CARLETON UNIVERSITY

Minutes of the 183rd Meeting

of the

BOARD OF GOVERNORS

Time: Thursday, March 9, 1967, at 12:30 p.m.
Place: The Board Room - H. S. Southam Hall

PRESENT:
Mr. D. A. Golden, Chairman, Mr. A. A. Crawley, Dr. A. D. Dunton,
Mr. C. H. Everett, Dr. J. Lorne Gray, Dr. C. J. Mackenzie, Mr. M. W.
Mackenzie, Dr. Grace E. Maynard, Dr. H. Pullen, Mr. R. G. Robertson,
Mr. F. K. Venables and Mrs. A. H. Zimmerman. Also present: Mrs. H. L.
Deakin, Mr. T. Murray, Mr. A. Rankin and Mr. F. J. Turner.

MINUTES:
The minutes of the previous (182nd) meeting were approved, amended by
the inclusion of Mr. D. M. Coolican in the list of those present.

REPORT OF THE
BUILDING COMMITTEE:
The minutes of the 100th meeting of the Building Committee were
circulated at the meeting as a report of the Committee, and Dr. Gray
gave an oral report of the 101st meeting held just prior to the
Board meeting. (A copy of the minutes of the 100th and 101st meetings
are attached to the original of these minutes.)

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

Library and Administrative Space Requirements - The Library is
under pressure to accelerate its acquisition rate. To satisfy
its space requirements until the Administration Building is
completed, it was concluded that it is feasible and desirable to
turn over to the Library the whole of the second level which
would satisfy the Library's space requirements to the summer of
1969, and to find other space for Administration which is
currently housed in the Library. This would avoid expensive
year-by-year renovations as the Library expands.

The Loeb Building is intended to satisfy the requirements of
Arts II for some time to come, and sections of the Administrative
staff could be accommodated in it until the Administration Building
is completed.

* that the Library be given the whole of the second level, with
Administration Departments moved to the Loeb Building and to the
first level of the Library as detailed in the Building Committee
minutes,

* that the University forego the credit which would be allowed for
the deletion of partitions on the 8th level of Tower A of the
Loeb Building and that the Contractors be required to erect
partitions in this area to accommodate the Business Office,
Personnel Office and Payroll Department.
Science-Engineering Library; Mathematics; Bookstore; and
Geology Complex - It had been concluded that it was feasible
to combine these four functions within a single building to save
money and land.

that sub-committees be established to consider the requirements
of each function.

Design Review Committee - There was some discussion about the
policy followed by the University in developing its master
building plan and it was suggested that the newer buildings
appeared to compete rather than be in sympathy with the existing
buildings.

There was some discussion of the role played by the Design Review
Committee, which was holding its next meeting on March 10, and
Mr. Whanham and Professor Love were asked to report back to the
Building Committee after this meeting on ways of improving the
situation.

Administration Building - Mr. Tim Murray made an esquisse
presentation of the Administration Building plans.

He said that his firm had played a dual role - in planning the
ultimate use of the area located across the tracks from the
Steacie Building and south of the Maintenance Building, and in
acting as architects for the Administration Building which would
be sited in this area. In his sketches he had included the
Administration Building (89,000 sq. ft. gross), a future carpark
structure, and two small future faculty buildings.

The site is readily visible from Colonel By Drive and the
University's access road, but presents difficulties from the
pedestrian approach because of the elevated railway tracks. In
order to ensure the visual contact from the upper to the lower
campus he planned to use the outstanding characteristics of the
existing buildings in the design of the Administration Building.
The buildings in this lower area would be grouped around a main
podium which ties in the buildings on the ground as well as on
the upper level, with the pedestrian approach terminating at
the main entrance of the Administration Building. He had estab-
lished a module of 4' 6" which could run through all the buildings
in the area to achieve a unity of rhythm, and he felt very
strongly that the Colonial brick as used in the Steacie and
Maintenance Buildings would help to unite the upper and lower
campus; otherwise it would be necessary to re-design the facade.

The Administration Building sketches showed five floors and a
basement, with basement circulation at least 1' above the high
level mark of the Rideau River. Those administrative activities
which require public contact (Business Office, Registrar's
Office, Office of the Dean of Students, etc.) would be grouped
on two floors around an open mezzanine

The services (elevators, supply ducts, washroom facilities, etc.)
would be located around the perimeter of the core which would
contain conference rooms, with the Board and the Senate Chambers
on the top level.
REPORT OF THE
BUILDING COMMITTEE
(Continued):

There was some discussion about the use of Colonial brick, but in view of Mr. Murray's case for it in developing a measure of continuity of design it was agreed to recommend that it be used in the Administration Building.

* that the architects be authorized to proceed toward construction drawings.


* Bank of Nova Scotia - That representatives of the Bank of Nova Scotia be invited to consider the premises presently occupied by the Department of Planning and Construction and the Multilith Room (fourth side of the quadrangle tunnel) as a possible permanent location for the bank when these departments move into the Administration Building in 1968.

* Physics Building - Projection Screens - An expenditure of $290.

* Change Orders:

  H. M. Tory Building Alterations 1965
  #41 Supply and installation of incubator, Room 632 Extra $5,956.63
  #44 Amount of precase not requiring re- anchoring Credit 3,195.87

  Loeb Building
  #25 Supply and installation of built-in furniture in excess of contract quantities Extra 2,629.00

  Physics Building
  #18 Material and labour in connection with revisions to laboratory furniture Extra 4,926.80

Loeb Building - Loose Furniture:

At the request of the Board, the Building Advisory Committee had reconsidered its recommendation to call tenders on custom-made furniture for the Loeb Building, and now re-confirmed its previous recommendation that tenders be called on custom-built furniture for the common areas of the Loeb Building. For the offices, it recommended that a comparison be made by setting up the standard furniture in one of the Loeb Building offices and prototype custom-built furniture in another.

The Building Committee did not accept the recommendations of the Building Advisory Committee.

* that proposals be obtained from the Contract Departments of large companies such as Eaton's, Simpson's and Popham's.
Clerk of the Works - That a Clerk of the Works be employed by the University at a salary of $10,000 per annum, to be charged to Capital Expenditure. This man would work initially on the Controlled Environment Facility and then on two or three jobs at a time.

that the salary of the Clerk of Works employed by Mr. Strutt on the Loeb Building be increased by 15%. (The University reimburses Mr. Strutt for this amount.)

Boiler Tenders - Central Heating Plant Addition - That the tender be awarded to the low bidder, Foster Wheeler Co. Ltd., at their tender price of $101,562.00.

Loeb Building - Change in Flooring - It had previously been reported that there would be a cancellation charge of $20,000 for substituting vinyl asbestos for seamless flooring with a possibility that this could be reduced and a quantity of flooring installed elsewhere in the University. This cancellation charge had now been reduced to $10,000 with the option to December 31, 1968, of up to 10,000 square feet of seamless flooring installed at 60¢ per square foot.

It was agreed that this offer be accepted.

The Chairman of the Board informed the meeting that since Mr. Venables’ plans to leave the city had been cancelled, he had agreed to carry on as Co-chairman of the Campaign, with Mr. Everett as Vice-chairman. Mr. Venables said that he was delighted to remain in Ottawa and to continue as Co-chairman.

Mr. Venables reported that pledges to date totalled $2,049,584 from approximately 4,500 subscribers.

Phase II of the Campaign is organized and work on it will start at the end of the month. As of now National Corporations are moving along uninterruptedly and have achieved 76% of their four-year quota; Faculty and Staff 98%; Alumni 82%; and Parents 99.6%. These percentages indicate that a substantial overage is possible, and an effort will be made to obtain $4,000,000 rather than the official objective of $3,000,000. The students have again started their active campaign on campus and it was expected that they would raise more than their quota.

He said that there were many corporations in Ottawa who would be more responsive if approached on a personal basis by a member of the Board. With this in mind the Development Office had drawn up a list of 35 local corporations with the name of the appropriate senior executive in each case.

It was agreed that this list be circulated to members of the Board so that each could indicate on it the firms which he would be prepared to canvass.
Spinks Report - 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. Although the Spinks Commission had stretched its terms of reference and ended up with the recommendation for a University of Ontario, it had focussed attention on the development of Graduate Studies.

On the University side, the Graduate Deans and Council of Graduate Studies are working together under the Ontario Universities' Presidents' Committee, and have worked out a plan for the appraisal of graduate programs so that by agreement new doctoral and important masters' programs will be submitted to the Council which will set up an appraisal committee to examine each proposal.

A Council of Librarians has been set up to form a system for the exchange of research resources of all Universities, and a central research facility for this purpose will be attached to the University of Toronto Library.

On the Government side, the Department of University Affairs has appointed a full-time Chairman as recommended by the Presidents.

Formula - It had been announced that the Provincial Government was adopting a formula system for determining operating grants. This formula, which had been carefully worked out by the Ontario Universities' Presidents' Committee in conjunction with the Department of University Affairs, was based on enrollment and a variety of weights for different programs varying from 1 for the first two years of Pass Arts and Science to 6 for all Ph.D. programs and years. It would provide a reasonably fair way of dividing available money among Universities. There were some advantages to Carleton, which would now be on a more equitable basis, because part-time students registered for a degree will now count on the basis of the number of courses taken divided by six, and Qualifying Year students will be given a weight of .7. It had been expected that the unit value would be above $1,400 rather than the $1,320 as announced.

Royal Commission - It was expected that a Royal Commission would be appointed in the very near future to study the future of Universities and other post-secondary schools. Its terms of reference would likely be broader than those of the Spinks Commission.

School of Architecture - The President and Dean of Engineering had attended a meeting called by the Department of University Affairs to answer questions about the proposed School of Architecture.

Capital - The President said that it was not known yet to what extent the requirement of finding 15% seed money would be reduced, but it was clear that a change would be made.
APPOINTMENTS, RESIGNATIONS, ETC: On the recommendation of the President, it was agreed that the following be approved:

ACADEMIC APPOINTMENTS

Effective July 1, 1967

Dr. David C. Coll, Associate Professor of Engineering $11,900 p.a.
Dr. K. W. Edwards, Associate Professor of Physics $13,200 p.a.
   plus 400 travel
Dr. Renato Galliani, Assistant Professor of French $9,500 p.a.
   plus 400 travel
Michel Gaulin, Assistant Professor of French $9,500 p.a.
   plus 400 travel
Kenneth Hardy, Assistant Professor of Mathematics $9,200 p.a.
Dr. Robert D. Hoge, Assistant Professor of Psychology $10,200 p.a.
   plus 300 travel
Dr. W. D. K. Kernaghan, Assistant Professor of Political Science $10,000 p.a.
   plus 200 travel
Miss Setsuko Mitsuhashi, Assistant Professor of Geography $9,000 p.a.
   plus 100 travel
Kenneth A. Mozersky, Assistant Professor of Sociology $9,000 p.a.
   plus 200 travel
Dr. J. C. Poland, Assistant Professor of Mathematics $10,000 p.a.
   plus 400 travel
Georg Rich, Assistant Professor of Economics $10,000 p.a.
   plus 300 travel
Armand Roth, Assistant Professor of French $10,600 p.a.
   plus 600 travel
L. T. Russell, Assistant Professor of Engineering $10,800 p.a.
Dr. Fernando de Toro-Garland, Associate Professor of Spanish $12,000 p.a.
   plus 1,000 travel

ADMINISTRATIVE APPOINTMENTS

Effective May 1, 1967

Guy R. Simser, Assistant Information Officer $9,000 p.a.
   plus 300 travel

Effective May 8, 1967

Brian A. Blevins, Executive Secretary of the Alumni Association $5,600 p.a.

LIBRARY APPOINTMENTS

Effective May 15, 1967

Mrs. Maureen Brown, Junior Cataloguer $6,400 p.a.
   plus 100 travel

Effective June 15, 1967

Peggy Ha, Junior Cataloguer $6,400 p.a.
Jeremy Palen, Book Selection Librarian $6,600 p.a.
   plus 200 travel
Frances J. Welwood, Reference Librarian $6,700 p.a.
   plus 100 travel
APPOINTMENTS,
RESIGNATIONS, ETC.
(Continued):

LIBRARY APPOINTMENTS (Continued)
Effective July 1, 1967

Donald Benson, Junior Cataloguer
$6,400 p.a.
plus 100 travel

Dora Dempster, Junior Reference Librarian
$6,400 p.a.
plus 100 travel

TECHNICAL APPOINTMENT
Effective May 15, 1967

Terence A. Lovekin, Intermediate Technician
$5,500 p.a.
in Engineering

ADJUSTMENT IN SALARY FOR NEW APPOINTMENT ARRANGED LAST YEAR
Effective July 1, 1967

G. T. Suter, Assistant Professor of Engineering
from $8,500 p.a. to $9,750 p.a.

RESIGNATIONS
Effective May 5, 1967

Donald Pattison, Information Writer

Effective May 15, 1967

F. H. Damtoft, Bibliographer

Effective June 30, 1967

F. J. E. Jordan, Assistant Professor of Public Law

SABBATICAL LEAVE

Academic Year 1967-68

Dr. F. Atienza, Assistant Professor of Spanish
half salary

Dr. T. J. S. Cole, Associate Professor of Physics
2/3 salary

Professor D. C. Rowat, Professor of Political Science
half salary

For the period September 1, 1967 to August 31, 1968

M. A. Gullen, Professor of Engineering
7/12 salary

LEAVE OF ABSENCE WITHOUT PAY

Academic Year 1967-68

R. W. Cockfield, Lecturer in Engineering

R. C. G. Haas, Assistant Professor of Engineering

For the period July 1 to December 31, 1967

D. J. Wurtele, Assistant Professor of English
STAFF CHANGES:

On the recommendation of the Bursar it was agreed that the following list of Staff Changes, which had been circulated with the minutes of meeting, be approved:

<table>
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<tr>
<th>Employment of</th>
<th>Effective Date</th>
<th>Salary</th>
</tr>
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<tbody>
<tr>
<td>Mr. Kurt Berger, Air-Conditioning Technician</td>
<td>February 15, 1967</td>
<td>$433.33</td>
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<tr>
<td>Mr. Paul D'Aoust, Janitor, Buildings and Grounds</td>
<td>February 6, 1967</td>
<td>$290.00</td>
</tr>
<tr>
<td></td>
<td>July 1, 1967</td>
<td>$319.00</td>
</tr>
<tr>
<td></td>
<td>August 6, 1967</td>
<td>$330.00</td>
</tr>
<tr>
<td>Miss Diane Imman, Library Technician</td>
<td>January 23, 1967</td>
<td>$290.00</td>
</tr>
<tr>
<td>Miss Shirley Leedham, Clerk, Library</td>
<td>January 23, 1967</td>
<td>$330.00</td>
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<tr>
<td>Mrs. Janet Martinussen, Library Technician</td>
<td>January 23, 1967</td>
<td>$341.00</td>
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<tr>
<td>Miss Bonita Rendel, Faculty Secretary, Sociology</td>
<td>January 1, 1967</td>
<td>$275.00</td>
</tr>
<tr>
<td>Mrs. Dawna Sloan, Clerk, Library</td>
<td>February 1, 1967</td>
<td>$231.00</td>
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Salary Increases for:

<table>
<thead>
<tr>
<th>Employment of</th>
<th>Effective Date</th>
</tr>
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<tbody>
<tr>
<td>Miss Gillian Chater, Typist, Mathematics</td>
<td>January 1, 1967</td>
</tr>
<tr>
<td>from $286.20 per month to $340.00 per month</td>
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<tr>
<td>Mrs. Ruth Corkran, Faculty Secretary, Mathematics</td>
<td>January 1, 1967</td>
</tr>
<tr>
<td>from $381.60 per month to $415.00 per month</td>
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Resignation of:

<table>
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<tr>
<th>Employment of</th>
<th>Effective Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miss Margaret Andrews, Faculty Secretary, Biology</td>
<td>February 10, 1967</td>
<td>$328.60</td>
</tr>
<tr>
<td>Mr. Yvon Carriere, Cleaner, Buildings and Grounds</td>
<td>February 21, 1967</td>
<td>$290.00</td>
</tr>
<tr>
<td>Miss Constance Cochrane, Library Technician</td>
<td>February 28, 1967</td>
<td>$330.00</td>
</tr>
<tr>
<td>Mr. Paul Downing, Multilith Operator, Reproduction</td>
<td>January 31, 1967</td>
<td>$248.40</td>
</tr>
<tr>
<td>Mrs. Mary Heath, Faculty Secretary, Journalism</td>
<td>February 10, 1967</td>
<td>$150.00</td>
</tr>
<tr>
<td>Mr. Patrick Raycraft, Furniture Installation Assistant, Buildings and Grounds</td>
<td>February 10, 1967</td>
<td>$290.00</td>
</tr>
</tbody>
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Reduction in salary to $160.00 per month from February 1, 1966, for Mrs. Louise Laidlaw, Secretary, Bursar's Office, who is transferring to the regular part-time staff.
CREATION OF DEBENTURES:
It was reported that the University had issued a debenture of $1,000,000 dated February 15, 1967, following receipt of a capital advance of this amount on the same date. 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.

CREATION OF DEBENTURES - SIX-MONTH PERIOD ENDING SEPTEMBER 30, 1967:
On a motion duly made, seconded and unanimously carried, the following resolution was passed:

BE IT RESOLVED:

1. That to enable Carleton University (hereinafter referred to as the "University") to finance through The Ontario Universities Capital Aid Corporation the capital expenditure which the Board of Governors of Carleton University deems necessary for the purposes of the University, the University do borrow from time to time, during the six-month period ending September 30, 1967, amounts which, in total, do not exceed the sum of Five Million Two Hundred Thousand Dollars ($5,200,000), and for that purpose and for securing payment of the amounts so borrowed and the interest thereon, the University do make and issue Debentures of the University (hereinafter referred to as the "Debentures") in principal amounts which, in total, do not exceed Five Million Two Hundred Thousand Dollars ($5,200,000) and sell the same to The Ontario Universities Capital Aid Corporation.

2. That the Debentures be dated the 15th day of the month in which the amount is borrowed and bear interest from that date at the rate of five and one-half per centum (5\(\frac{1}{2}\)%), and be payable as to principal and as to interest upon the principal amount from time to time unpaid, in thirty equal annual payments commencing with the first anniversary of the date of the Debentures.

3. That the Debentures be issued initially as fully registered Debentures in the same denominations as the amounts borrowed.

4. That the Board shall cause to be kept at the office of the Secretary of the Board a register in which shall be entered the names and addresses of the holders of fully registered Debentures and particulars of Debentures held by them respectively and in which any transfers of Debentures may be registered.

5. That application be made to the Minister of University Affairs for determination of the amount of the capital expenditure of the University which may be financed through The Ontario Universities Capital Aid Corporation and for a recommendation of the Minister of University Affairs to the said Corporation in respect of the purchase by the Corporation of the Debentures as provided for in this Resolution.

6. That The Ontario Universities Capital Aid Corporation be requested to seek the approval of the Lieutenant Governor in Council in respect of the purchase by the Corporation of the Debentures as provided for in this Resolution.

7. That the officers of the Board be and they are hereby authorized and directed to execute such instruments and to affix the seal of the University thereto and to do such other acts as to them may seem necessary or advisable in order to give effect to the foregoing.
SAGA FOOD SERVICES INCORPORATED:  
Mr. Turner reported that discussions were being held between Saga, the firm which has the contract for food services at the University, and a University group with the following representatives: three students (two from Residence), Dean of Students, Residence Administrative Officer, and two representatives from the Business Office. This group had unanimously agreed that the University should renew the contract with Saga for another year, even though an increase of 8% per student per day for food services (from $1.85 to $2.00) would be necessary. The 1967-68 budget is based on a total of 675 students in Residence.

It was agreed that this was a reasonable increase and that the University group should continue its negotiations with Saga.

CITY OF OTTAWA WATER CREDIT:  
When being asked to pay for water used in construction, Mr. Fuller had informed the University that under his building permit he is permitted to hook up to any fire hydrant, and that it should therefore not be necessary for the University to pay for the metered water which contractors use on University projects. With the assistance of the University's solicitor, a credit of $7,911.54 had been negotiated with the City of Ottawa covering duplicate payments back to 1963 in the University's Water Account and building permits.

BEQUESTS:  
Harry Berrill Stein - It was reported that the University had been informed that an unrestricted bequest of $500 would be received from this estate.

Donald William Buchanan - It was reported that a $10,000 cash legacy had been received from this estate for "The uses and purposes of the said University as its Board of Governors shall deem best". It was agreed that this amount be added to the building fund and that a suitable location be found for a memorial plaque.

CARLETON UNIVERSITY ACADEMIC STAFF ASSOCIATION:  
At its meeting on May 19, 1966, the Board had referred to the Committee on the Duff-Berdahl Report the CUASA request for revocable check-off of Staff Association fees. The Duff-Berdahl Committee referred this matter back to the Board of Governors without comment because it was not dealing with the Academic Staff Association.

It was agreed that the matter be placed on the agenda for a future meeting and that information on it be circulated in advance of the meeting.

STATEMENTS:  
Copies of a Statement of Operating Income and Expenditure for the seven-month period ended January 31, 1967, were distributed at the meeting. This showed Total Operating Income for 1966-67 estimated at $7,996,000; Total Operating Expenditure at $7,976,935; and a Surplus for the year of $19,065.
STATEMENT OF CASH FLOW: Copies of a Statement of Cash Flow and Forecast for the Fiscal Year ending July 30, 1967, were distributed at the meeting.

TERMINATION: The meeting terminated at 2:35 p.m.

F. J. Turner,
Secretary.

D. A. Golden,
Chairman.