CARLETON UNIVERSITY

Minutes of the 182nd Meeting
of the
BOARD OF GOVERNORS

Time: Wednesday, February 8, 1967, 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,
Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. H. Everett,
Mr. J. Lorne Gray, Mr. Charles L. Jeffrey, Mr. A. M. Laidlaw, Dr. C. J.
Mackenzie, Dr. Grace E. Maynard, Mr. T. R. Montgomery, Dr. H. Pullen,
Mr. L. Rasinsky, Mr. R. G. Robertson, Mr. William Teron and Mrs. A. H.
Zimmerman. Also present: Mrs. H. L. Deakin, Professor G. R. Love,
Mr. F. J. Turner and Mr. J. E. Whernham.

MINUTES:
It was agreed that the minutes of the previous (181st) meeting be approved
as distributed.

ASSOCIATES OF CARLETON UNIVERSITY:
It was agreed that Mr. Laidlaw be appointed Chairman of the Associates
replacing Mr. Everett who had agreed to act as Co-Chairman of the campaign.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 99th meeting of the Building Committee were circulated
in advance of 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 the
following recommendations which are marked by an asterisk:

C. J. Mackenzie Building – Phase III – Professor Love presented
preliminary plans and elevations of the fourth block of the Mackenzie
Building and a model showing a future building in the immediate area.
These plans were in conformity with the projected enrolment and
associated increase in staff, and include space on the third level
(convertible to Engineering use in the future) for a School of
Architecture.

The interior finish would be the same as that in Phases I and II.
The area of the building was about 46,000 sq. ft. gross including
stairwells and a small section of tunnel, and the cost is estimated
at about $1,600,000 including furniture.

At the request of the Building Committee, Professor Love had looked
into the desirability of adding a fourth level, but since any change
at this time would have an effect on the completion date, and because
it would be expensive to renovate when the future use is known, it
was agreed that no further action be taken.

* that these preliminary plans be approved, and
* that the architects be authorized to proceed toward construction
drawings.
Architects' Fee - that the University enter into an agreement with Craig & Kohler to design the fourth block of the Mackenzie Building at a fee of 6½%.

Sales Tax Rebate - At the previous meeting Mr. Turner was asked to provide information on whether the architectural fee is paid on the building cost before or after the Sales Tax Rebate is deducted.

A copy of a report prepared by Mr. Whynham was appended to the minutes of the Building Committee meeting.

It was agreed that this matter be referred back to the Building Committee and that information be obtained on the practice followed by the Federal and Provincial Governments and other universities.

* Quantity Surveyors - that the G. A. Hanscomb Partnership be the University's quantity surveyors at a fee of 7/16 of 1% plus $18,000 a year for a permanent member of staff who would also do costing and budget projections.
* that the suggestion be made to Craig & Kohler that they use this firm on the C. J. Mackenzie Building.

It was agreed that this be reviewed in one year's time.

* Landscaping - Physics Building Court - expenditure of an estimated $2,500.

Loeb Building:

* Change in Flooring - that vinyl asbestos tile be substituted for seamless flooring in the Loeb Building contract.
* Change to make the eighth floor of Tower A open space for temporary use as an examination hall, etc.

Change Order #22 - Electrical changes
Credit $2,916
Change Order #23 - Deletion of partitions, doors, and revisions to mechanical system
Credit 3,282

Loose Furniture - The Social Science faculty members were anxious to create a congenial atmosphere in the Lounges and Common Rooms where students and faculty members would have continuous contact similar to that created in the laboratories in Science and Engineering, and as there was built-in seating in the Common Rooms and Lounges and shelves in front of the windows built in around the heating and ventilating systems, the Sub-Committee had recommended consistent treatment of the furniture throughout.

The architect had therefore been asked to produce sketches of custom-designed furniture which would be more appropriate from a practical and aesthetic point of view. The architect's design fee was estimated at about $5,500, and the Building Advisory Committee had recommended that working drawings be prepared and tenders called. One furniture company had estimated the cost of loose furniture as follows:
<table>
<thead>
<tr>
<th>Office Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offices</td>
<td>$116,424</td>
</tr>
<tr>
<td>Chairmen's Offices</td>
<td>10,384</td>
</tr>
<tr>
<td>Graduate Studies</td>
<td>72,829</td>
</tr>
<tr>
<td>Secretarial Offices</td>
<td>18,478</td>
</tr>
<tr>
<td>Common Rooms</td>
<td>10,472</td>
</tr>
<tr>
<td>Dining Rooms</td>
<td>4,899</td>
</tr>
<tr>
<td>Female Staff Rooms</td>
<td>3,044</td>
</tr>
<tr>
<td>Reading Rooms, etc.</td>
<td>18,490</td>
</tr>
<tr>
<td>Lounge</td>
<td>2,863</td>
</tr>
<tr>
<td>Study Lounge</td>
<td>11,395</td>
</tr>
<tr>
<td>Seminar Rooms</td>
<td>31,146</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$300,424</td>
</tr>
</tbody>
</table>

The custom-built furniture estimate was based on individual prices from one furniture company and has not yet been tendered in quantity lots. The estimated total was substantially below the budget approved by the Provincial Government.

After some discussion of custom-built as opposed to standard furniture, it was agreed that this matter be referred back to the Building Advisory Committee; that prices be obtained on appropriate standard furniture; and that the prototypes of the desk, lounge chair, and table be examined carefully before a further recommendation is made.

* **Office Standard** - that the standard approved for the Physics Building be adhered to, adjusted upward by 6½% to allow for recent price increases, and by about $26 per $1,000 worth of furniture to allow for installation.

* **Carpet** - The architects recommended that carpet be installed in the two lecture theatres, two common rooms, two lounges on the second level, and the reading room complex.

* **Agricultural Economics Research Council** - that the seven offices to be rented by the Council be furnished to the standard established for faculty offices.

* **Change Orders:**

  **Loeb Building**
  - #22 Extension of Landscaping  Extra $ 7,040.00

  **Physics Building**
  - #53 Paving, re-grading, weeping tile, etc.  Extra 4,559.13

  **Steacie Building**
  - #97 Deletion of contingency allowance  Credit 10,000.00
  - #102 Substitution of hinges to access doors to pipe space from corridors  Extra 2,400.00

* **Location of President’s Office** - that if on investigation it is found that the Library requires the space presently occupied by the Awards Office and the President’s Office, a suitable location be found in the Loeb Building for the President’s Office complex. If the President decides that he would like to move into the Loeb Building, schematics would be prepared for his approval.
REPORT OF THE BUILDING COMMITTEE
(Continued):

* Food Consultant - that Mr. Fraser be retained to plan the overall food requirements for the University at a maximum fee of $3,000.

Tender List - Controlled Environment Facility:

* that the following general contractors be invited to tender:

P. E. Brule Limited
Geo. Crain & Sons Ltd.
Doran Construction Co. Ltd.
Thomas Fuller Construction Co. 1958 Ltd.
V. K. Mason Construction Ltd.
James More & Sons
Sirotek Construction Ltd.
Richard and E. A. Ryan (1958) Ltd.
M. Sullivan & Son Ltd.

REPORT OF THE CAMPAIGN COMMITTEE: Mr. Everett reported that pledges to date totalled $2,041,000. The strengths and weaknesses of Phase I had been examined and the Commercial and Corporate Divisions were being combined. Timetables have been set up for all the committees and the Campaign is proceeding on schedule. He said that the foundations were being approached as were corporations which had given no donation or a one-year gift; that the faculty and staff canvass would be held this month; and that a telephone blitz of Alumni would take place. The Parents' Committee is active and obtaining good results.

RELATIONS WITH THE PROVINCIAL GOVERNMENT:

The President reported that it was expected an announcement would be made next week of a formula for determining operating grants for Universities, and possibly about capital support.

APPOINTMENTS, RESIGNATIONS, ETC:

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

ACADEMIC APPOINTMENTS

Effective July 1, 1967

Dr. Karel Bicha, Assistant Professor of History $10,800 p.a. plus $700 travel
Denis P. Forcelse, Assistant Professor of Sociology $9,000 p.a. plus $400 travel
A. S. Fotiou, Assistant Professor of Classics $9,000 p.a. plus $500 travel
Dr. Albert Halsall, Lecturer in French $8,600 p.a. plus $400 travel
Dr. Teresa R. Haromante, Assistant Professor of Political Science $10,300 p.a.
E. N. King, Assistant Professor of Engineering $9,200 p.a. plus $250 travel
Robert G. Laird, Assistant Professor of English $9,300 p.a. plus $500 travel
Dr. Luis Lorenzo-Rivero, Assistant Professor of Spanish $9,500 p.a.
APPOINTMENTS, RESIGNATIONS, ETC. (Continued):

I. W. V. Pringle, Assistant Professor of English $9,300 p.a.
plus $500 travel

Janice M. Stein, Assistant Professor of Political Science $9,000 p.a.

R. I. Stephens-Jones, Lecturer in English $8,800 p.a.
plus $600 travel

C. R. Thompson, Assistant Professor of Engineering $10,000 p.a.

Dr. Robert Vigneault, Assistant Professor of French $10,000 p.a.
plus $400 travel

J. M. Wilcox, Assistant Professor of English $10,500 p.a.
plus $750 travel

Graham Zelmer, Assistant Professor of Mathematics $9,500 p.a.
plus $750 travel

TECHNICAL APPOINTMENTS

Effective March 1, 1967


TRANSFER

Effective January 16, 1967

Karl Richter, from Buildings and Grounds to Junior Technician in Engineering $4,500 p.a.

LEAVE OF ABSENCE WITHOUT PAY 1967-68

Anne Replogle Nicholls, Assistant Professor of Psychology

REQUEST FOR SABBATICAL LEAVE 1967-68 WITHDRAWN

F. K. North, Professor of Geology

RESIGNATION

Effective January 31, 1967

Leslie Kaye, Chief Demonstrator in the Department of Geology

STAFF CHANGES:

On the recommendation of the Bursar 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>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Darlene Davis, Periodicals Assistant, Library</td>
<td>January 3, 1967</td>
<td>$300</td>
</tr>
<tr>
<td>Mrs. Marilyne Edwards, Clerk-typist, Registrar's Office</td>
<td>April 3, 1967</td>
<td>$335</td>
</tr>
<tr>
<td>Mrs. Barbara Gendron, Faculty Secretary, Biology</td>
<td>January 23, 1967</td>
<td>$300</td>
</tr>
<tr>
<td>Miss Jane Hare, Library Technician</td>
<td>January 9, 1967</td>
<td>$300</td>
</tr>
<tr>
<td>Mr. Kjeld Jensen, AVA Technician, Technical Services</td>
<td>January 3, 1967</td>
<td>$330</td>
</tr>
<tr>
<td></td>
<td>May 3, 1967</td>
<td>$357.50</td>
</tr>
<tr>
<td></td>
<td>January 23, 1967</td>
<td>$508.33</td>
</tr>
</tbody>
</table>
STAFF CHANGES
(Continued):

Employment of

Miss Beverley Poitras, Faculty Secretary, Economics and Geography
Mrs. Winifred Rading, Clerk, Bookstore
Miss Marcella Rycraft, Clerk-typist, Business Office
Mrs. Maria del R. Thyne, Faculty Secretary, Modern Languages

Effective Salary
January 1, 1967 $ 295
December 28, 1966 $ 270
January 16, 1967 $ 235
January 9, 1967 $ 350

Transfer of

Mrs. Beryl Caron, from Secretary to the Assistant to the Registrar
 to Clerk-typist, Office of the Assistant to the Bursar
Miss Joan Condie, from Faculty Secretary, Sociology to Secretary to the Assistant to the Bursar

February 1, 1967 $ 335
February 1, 1967 $ 315

Salary increase for

Miss Linda Booth, Clerk-typist, Purchasing
from $248.40 per month
to $259.20 per month (on completion of probationary period)

Mrs. Mary L. Heath, Typist, Library
from $258.50 per month
to $275.00 per month (on completion of probationary period)

Mrs. Lenore Law, Records Clerk, Registrar's Office
from $297 per month
to $325 per month (on completion of probationary period)

Mrs. Ann Minty, Library Technician
from $330 per month
to $357.50 per month (on completion of probationary period)

Resignation of

Mr. Kenneth Hatch, Chief Operating Engineer, Engineering Services
Mr. Kenneth McAdam, Grounds Crew, Buildings and Grounds
Mr. Brian McGrath, Janitor, Buildings and Grounds
Mr. Manohar Ramde, Janitor, Buildings and Grounds
Mr. Denis Richer, Furniture Installation Assistant, Buildings and Grounds

Effective Salary
January 13, 1967 $ 8,800 p.a.
January 16, 1967 $ 290
January 17, 1967 $ 290
November 5, 1966 $ 290
January 20, 1967 $ 290

REPORT OF THE BEQUEST COMMITTEE:

In the absence of Mr. Lawrence, Mr. Turner reported that 700 bequest brochures had been distributed to Lawyers, Trust Company Officers, and Insurance Company Estate Counsellors.

FRIENDS OF CARLETON ANNUAL CANVASS:

Mr. Turner reported that the Friends of Carleton Annual Canvass under the leadership of Mr. Ayton Keyes has to date received gifts totalling $4,824.00 from 155 givers. These funds will be used for Scholarships and Bursaries.
REQUEST FOR REVERSAL OF EXEMPTION FROM RETIREMENT PLAN: At its meeting on May 19, 1966, the Board agreed that University’s Retirement Plan for the year beginning July 1, 1966, provided that maintains membership in the Provident Fund, and that the University pay into the Provident Fund the amount which would normally be borne by the up to a maximum of % of salary.

At request, it was agreed that be allowed to participate in Carleton’s Retirement Plan in the usual way, effective July 1, 1966.

GIFT - ROBERT SUTHERLAND: Mr. Turner reported that Mr. Robert Sutherland, who was a member of the University’s part-time staff, had died in December, and that his mother had returned his December salary cheque in the amount of $271.30 with the request that it be used for some useful purpose.

On the recommendation of Mr. Turner and with the concurrence of the University’s solicitor, it was agreed that this cheque be cancelled and that this amount be credited to the building fund.

COST STUDY: Mr. Turner reported that the A.U.C.C., C.A.U.B.O., and the C.A.U.T. had combined to undertake a Cost Study and that all Canadian Universities were being urged to participate. The purpose of this study is to determine as accurately as possible the cost of various instructional programs.

Pilot Projects have been done for faculties of Medicine and Dentistry and it was expected that most Canadian Universities would participate. More precise information about the cost of turning out students would place the Universities in a better position to negotiate with the Provincial Government and donors and would be useful in the operation of Universities.

Mr. A. B. Larose had been appointed Cost Study Director, and on the recommendation of Mr. Turner it was agreed that a professional accountant be appointed to the staff of the University at a salary of about $12,000 to work on the Cost Study, and then to be fitted into the University’s organization as of July 1, 1967.

It was agreed that the University proceed with the Cost Study, and with the recruiting of the necessary staff.

CREATION OF DEBENTURES: It was reported that the University had issued a debenture of $850,000 dated January 15, 1967, following receipt of a capital advance of this amount on January 18. 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.

REQUESTS: Rudd, Lansing J. - Mr. Turner reported that the executors had asked the University to approve the sale of a property at the appraised value of $2,500 to another beneficiary. After discussing this matter with Mr. Elderkin, the Trust Company had been asked to provide a statement that in their view this was a fair price.

It was agreed that the University approve this sale if the Trust Company provides this statement.
BEQUESTS
(Continued):

Lynch, Francis C. C. - It was reported that the University had received the following amounts which represent one-third share of the income from the residue of this estate at the end of each quarter in 1968: $6,500.00, $3,727.94, $2,624.53, $4,959.58. This money is to be used for scholarships.

Dobbie, Jemima Grace - It was reported that one of the executors of this estate had turned over to the Trust Company securities to the value of about $10,000 and a cheque for $16,360 which winds up the estate. The University had been asked to complete an unconditional release. The University's solicitor suggested that a letter be written to the executor thanking him and enclosing a receipt for everything received from and through this estate, including some income from various securities received in advance of the actual securities.

It was agreed that this matter be handled as recommended by the solicitor.

TAX CASE -
CITY OF OTTAWA:

It was reported that the Ottawa City Council passed by-law 449-62 on December 21, 1962, which levied a special capital charge respecting sewerage and water supply which has been upheld by the Supreme Court of Canada. Both Carleton University and the University of Ottawa received notification of the imposition of this special charge against their residences totalling over $20,000 for the University of Ottawa and almost $35,000 for Carleton. This charge had been appealed and following a hearing last May, the Court of Revision had rendered a written decision in December dismissing the appeals and confirming the charge.

The by-law states that it shall not apply to any building used for educational, religious, or charitable purposes which is entitled to exemption from all kinds of municipal taxation, or any kind of municipal taxation other than school taxes or local improvement rates or both school taxes and local improvement rates.

Both Universities have appealed the Court of Revision to the County Court and the new hearing will be on March 15.

It was agreed that the University continue with this appeal.

- RESIDENCE CLAIM:

Mr. Turner reviewed the correspondence with the father of regarding loss of possessions stored in the Residence in the summer of 1966, and asked that the Board consider request for a review of the University's decision, taken on the advice of its solicitor, not to reimburse.

The Board agreed to confirm Mr. Turner's decision.
STATEMENTS: Copies of a Statement of Operating Income and Expenditure for the six months ended December 31, 1966, were circulated at the meeting. These showed Total Operating Income for the year 1966-67 estimated at $8,001,000, Total Operating Expenditure at $7,961,095, and Surplus at $39,905.

TIME OF MEETINGS: It was agreed that future Board meetings be held at 12:30 p.m. instead of 12:45 p.m. and that a sandwich be served so that the meeting could proceed during lunch.

TERMINATION: The meeting terminated at 2:50 p.m.

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