CARLETON UNIVERSITY
Minutes of the 176th Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, June 23, 1966, at 12:45 p.m.
Place: The Faculty Lounge, Paterson Hall.

PRESENT:
Mr. D. A. Golden, Chairman, Mr. G. E. Beament, Mr. V. S. Castledine, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. F. Elliott, Mr. C. H. Everett, Dr. C. J. Mackenzie, Dr. Grace E. Maynard, Mr. T. R. Montgomery, Dr. H. Pullen, Mr. L. Rasminsky and Mr. F. K. Vensables. Also present: Mr. F. J. Turner.

MINUTES:
It was agreed that the minutes of the previous (175th) meeting be approved as distributed.

PETITION FROM OTTAWA CHURCHES:
The request from four Ottawa denominational groups that the University ask students to voluntarily declare their religious affiliation had been referred to the Senate and the Students' Council. The Senate Executive Committee and students had suggested that this be made possible but under arrangements making clear it was not part of regular registration procedure, and were opposed to retention of this information in University files.

It was therefore suggested that the churches requesting this information be informed that the University could provide an opportunity for students, if they wished, to give this information which would be passed on through a denominational representative.

CARLETON UNIVERSITY ACADEMIC STAFF ASSOCIATION:
At the previous meeting, the request of the CUASA for revocable check-off of Staff Association fees was referred to the Committee on the Duff-Berdahl report. It was reported that this Committee had not yet considered the request.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 93rd 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. Maynard led the discussion of the report and the Board approved the following items which are marked by an asterisk:

* Loeb Building - Deletion of Painting of Brick - painting of interior brick finish deleted from contract at an estimated saving of $8,000.
REPORT OF THE BUILDING COMMITTEE (Continued):

* Bank of Nova Scotia - that Room 233 in Paterson Hall be converted into space for the Bank.
* Lounge Area - that Room 215 in Paterson Hall be converted into a Students' Lounge.
* Furniture - that furniture be of similar quality to that in the foyers of the Tory Building and Paterson Hall.
* Cafeteria Alterations - the area in the University Commons presently occupied by the Bank would be used to provide additional seating for the Snack Bar.
* Furniture - that tables and chairs similar to those in the Snack Bar be purchased.

Residence Area

* Service Road - installation of a service road to Renfrew House at a cost of about $1,250.
* Landscaping - expenditures of $1,440.75 and $883.50 for trees to be planted outside residence apartments.
* Expenditure of an estimated $4,000 for topsoil and sod.
* Installation of curbing and possibly a gate or other control device.

* Athletic Department Requests - that work proceed on the practice field, and that additional seating capacity be provided if funds can be made available.

C. J. MacKenzie Building - Phase III - deferred consideration of a recommendation to engage architects until Engineering enrolment is known in September.

** Update of Heating and Cooling Report - that Goodkey, Weedmark and Associates be engaged to update this Report at a cost of up to $3,000.

* Change Orders

  Physics Building - Change of doors $ 5,183.35
  Central Control System - Accumulation of changes $ 7,266.70
  Signs Contract - approval had previously been given to award the contract to Neon Products of Canada Limited, at their tender price of $17,171.
  *that the contract be split as follows:
    Interior Signs - Claude Neon Advertising Ltd. $ 3,088
    Exterior Signs - Neon Products of Canada Ltd. $12,806
    $15,894

* Study of Electrical Power Requirements - that Mr. John Lunde be engaged to look into the various possibilities of satisfying the University's power requirements at a cost of $1,000, to be deducted from his fee if he is commissioned to do further design work.

Controlled Environment Facility - it was reported that approval in principle of an 85% grant had been received for the totals submitted, but it had been pointed out that if the tender call resulted in a larger sum than estimated it would be difficult, if not impossible, for the Department of University Affairs to increase its commitment.

H. S. Southam Hall - it was reported that Mr. Hart Massey had received an award from the Ontario Association of Architects, Ottawa Chapter, for his design of Southam Hall.

Union Building Architects - decision deferred on the recommendation of the architects to engage Smith Somerville Company Limited as Critical Path consultant to program and monitor the Critical Path for the entire job at a cost of 0.5%.
A firm indication of size and per square foot building cost would be given to the architects before they were engaged.

It was agreed that the Report of the Building Committee be approved.
REPORT OF THE
INVESTMENT COMMITTEE:
The minutes of the 93rd meeting of the Investment Committee were circulated in advance of the meeting as a report of the Investment Committee. (A copy of this report is attached to the original of these minutes.) Mr. Castledine led the discussion of the report and drew attention to the item on the investment of Retirement Plan funds.

At its previous meeting, the Board asked the Chairman of the Investment Committee 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. The Investment Committee now recommended that the Trust Company be given the broadest power and discretion in the operation of these funds, subject to the restrictions imposed on them by law, and to the split of investments between Equities and Fixed Dollar Funds as determined by the individual members of the plan.

In the discussion which followed about pension plans it was reported that Dean N. Ingraham of the University of Wisconsin was preparing a report on University Retirement Plans which would be presented to a fall meeting of the AUCC.

Mr. Castledine reported that the Investment Committee would look annually at the Royal Trust Company's stewardship report.

It was agreed that the Report of the Investment Committee be approved.

REPORT OF THE
DEVELOPMENT ADVISORY COMMITTEE:
Mr. Venables reported that contributions to date totalled $1,892,000, some $32,000 more than the amount reported to the previous Board meeting. The dinner for campaigners referred to at that meeting would be held in the last week of June. The canvassing of large companies and national corporations was continuing and there were several promising prospects.

BOARD MEETING DATES:
A survey to determine the most convenient regular date for meetings during the year 1966-67 indicated that the most favourable days were the second Thursday and the second Wednesday of the month.

It was agreed that the schedule of Board meeting dates for 1966-67 be alternated between these days as follows:

September 22, October 12, November 10 and December 14, 1966;
January 12, February 8, March 9, April 12, May 11,
and June 14, 1967.

It was agreed that this schedule be circulated to members of the Board as soon as possible.
ANNUAL MEETING:

It was agreed that the date of the Annual Meeting in 1966 be September 29.

At the last Annual Meeting Mr. Everett had been appointed Chairman of the Associates, and he reported that his Committee was recruiting as Associates distinguished persons who could provide certain services to the University.

He thought that if the Associates held a dinner on the evening of Convocation Day in May, these people from across the country might be induced to come to Ottawa. A report would be submitted to the Board as soon as arrangements were completed.

ALUMNI REPRESENTATION ON THE BOARD:

It was reported that the Alumni Association had nominated Mr. Charles L. Jeffrey as Alumni Representative on the Board to replace Mr. Robert D. Frayne, whose term expires this fall.

It was agreed that this nomination be referred to the Nominating Committee of the Board which is made up of the Executive Committee, Dr. Maynard and Mrs. Zimmerman.

RELATIONS WITH PROVINCIAL GOVERNMENT:

The President reported that he had attended several meetings in Toronto in the past week with the Committee of Presidents of Provincially-assisted universities - one to consider Graduate Studies programs and their financing in general, and one, a joint meeting with the Ontario Region of the University Faculty Associations, where great concern had been expressed at the new Student Aid Program. The students had been represented and a joint statement had been submitted to Queen's park.

He said that a full-time Chairman of the University Affairs Committee would be appointed.

The Research Committee of Ontario Presidents had submitted its report on developments over the last four years pointing out the need for greater planning and knowledge in the years ahead. The Committee of Presidents recommended that a Commission be appointed to study education generally. A sub-committee of the Research Committee was working with a sub-committee of the University Affairs Committee to establish a formula for distributing operating grants.

APPOINTMENTS, RESIGNATIONS, ETC.:

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

ACADEMIC APPOINTMENTS

Effective July 1, 1966

E. Bryan Fletcher, Assistant Professor of Engineering $8,700 p.a. plus 300 travel
Mary-Louise Funke, Assistant Professor of Art $8,300 p.a. plus 100 travel
Peter Janzen, Assistant Professor of Engineering $8,500 p.a. plus 350 travel
APPOINTMENTS, RESIGNATIONS, ETC.
(Continued):

Effective July 1, 1966 (Cont'd.)

Caswell L. Johnson, Assistant Professor of Economics $9,500 p.a. plus 200 travel
E. Piett, Assistant Professor of Engineering $8,300 p.a. plus 250 travel
Satya Pal Singhal, Post-doctoral Fellow, Department of Chemistry $500 month

Effective July 1, 1967

Kanta Marwah, Associate Professor of Economics $12,000 p.a. plus 300 travel

ADMINISTRATIVE APPOINTMENTS

Effective July 1, 1966

John D. Buck, Director of Computing and Data Processing Centre $14,000 p.a. plus 300 travel
Sandra Bowes, Assistant Director of Athletics (Women) $6,500 p.a.
R. A. Brown, Administrative Assistant to the Dean of Students $5,500 p.a.
K. I. McCusig, Assistant Director of Athletics (Program) $6,800 p.a.

Effective September 5, 1966 for 1966-67 academic term

Jean M. Davey, M.D., Physician $5,000

TECHNICAL APPOINTMENTS

Effective July 1, 1966

C. V. Polk, Technician-Storekeeper, Department of Biology $6,300 p.a.
O. B. Scott, Technician, Department of Biology $5,200 p.a.
C. Trim, Intermediate Technician, Faculty of Engineering $4,800 p.a.

MOVING ALLOWANCE

T. H. Coulson, Associate Professor of English $1,000

RESEARCH APPOINTMENT

Effective June 1, 1966

Victor Chapman, Research Assistant, Department of Sociology $4,800 p.a.

TERM APPOINTMENT COMPLETED June 30, 1966

Anthony A. Barrett, Lecturer, Department of Classics
APPOINTMENTS,  
RESIGNATIONS, ETC.  
(Continued):  

CHANGE OF STATUS effective July 1, 1966

Gordon C. Merrill,  
from Chairman, Department of Geography  
to Associate Dean, Division II, Faculty of Arts.  
Salary increase from $14,400 to $15,400 p.a.

Ralph E. Mousaw,  
from Administrative Assistant to Director of Athletics  
to Assistant Director of Athletics (Administration).

SENATE APPOINTMENTS to June 30, 1969

Marjorie N. Donald, Associate Professor of Psychology  
Charles P. Fleischauer, Associate Professor of French  
Richard L. Jackson, Assistant Professor of Spanish  
Peter J. King, Assistant Professor of History

SPECIAL SENATE APPOINTMENTS to June 30, 1969

Wilfrid Eggleston, Professor Emeritus  
Norman D. Pem, Director of Counselling and Health Services

APPOINTMENT NOT TAKEN UP

John S. Tener, Associate Professor of Biology

ADJUSTMENT IN SALARY

John Rushby, Technician, Department of Physics $ 5,603 p.a.

STUDY LEAVE:

On the recommendation of the President, it was agreed that the University's contribution to the Retirement Plan for members of staff on Study Leave be 8% of full salary rather than 8% of the salary actually paid, with the staff member having the option of contributing 8% on either amount.

LOEB BUILDING -  
CORNERSTONE:

The President suggested that there be a cornerstone-laying ceremony, and it was agreed that the necessary arrangements be made.

STAFF CHANGES:

It was agreed that the following list of staff changes which had been circulated with the Notice of Meeting be approved:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
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<tbody>
<tr>
<td>Miss Jill Armstrong,</td>
<td>May 16, 1966</td>
<td>$ 275</td>
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<tr>
<td>Searcher, Library</td>
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<tr>
<td>Miss Sheila Barker,</td>
<td>May 16, 1966</td>
<td>200</td>
</tr>
<tr>
<td>Clerk-Typist, Library</td>
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<td></td>
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STAFF CHANGES (Cont'd.):

Employment of

Miss Susan Berry,
Research Assistant, Sociology
May 24, 1966  $ 400

Mr. Donald Deighton,
Payroll Clerk, Business Office
June 1, 1966  285

Miss Diane Duffell,
Searcher, Library
June 1, 1966  235

Mr. Wayne Fitzpatrick,
Clerk, Mailing Services
June 6, 1966  195

Miss Gayll Gibson,
Circulation Assistant, Library
May 24, 1966  230

Mr. Robert Groves,
Research Assistant, Sociology
May 9, 1966  416.66

Mrs. Dorothy Hannan,
Kepunch Operator, Data Processing
June 1, 1966  285

Miss Edith E. Hanson, Assistant
Machine Operator, Library
March 8, 1966  200

Mr. Jules Mailhot,
Searcher, Library
May 9, 1966  300

Mr. Orazio Manfredi,
Maintenance
June 1, 1966  250

Mrs. Yvonne Mansfield,
Secretary to the Registrar
May 30, 1966  400

Miss Margaret Palmer, Circulation
Assistant, Library
June 1, 1966  235

Mrs. Sophia Saits, Research
Assistant, Sociology
May 9, 1966  375

Transfer of

Mrs. June Hacker,
from Records Clerk, Development
to Computer Facility Assistant, Engineering
May 24, 1966  325

Mrs. Lorelei Matheson,
from Clerk-Typist, Development
to Records Clerk, Development
May 23, 1966  290

Miss Isabel Morrison,
from Cashier, Business Office
to Cashier, Bookstore
July 1, 1966  260

Mrs. Phyllis Turner,
from Clerk-Typist, Development
to Clerk-Typist, Registrar's Office
May 16, 1966  260

Resignation of Effective

Miss Margaret Armstrong, Library Technician May 6, 1966

Mr. Frank Boszormenyi, Maintenance May 18, 1966

Mr. Michael Kilmartin, Multilith Operator, Reproduction Services June 10, 1966

Mr. Joseph Kuglics, Maintenance May 24, 1966

Mrs. Margaret MacDonald, Staff Associate, Registrar's Office May 31, 1966

Mr. Paul Markwick, Assistant, Athletics May 31, 1966
STAFF CHANGES
(Continued):

Resignation of

Mr. Lionel Phipps, Plant Supervisor
Mrs. Elsie Pachard, Faculty Secretary
Political Science
Mrs. Joan Rothwell, Faculty Secretary,
History
Mrs. Marie-Henriette Trudel, Circulation
Assistant, Library
Mrs. Iris Ward, Stenographer,
Registrar’s Office

Effective

June 30, 1966
May 11, 1966
June 10, 1966
May 20, 1966
May 31, 1966

Leave Without Pay

Mrs. Anne Woodbridge, Research
Assistant, Sociology

May 7 to June 20, 1966

Reduction in salary to $160 per month from May 16, 1966 for
Mrs. Reta Brown, Executive Secretary to Students’ Council,
who will undertake a shorter work week during the summer months.

It was also agreed that the following two transfers be approved:

Effective July 1, 1966

Mrs. Laurie Cox,
from Secretary to Assistant to the Bursar
to Staff Welfare Plans Clerk
with salary increased from $340 to $375 per month.

Mrs. Margaret Alder,
from Secretary, Faculty of Science
to Bursar’s Office, to work on Job Evaluation Programme
with salary increased from $325 to $340 per month.

COMPUTER CONTRACT:

Tenders had been called on the installation of a computing
facility, and it was agreed that the tender submitted by
Canadian General Electric Company for a GE 415 Digital Computer
System be accepted at a monthly cost of $7,980. The minimum
period of the lease was for 18 months beginning April 1, 1967.

COMPOSITE CRIME BOND:

Mr. Turner requested authority to execute a cancellation of
Composite Crime Bond Number 36-060318-London Guarantee and
Accident Company Limited on behalf of the University. A new
application for almost identical coverage had been signed to
take effect at the same time as the cancellation.

It was agreed that this cancellation be executed on behalf of
the University.

REQUEST -

ANNIE B. EAMER:

It was reported that the University had been informed that it
would be the recipient of an unrestricted gift of $10,000 from
the estate of the late Annie B. Eamer.

In line with the decision of the 99th meeting of the Executive
Committee, this request would be referred to the Executive
Committee for recommendation as to its disposition and use.
The Board had been informed at a previous meeting that the University would be the recipient of a gift from the estate of the late Jemima Grace Dobbie, to be used for scholarships. It was reported that 1,420 shares of Nova Scotia Light and Power had been received and turned over to the Trust Company to be added to the endowment fund as of April 27, 1966.

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 June 23, 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 30 years at 5 1/2% is $25,802.02.

Copies of a statement of operating income and expenditure for the 11 months ended May 31, 1966, were circulated at the meeting. This statement showed estimated Income and Expenditure for the fiscal year 1965-66 at $5,565,937 and $5,783,922 respectively, and an estimated deficit for the year of $218,525.

The meeting terminated at 2:35 p.m.

F. J. Turner
Secretary

D. A. Golden
Chairman