

2 days in March
1 day in March
9 days in March

Budget Revisions - 1966-67

Miss Jeanette Faguy, Registrar's Office $225.00
Mrs. Grace Kaye, Registrar's Office 250.00
Mrs. Hilda Lief, Registrar's Office 280.00
Mrs. Iris Ward, Registrar's Office 320.00
Miss Sandra Rumbles, Bursar's Office 280.00

SAALARIES STUDY - NON-ACADEMIC STAFF:

The Board had authorized a study of non-academic staff salaries at its meeting on March 25, 1965. Since then three proposals had been considered.

On the recommendation of Mr. Turner, it was agreed that the firm of Edward N. Hay and Associates of Canada Limited, and in particular K. D. Childerhouse, Principal, be engaged to carry out this study at a fee of $5,000 plus expenses. The University staff would have to do most of the work, and provision for this had been made in the 1966-67 budget.
FOOD SERVICES CONTRACT
- CAFETERIA:

Mr. Turner reported that there have been a growing number of objections and complaints from students and staff of the University about the services of Versafood, the firm which has had the food services contract for the past four years.

A proposal from Saga, an American firm which is in the process of establishing a Canadian subsidiary, had been examined in detail.

It was agreed that the University terminate its contract with Versafood and enter into a one-year contract with Saga to manage the food services of the University.

REQUESTS:

The University had been informed that it would receive the following requests:

Abraham Shaffer - $5,000 for the establishment of an award to be known as the "Abraham and Mary Shaffer Bursary" to be awarded annually in a minimum amount of $3,000 for a period of ten years to a deserving and needy student who in the discretion of the Trustees of the Board merits such award annually.

Malcolm McNicol - $1,000 unrestricted.

Donald W. Buchanan - $10,000 for the uses and purposes of the said University as its Board of Governors shall deem best. The University would also receive one-fifth of the residue of the estate after payment of certain bequests if the brother of the deceased dies without leaving issue.

In accordance with the decision of the 90th meeting of the Executive Committee, the last two bequests will be referred to the Executive Committee for recommendation as to disposition and use.

BOARD MEETING DATES:

It was agreed that the next meeting of the Board be held on June 23. It was also agreed that members of the Board be polled by mail to determine the most convenient regular date for meetings during the year 1966-67. It was also suggested that the members be polled as to whether a luncheon meeting is the most convenient for the majority.

DATE OF ANNUAL MEETING:

It was agreed that the date of the Annual Meeting be considered by the Board at its June meeting.

CREATION OF DEBENTURES:

Mr. Turner reported that a cheque for $375,000 had been received from the Department of University Affairs representing an advance payment on capital construction projects approved for financial assistance by the Minister of University Affairs, and that a debenture in the above amount, dated May 15, 1966, would be forwarded in accordance with the open resolution of the 174th meeting of the Board authorizing the creation of debentures (not to exceed $3,760,000) covering the six-month period ending September 30, 1966. The amount of the annual instalment of principal and interest to repay the amount over thirty years at 5½% is $25,802.02.
STATEMENT OF OPERATING INCOME AND EXPENDITURE: A Statement of Operating Income and Expenditure for the 10 months ended April 30, 1966 was circulated at the meeting. This showed estimated income and expenditure for the fiscal year 1965-66 at $5,569,042 and $5,744,567 respectively and an estimated deficit for the year of $175,525.

CARLETON UNIVERSITY ACADEMIC STAFF ASSOCIATION: The President reported that the C.U.A.S.A. had requested that there be revocable check-off of Staff Association fees.

It was agreed that this request be referred to the Committee on the Duff-Berdahl Report.

TERMINATION: The meeting terminated at 3:05 p.m.

F. J. Turner, Secretary
D. A. Golden, Chairman