CARLETON UNIVERSITY

Minutes of the 180th Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, December 15, 1966, at 12:45 p.m.
Place: The Board Room - H. S. Southam 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, Mr. A. B. R. Lawrence, Dr. C. J. MacKenzie, Dr. Grace E. Maynard, Mr. T. R. Montgomery, Mr. L. Rasmisky, Mr. W. Teron and Mrs. A. H. Zimmerman. Also present: Mrs. H. L. Deakin and Mr. F. J. Turner.

MINUTES:

It was agreed that the minutes of the previous (179th) meeting be approved as distributed.

LEASE-BACK ARRANGEMENTS:

Mr. Turner reported that when this matter had been referred to the Chairman of the Finance Committee, the Chairman asked him to look into the legal aspects of lease-backs because of the debenture system, and to obtain an unofficial reaction from the Department of University Affairs.

The University's solicitor was of the opinion that lease-backs would present no legal difficulties because the debentures are an open charge on the University's assets. The Department of University Affairs had indicated that it would give consideration to a specific proposal but that it saw no advantages at a first glance.

It was agreed that the Finance Committee be asked to consider this matter further and that Mr. Teron's experience might be useful in this consideration.

REQUIREMENTS BEYOND 1970:

At the previous meeting the Board had agreed that the Senate be encouraged to discuss the problem of whether or not to restrict enrolment to the target figure of 6,000 undergraduate students on the present campus.

It was reported that the Senate had referred this matter to two committees for study.

REPORT OF THE BUILDING COMMITTEE:

The minutes of the 97th meeting of the Building Committee were circulated at the meeting as a Report of the Building 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 agreed to approve the following recommendations which are marked by an asterisk:

Controlled Environment Facility - The Provincial Government has approved a cost of $1,471,273 for this facility, and it would likely be possible to call tenders in December. 
* that tenders be called from an invited list.

Emergency Lighting - About ten buildings are on the old emergency system which is inadequate, and the cost of changing the system over to the central generator was estimated at $3,000 - $3,500 per building.  
* that these buildings be gradually changed over to the central generator system, and the work included in renovation contracts.

Quantity Surveyors - The services of quantity surveyors had been investigated as an aid to obtaining a better cost control on new buildings and to securing closer estimates for the Provincial Government submissions.  
* that quantity surveyors be used in the University's building programme.

* Sound System - Cafeteria - installation of a permanent sound system at an estimated cost of $3,000.

* Underpass and Associated Roadwork - that a separate price be obtained for the lowering of the sewer (cost estimated at $9,000) when tenders are called on this project.

Procedure for Approval of Renovation of Space - Arising out of consideration of Tory Building Alterations 1965, it was agreed that all changes in the use of space be reported to the Building Advisory Committee; and that after approval of the allocation, an estimate of the cost of renovations be presented to the Building Advisory Committee.

* that authority to make decisions be
  (a) expenditures of up to $1,000 to be submitted to the Chairman of the Building Advisory Committee, the President, Mr. Turner and Mr. Whinham for approval;
  (b) expenditures of between $1,000 and $2,000 to be submitted to these four and the Chairman of the Building Committee; and
  (c) expenditures of over $2,000 to be submitted to the Building Advisory Committee for recommendation to the Building Committee and Board of Governors.

Computing Facility 
* that tenders be called on the renovation of this space at an estimated cost of $35,000; 
* an expenditure of an estimated $4,643 for loose furniture.
Report of the Building Committee (Continued):

Renovations - Second Level, Tory Building - The estimated total of $80,000 for remodelling space on the second level of the Tory Building for the Department of Biology and a minor amount for the Department of Psychology included $19,000 for replacing the plastic ceiling on all of the second level, $15,000 for air-conditioning the Television Studio, and $20,000 for built-in furniture. Loose furniture and equipment were not included in this estimate.

At the request of the Building Committee, copies of an updated list of Tory Building renovations were circulated at the meeting. The costs of renovations were as follows:

<table>
<thead>
<tr>
<th>Engineering to Biology</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 1st and 5th levels</td>
<td>$546,511</td>
</tr>
<tr>
<td>- including</td>
<td>Complete</td>
</tr>
<tr>
<td>- furniture and</td>
<td></td>
</tr>
<tr>
<td>- equipment</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Chemistry to Biology and Geology</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- (Fully equipped)</td>
<td>Almost complete</td>
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<tr>
<td>- 4th level (estimated)</td>
<td></td>
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<table>
<thead>
<tr>
<th>Physics to Biology, Geology and Psychology</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- 2nd level (estimated)</td>
<td>Under design</td>
</tr>
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<table>
<thead>
<tr>
<th>Geology and Psychology to Biology</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Various levels - 25,780 sq. ft. @ $25</td>
<td>Future</td>
</tr>
<tr>
<td>- 644,500</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Biology Readjusted</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>- (estimated) 5,000 sq. ft. @ $25</td>
<td>Future</td>
</tr>
<tr>
<td>- 125,000</td>
<td></td>
</tr>
<tr>
<td>- $1,953,011</td>
<td></td>
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</tbody>
</table>

Instructional and Research Equipment included above - 25% Unit Cost without equipment - $17.50 per sq. ft.

This matter was referred to the Building Committee for review.

* Landscaping - that tenders be called on tree-planting and care of existing trees at an estimated cost of $14,500, as proposed by D. W. Graham & Associates, the prices to include a one-year guarantee and no guarantee.

* Erection of Outdoor Signs - that the contract be awarded to the low bidder, Roland Beaulac, at the tender price of $2,287.00.

Change Orders

H. M. Tory Building Alterations 1965

* #23 Remodelling of space to accommodate electron microscope Extra $14,030.60

Loeb Building

* #8 Adjustments requested by Fire Marshall Extra $5,176.00
The Board of Governors received information on the following:

Maintenance Building Change Order #45
Extra to Brule Contract for Supervisory Hours:
Payment of $9,000 had been made, and Brule had subsequently proceeded with completion of the Steacie Building deficiencies.
C. J. Mackenzie Building - Phase III:
The matter of the fee to Craig & Kohler was still under discussion.
M.C.C. Property North of the Proposed Sunnyside Access Road:
Negotiations were continuing for the possible acquisition of this property.
Senate Advice re Building Priorities:
The Senate had considered this matter and agreed to the following:
(1) that among the student facilities the Students' Union should be given all possible priority, and have dining space provided in it if other dining facilities are inadequate;
(2) that among the academic and near-academic buildings the following priority be established:
   Controlled Environment Facility
   Mackenzie Building, 4th Block
   Administration, Bookstore
   Engineering-Science Library
   Geology Building, Phase I
   Tory Conversion Geology to Biology
   Arts Division I
   Mathematics Building
(3) that the Students' Union Building be given all priority necessary to proceed at the best possible speed.

There was general agreement at the Senate meeting that priorities should not be assigned to campus works which must be done, but that these should proceed as slowly as possible.

In the absence of Mr. Venable, Mr. Everett reported that a total of $1,981,591.30 had been received to date and that the cost of Phase I was substantially below budget.

The Committee had reviewed Phase I and planned to strengthen any weak spots before moving into Phase 2 early in January.

The minutes of the 95th meeting 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.) Mr. Castledine led the discussion of the Report.

It was agreed that the Report be adopted as circulated.
SUBMISSION TO DEPARTMENT
OF UNIVERSITY AFFAIRS: The President reported that he, the Chancellor, Mr. Larose and
Mr. Turner had met with the University Affairs Committee to
discuss Carleton's recent submission which estimated expenditures
for the year 1967-68 at about ten and one-half million dollars
as compared with seven and one-half million dollars this year.

The proposed formula for giving grants according to the number of
students on a weighted basis had been discussed, and it was
likely that part-time students registered in a degree programme
will be counted.

The Chancellor said that Carleton's case had been well presented
and that he had been impressed by Carleton's standing with the
committee. It had been stressed that the 15% seed money for new
construction was difficult to find. The Committee had been
sympathetic and interested and indicated that it was looking for
a solution to the problem.

The President said that the Spinks Commission had been set up
under the joint auspices of the Ontario Universities' Presidents'
Committee and the Department of University Affairs to study the
development of graduate studies in the Province. Following the
release of the Spinks Report, the Presidents met in Toronto to
discuss graduate studies, and a report would be forthcoming from
Ontario Graduate Deans containing recommendations for accreditation
of graduate work.

APPOINTMENTS,
RESIGNATIONS, ETC:

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

ACADEMIC APPOINTMENTS

Effective January 1, 1967

Richard D. Barton, Assistant Professor of Physics $12,500 p.a.

Effective July 1, 1967

Venkatram N. Iyer, Associate Professor of Biology $14,000 p.a.
Antonio Roberto Guaitieri, Assistant Professor
of Religion $9,800 p.a.
   plus $400 travel

John D. H. Lambert, Assistant Professor
of Biology $9,000 p.a.
   plus $450 travel

ADMINISTRATIVE APPOINTMENTS

Effective December 4, 1966

Judith Grove, Data Processing Analyst $8,750 p.a.

TECHNICAL APPOINTMENTS

From November 28, 1966 to July 1, 1967

Miss Sue Benton, Assistant Storekeeper
   in the Department of Chemistry $325 per month
APPOINTMENTS, RESIGNATIONS, ETC. (Continued):

INCREASE IN SALARY

From November 1, 1966 to June 30, 1967 only

P. W. R. Sargeant, Senior Demonstrator in the Department of Physics
To cover extra duties $ 950

LEAVE OF ABSENCE 1967-68

T. W. Betz, Assistant Professor of Biology $ 2,000

SABBATICAL LEAVE 1967-68

D. W. Sida, Associate Professor of Mathematics \( \frac{1}{2} \) salary

LIBRARY SCHOOL:

The President reported that it was becoming increasingly difficult to recruit professional librarians, and that the Federal Government had started a scheme whereby tuition fees, transportation, and half salary are paid to technicians to attend Library School for a year. In return, the candidates are expected to work for the Federal Government for at least two years.

It was agreed that the University make the following offer to Library Technicians who have worked ten months or more at Carleton to whom the University would wish to offer professional positions on completion of the B.L.S. at an accredited Library school, on the understanding that the recipients would undertake to return to work at Carleton for a minimum of two years:

1. Transportation to and from Library School for the technician;
2. Tuition fees;
3. Half the monthly salary at the time of leaving for the period of the Library School term and examinations, and for three weeks after the last day of examinations.

It was felt that this did not have to be reduced to a formal contract since the main sanction for it would have to be the moral commitment of the recipient.

STAFF CHANGES:

On the recommendation of Mr. Turner, it was agreed that the list of staff changes circulated with the notice of meeting be approved, as follows:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Sally Bresseau, Clerk,</td>
<td>November 1, 1966</td>
<td>$ 220</td>
</tr>
<tr>
<td>Reproduction Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Lorraine Cox, Supplies Clerk,</td>
<td>November 1, 1966</td>
<td>$ 250</td>
</tr>
<tr>
<td>Bookstore</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STAFF CHANGES
(Continued):

Employment of

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Dates</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Robert Davidson</td>
<td>November 14, 1966</td>
<td>$380</td>
</tr>
<tr>
<td>Carpenter, Buildings and Grounds</td>
<td>May 14, 1967</td>
<td>$390</td>
</tr>
<tr>
<td>(As per Union Agreement)</td>
<td>July 1, 1967</td>
<td>$429</td>
</tr>
<tr>
<td>Mr. Paul Downing</td>
<td>November 7, 1966</td>
<td>$230</td>
</tr>
<tr>
<td>Machine Operator, Reproduction Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss R. Jeanne Honeywell, Typist, Library</td>
<td>November 1, 1966</td>
<td>$225</td>
</tr>
<tr>
<td>Mr. John D. Jones, Control Technician, Buildings and Grounds</td>
<td>October 31, 1966</td>
<td>$608.33</td>
</tr>
<tr>
<td>Mrs. Barbara LeBlanc, Clerk-Typist, Buildings and Grounds</td>
<td>November 1, 1966</td>
<td>$250</td>
</tr>
<tr>
<td>Mr. Ronald Lessge, Assistant Paymaster, Business Office</td>
<td>November 14, 1966</td>
<td>$325</td>
</tr>
<tr>
<td>Mrs. Audrey McCallum, Faculty Secretary, Economics</td>
<td>November 21, 1966</td>
<td>$325</td>
</tr>
<tr>
<td>Mr. M. L. Ramde, Buildings and Grounds</td>
<td>October 17, 1966</td>
<td>$290</td>
</tr>
<tr>
<td>(As per Union Agreement)</td>
<td>April 17, 1967</td>
<td>$300</td>
</tr>
<tr>
<td>Mr. Michel Richer, Clerk, Mailing Services</td>
<td>November 14, 1966</td>
<td>$210</td>
</tr>
<tr>
<td>Mr. Elton White, Clerk, Mailing Services</td>
<td>November 1, 1966</td>
<td>$210</td>
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Transfer of

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Dates</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Janet Hamilton</td>
<td>November 21, 1966</td>
<td>$250</td>
</tr>
<tr>
<td>from Periodicals Assistant, Library</td>
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<td></td>
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<tr>
<td>to Clerk-Typist, Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. G. Natky, to Assistant Supervisor of Athletic Facilities</td>
<td>November 14, 1966</td>
<td>$310</td>
</tr>
<tr>
<td>Mr. Karl Richter</td>
<td>November 1, 1966</td>
<td>$330</td>
</tr>
<tr>
<td>from Assistant Supervisor of Athletic Facilities to Controls Operator, Buildings and Grounds</td>
<td>July 1, 1967</td>
<td>$363</td>
</tr>
</tbody>
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Salary increase for

<table>
<thead>
<tr>
<th>Name</th>
<th>Effective Date</th>
<th>Amount Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Connie Cochrane, Library Technician</td>
<td>November 1, 1966</td>
<td>$50 per month</td>
</tr>
<tr>
<td>from $265 per month to $300 per month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miss Diane Duffell, Library Technician</td>
<td>November 1, 1966</td>
<td>$30 per month</td>
</tr>
<tr>
<td>from $235 per month to $300 per month</td>
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</tr>
<tr>
<td>Miss Gayll Gibson, Library Technician</td>
<td>November 1, 1966</td>
<td>$50 per month</td>
</tr>
<tr>
<td>from $230 per month to $300 per month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STAFF CHANGES
(Continued):

Salary increase for

Mrs. Barbara Grabowski, Library Technician
from $300 per month
to $325 per month

Mr. David Hull, Machine Operator,
Data Processing Centre
from $260 per month
to $285 per month

Mrs. Diana-Rose Kerr, Senior Order
Assistant, Library
from $300 per month
to $315 per month

Mr. Terrence Kilmartin, Multilith Operator,
Reproduction Services
from $215 per month
to $240 per month

Miss Maxine Lynch, Library Technician
from $235 per month
to $300 per month

Miss Erma J. Miller, Library Technician
from $300 per month
to $325 per month

Mr. James Thomas, Machine Operator,
Reproduction Services
from $225 per month
to $255 per month

Mrs. Alice Vollmer, Library Technician
from $235 per month
to $300 per month

Resignation of

Mrs. Kim Kee Cheng,
Searcher, Library

Mr. Paul Faulkner, Machine
Operator, Reproduction Services

Mr. Wayne Fitzpatrick, Clerk,
Mailing Services

Mr. John Gray, Paymaster,
Business Office

Mr. Fred Hancock, Stockroom
Clerk, Bookstore

Mrs. Wendy Herbertson, Supplies
Clerk, Bookstore

Mrs. Ulrike Klott, Interlibrary
Loans Assistant, Library

Miss Shirley Manning, Senior
Orders Assistant, Library

Miss Arlette Robinson, Clerk-
Typist, Business Office

Effective
November 1, 1966
November 15, 1966
November 14, 1966
November 7, 1966
November 1, 1966

Effective
November 7, 1966
November 1, 1966

Effective
November 1, 1966
November 1, 1966

Effective
November 22, 1966
November 3, 1966
November 11, 1966
November 30, 1966

Effective
November 4, 1966
November 23, 1966
November 30, 1966
November 15, 1966

Salary
$ 325
$ 290
$ 205
$ 375
$ 250
$ 265
$ 335
$ 380
$ 245
STAFF CHANGES
(Continued):

It was also agreed that the following increases be made to members of the regular part-time staff to bring their salaries in line with secretarial salaries which are being adjusted as of January 1, 1967:

Salary increase for

Mrs. Gladys Everts, Secretary to the Associate Dean of Arts
from $170 per month
to $180 per month

Mrs. Lois Gonyer, Secretary, Institute of Canadian Studies
from $175 per month
to $185 per month

Mrs. Valerie Mackinnon, Faculty Secretary, Engineering
from $175 per month
to $185 per month

Mrs. Joan Martell, Faculty Secretary, Psychology
from $275 per month
to $290 per month

Effective
January 1, 1967
January 1, 1967
January 1, 1967
January 1, 1967

CREATION OF DEBENTURES:

It was reported that the University had issued a debenture of $1,000,000 dated November 15, 1966, following receipt of a capital advance of this amount on November 17, 1966. Authority for this was given by the Board at its 177th meeting on September 22, 1966, to issue debentures totalling $5,200,000 in the six-month period ending March 31, 1967.

BEQUESTS:

Stitt, Estate Mary Edith - It was reported that a payment of $36,000 had been received, bringing the total received by the University from this estate to $68,500. Distribution of the estate was now just about complete.

Dobbie, Estate Jemima Grace - It was reported that the University had received securities with a total value of $70,101 and that it had been informed that it would receive two more securities from this estate and about $16,000 in cash.

Henry, Estate Mildred Susan - It was reported that a $1,000 cash legacy had been received and a release signed.

STATEMENT OF OPERATING INCOME AND EXPENDITURE:

Copies of a Statement of Operating Income and Expenditure for the four months ended October 31, 1966, were circulated at the meeting. This statement showed Total Operating Income for 1966-67 estimated at $8,026,000; Total Operating Expenditure at $7,965,585; and Surplus for the Year of $60,415.

TERMINATION:
The meeting terminated at 2:30 p.m.

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