CARLETON UNIVERSITY

Minutes of the 185th Meeting

of the

BOARD OF GOVERNORS

Time: Thursday, May 11, 1967, at 12:30 p.m.
Place: The Board Room – H. S. Southam Hall

PRESENT:
Mr. D. A. Golden, Chairman, Mr. John C. Clarke, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. H. Everett, Mr. Charles L. Jeffrey, Mr. A. M. Laidlaw, Mr. A. B. R. Lawrence, Dr. C. J. Mackenzie, Dr. Harry Pullen, Dr. Grace E. Maynard and Mrs. A. H. Zimmerman. Also present: Dr. G. R. Love, Mr. D. C. McBown, Mr. B. Painter, Mr. M. D. Roberts and Mr. F. J. Turner.

BOARD MEETINGS:
The Chairman reported that it was very difficult to handle the volume of business being brought forward to the Board, and that it was going to be more difficult in the future as the University grew. It was suggested that the Executive Committee could meet more often than it does now to handle certain matters and that the Board might meet twice a month at noon hour, rather than the present monthly meeting. The Chairman and the President were asked to consider what items might be best delegated to the Executive Committee.

SPECIAL CAMPAIGN FOR

STUDENTS' UNION:
Mr. Painter, President of Students' Council, described the urgent need for the Students' Union facility and urged the Board to set up a special campaign to seek private funds for the construction of the Students' Union. He indicated the students' willingness to assist in this special campaign.

Mr. Roberts, Development Officer, presented a proposal setting out how a special campaign for the Union would be organized and stressed that if this campaign was to go ahead planning for it must begin immediately.

The Board was informed that the new provincial plan of capital assistance for the period 1964-69 had not yet been worked out.

After some discussion of the programme and sharing of costs with the students it was agreed that the planning for a special Student Union Campaign should begin and a further report will be submitted to the Board of Governors when information is available from provincial authorities as to the exact amount that the University will need to find from private sources.

MINUTES:
It was agreed that the minutes of the previous meeting (184th) be approved as distributed.
The Chairman reported that the Executive Committee had considered the report at its last meeting for the purpose of deciding as to how it should be released to the public. After some discussion it was agreed that a special committee of the Board, named by the Chairman, consider the Report of the Joint Committee and report back to the Board with its conclusions and that the members serve as representatives of the Board.

Copies of the minutes of the 110th meeting of the Executive Committee were circulated with notices of the meeting. (A copy of the report is attached to the original of these minutes.)

It was agreed that the report of the Executive Committee be approved.

The Bursar reported that he had authorized an appraisal of the property of St. Patrick’s College by the Canada Permanent Trust Company after having obtained the authorization from the President and the Chairman of the Board. However, during negotiations with this Company he discovered that they would be unable to do it in sufficient time so arrangements were made with General Appraisal Company to do it for about $1,200. This amount for the appraisal was similar to the amount that would have been charged by Canada Permanent Trust. The Bursar asked that this action be confirmed.

It was agreed that this action be confirmed.

The Bursar had reported that Overseas students often found themselves in difficulty because they do not have adequate medical coverage when they come to Canada, and that some of them during their stay at the University need hospital care and do not have the funds necessary to cover this type of expenditure. It was recommended that hospital insurance coverage should be a condition of registration for Overseas students. Coverage by the Ontario Hospital Services Commission is available after a three-month waiting period and the University has a Plan which will provide coverage during the waiting period.

It was agreed that Overseas students be required to have hospital insurance while enrolled at the University.

The minutes of the 28th 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.)

Health Insurance after Retirement - It was reported that the Committee had referred the question of the payment of premiums for extension of medical and hospital insurance coverage to retired employees to the Board for decision. The Committee agreed, in principle, that the T.I.A.A. Major Medical Plan and the Ontario Hospital Services coverage should be made available to members of the Plan after retirement but the Committee was unable to decide whether the additional cost should be borne by active members of the Plan or whether it should be shared on a 50-50 basis by the active members of the Plan and the University.

It was agreed that T.I.A.A. Major Medical Plan and the Ontario Hospital Services coverage be made available to members of the Plan after retirement and that the additional cost should be shared on a 50-50 basis by active members and the University.
REPORT OF THE STAFF WELFARE COMMITTEE (Continued):

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

Major Medical Plan

* that the definition of "retired" for the purposes of this Plan is a person who meets all of the four following conditions:

(a) Five years' service at Carleton but no longer a full-time employee of Carleton.
(b) Age at least sixty.
(c) Has made contributions to the Carleton University Retirement Plan.
(d) Was a member of the Major Medical Plan at the time of retirement.

* that the definition of a full-time employee for determining eligibility in the Major Medical and other Staff Welfare plans is (a) or (b) whichever is applicable.

(a) Non-Academic - A person who works thirty hours a week or more if appointed for a minimum of one year or on a continuing basis, up to normal retirement age (65). After normal retirement age, twenty hours a week.
(b) Academic - A person with an academic appointment who receives 30% or more of his maximum annual basic salary received at Carleton University.

* that the following action be confirmed:

As of April 1, 1967, coverage was added for retarded or physically disabled children provided they are not married, incapable of being employed, and are over the age of 19, at no extra cost for this year.

* that the following action be confirmed:

- Endorsement re U.S. Medi-Care - An endorsement had been signed on behalf of the University to exclude those expenses incurred which qualify in whole or in part under the Social Security Act of the United States. This endorsement confirmed the T.I.A.A.'s standard practice to avoid duplicating benefits for new Carleton staff members who might now, or in the future, be eligible for U. S. benefits.

* Retirement Plan - That a staff member on sabbatical or study leave be granted exemption from contributing to the retirement plan for up to one year provided that his additional past contributions equal the amount which he would normally be required to contribute during that year or if they do not equal this amount that he would contribute the difference and that the University would contribute during that year the normal 8% of his gross salary on his behalf.

DEVELOPMENT PROGRAMME REPORT:

Mr. Everett led the discussion on this report. The discussion began with the report of the progress of the second phase of the campaign which has now received $211,525, making a total of $2,129,447 from 8,211 donors.
Prior to the meeting the Development Office had circulated to members of the Board a document entitled "Proposal Concerning the Annual Giving Approach to the University Development Programme". (A copy of this is attached to the original of the minutes.) Mr. Everett explained that this was a long term approach to the total University development programme and that it would be particularly applicable at this time should the government change its capital assistance programme. It was suggested that a number of annual giving programmes should be developed which would provide a broader basis and wider appeal so that the development programme would bring income from many sources to the University.

The broad Annual Giving Programme would present the opportunity for continual recruitment of volunteers and provide them very specific approaches to capture their interest.

It was agreed to approve the proposals contained in the document tables with the Board.

Phase III of the Campaign - Mr. Elderkin introduced the budget for Phase III of the Campaign. The total expected expenditure was $33,936. It was reported that the Campaign costs to date had been 4.3% of the amount received.

It was agreed to approve the budget of $33,936 for Phase III of the Campaign.

The President reported that the University would lose only two members of faculty this year which, considering the demand for faculty, was most encouraging. He indicated that there was only a handful of vacancies left and it was expected that most of these would be filled.

The President reported that the Senate had been considering the problems of academic planning, and that it recommended that the University should set up a committee with a director and staff to carry out the research and development of plans necessary for a growing institution.

It was agreed that this recommendation be approved.

The President reported that he had received a request from the President of Students' Council for a copy of the University budget.

It was agreed that the Students' Council be provided the information which is given to faculty at Faculty Board and that the provision of further information to the student body should be considered together with matters arising from the Report of the Duff-Berdahl Committee.
LEARNED SOCIETIES:
The President reported that the University would be hosting the Royal Societies and the Learned Societies on campus this year. It is expected that we will have a large number of visitors during the period of 22 May to 23 June, and that there were to be nine President’s receptions during that period.

JOINT SUBMISSIONS OF UNIVERSITY OF OTTAWA AND CARLETON UNIVERSITY:
The Chairman reported that he, the President, and Mr. Roberts had met with the Rector, Vice-Rector (Administration) and Mr. Seguin of the University of Ottawa to consider the desirability of making joint submissions for assistance to various governments. The Chairman reported that Mr. Roberts and Mr. Gilmour, Vice-Rector of the University of Ottawa, are to prepare two submissions, one to the Federal government and another to the City of Ottawa presenting the two universities’ case for assistance. It was felt that by joining together in this way, the universities would be able to make a stronger case with these authorities than they would going to these authorities individually.

This action was approved.

DEVELOPMENT CHARGE – RESIDENCES:
The Bursar reported that he had a reply from the Deputy Minister of University Affairs concerning the litigation that is going on concerning the City’s “high rise” charge assessed on Carleton and the University of Ottawa residences. The Deputy Minister indicated in his letter that this matter had been discussed with the Minister and the Department of Municipal Affairs and that they recommended that we continue with the matter in the courts and that they were not at the present time prepared to consider a legislative remedy to this problem.

STUDENT REPRESENTATION ON THE BUILDING ADVISORY COMMITTEE:
At the request of Students’ Council it was agreed to replace Miss Larkin with Mr. McPeake on the Building Advisory Committee.

BEQUESTS:
Travers Bequest – The Bursar reported that he had received information from the Travers’ Apron Company that they had had an inquiry about the purchase of this Company.

It was agreed that the Bursar, in consultation with the Chairman of the Board and the President, be empowered to sell the shares in the Company which the University holds.

Shaffer Bequest – The Bursar reported that he had been requested to sign a release by the executors for this estate for this bequest. He reported that he was unable to do so at the time because the University had not received a notarized copy of the Will and he had been advised by our solicitors not to sign the release until the notarized copy of the Will had been examined.

Bradley Bequest – It was reported that a $1,000 legacy had been received from this estate (“to be added to the endowment fund of the said University”).

It was agreed that this amount be added to the endowment fund.
CREATION OF DEBENTURE:

It was reported the University had issued a $25,000 debenture, dated 15 April, 1967, on receipt of capital advance of this amount on 20 April, 1967. Authority for this was given by the Board at its 183rd meeting on 9 March, 1967, to issue debentures totalling $5,000,000 in the six-month period ending September 30, 1967.

ONTARIO STUDENT HOUSING CORPORATION:

The Bursar reported that members of the University staff had met with Mr. Riggs of the Ontario Student Housing Corporation to discuss the possibilities of building residences under the auspices of the Corporation. It was reported that the Corporation was just studying proposals by contractors for residences for the University of Western Ontario and that the cost per bed for these proposals had been between $3,000 and $4,000 per bed. It would not be possible to assess the proposals and to explain the cost difference for several months and until the successful contractor had submitted detailed plans and specifications and these had been thoroughly examined.

REPORT OF THE BUILDING COMMITTEE:

Mrs. Zimmerman led the discussion on the report and it was agreed that the following items which are marked by an asterisk be approved:

Murray and Murray Precinct Report - It was reported that although the detailed arrangements as to fees and the detailed description and scope of the work had not been completed it was urgent that the work proceed.

* that up to $5,000 might be expended on a per diem basis on these studies pending the working out of the fee schedule and a statement defining the extent of the studies.

Arts I Television Facility

* that the television facility as outlined in the space requirements for Arts I be provided in that project subject to the Senate approving the recommendation of the Senate Committee for Instructional Aids on the development of television facilities.

Consideration of a Brief for a Proposed Union - It was reported that the Building Advisory Committee had considered the brief and had been informed that the brief was incomplete because the food services consultant had not yet had the opportunity to provide her recommendations as to what space should be included in the building for food facilities. The Building Advisory Committee had discussed the adequacy of several areas including the Director's Office for Student Health and Counselling Services, a Graduate Students' Lounge and an area for the faculty.

* that the brief could form the basis of a submission to the Province for capital assistance,

* that the brief be sent to the architect as part of the material providing the requirements for this building, with the necessary additions for food services and faculty area being sent when they were available, and

* that at the time of preliminary sketches the sub-committee should examine the adequacy of the following areas: Director's Office for Student Health and Counselling Services, and the Graduate Students' Lounge.
* The Building Committee had instructed the Director of Planning to examine the space provided for the faculty and ensure that adequate provision has been made in the building for a Faculty Lounge and Dining Area.

The Preliminary Statement of Requirements for the Science-Engineering Library - The Building Advisory Committee had considered a statement prepared by the Science-Engineering Library Sub-Committee which indicated that the ultimate size of the building should be 84,000 square feet. This would provide facilities for 300,000 volumes in 1980. During the interim, however, part of the library space provided would be used for the Bookstore and an examination hall.

* that the statement be accepted as the space requirement study for this project subject to the consideration of providing space for the following:
  - Deans' Office Complex for the Deans of Engineering, Science, and Graduate Studies or some appropriate combination of these.
  - Cataloguing Facilities - so that the cataloguing for the Science-Engineering Library can be done in this building.

* Buildings to be included in the Precinct Study in the Vicinity of Parking Lot No. 2 - that the list presented to the Board by the Building Committee be approved.

Change Orders

* that the following Change Orders for the Loeb Building be approved:

  
  38 - Change Order required due to soil conditions Extra $13,855.04
  37 - Refund on Sales Tax Credit 10,535.00
  39 - Revised - Revision associated with temporary occupancy by Administration Extra 25,789.50
  42 - Changes in electrical work and equipment in kitchenettes and anechoic chamber Extra 3,473.80
  44 - The addition of vinyl asbestos tile for the Study Lounge and the upper lounge Extra 2,189.00

* Controlled Environment Facilities - that the revised budget of $1,842,875 for the Controlled Environment Facilities be approved.

It was reported that tender calls will be coming out in the next week and that bids for the tunnel portion are expected to be opened on June 15 and bids for the remainder of the project are expected to be opened on July 5.

* Roads '66 - that the revised budget of $506,850 for Roads 1966 be approved.

The tenders for this project are to be called May 14, to close June 6.
Extension to Central Heating Plant - It was reported that the first submission on the Central Heating Plant had been made to the Province and that the estimated cost for this structure was $535,000.

* that the preliminary cost of $535,000 be accepted for this project.

* It was agreed that the following contractors be invited to bid on this project:

**General Contractors**
- P. E. Brule Limited
- George Crain & Sons Limited
- Doran Construction Co. Ltd.
- Thomas Fuller Construction Co. 1958 Ltd.
- V. K. Mason Construction Ltd.
- James More & Sons
- Sirotak Construction Ltd.
- Richard and B. A. Ryan (1958) Ltd.
- M. Sullivan & Son Ltd.

**Mechanical Contractors**
- Samuel Crump Co. Ltd.
- Canadian Comstock Co. Ltd.
- Bradley Plumbing and Heating
- Ottawa Plumbing and Heating

**Electrical Contractors**
- Univex Ltd.
- Federal Electric
- Bedard Girard Ltd.
- Canadian Comstock Co. Ltd.

* Furniture for Administration Move to the Loeb Building - that to reduce current expenditures the areas in the Loeb Building to be occupied by Administrative staff on a temporary basis be furnished for the ultimate occupants.

* Television Equipment and Space Requirements for 1967 - that the purchase of the following equipment be authorized:

  - V. T. R. telecine and associated equipment. $104,490
  - Equipment for the screening room. 14,580
  - Additional equipment for present facilities. 15,705
  - Test and maintenance equipment. 11,167
  - Metal turning lathe. 3,000

  Provision for this item is subject to the condition that a satisfactory arrangement must be made between Department of Instructional Aids and Faculty of Engineering for its effective utilization.

* Technical Design Costs - Television Facilities - that appropriate charges be made against the capital budget to recover the salaries of the technical staff who are involved in the planning of these facilities.
* Chemistry Labs - that Classroom 412 in the Steacie Building be converted to a laboratory instead of Classroom 329 as previously requested.

Office Furniture - Loeb Building - It was reported that the following firms had been asked to quote on office, graduate, student, and seminar furniture for the Loeb Building:

(a) Harter Metal
(b) Steel Equipment
(c) Royalmetal and Croydon
(d) Art Woodwork and Sunshine
(e) Canadian Office and School Furniture
(f) Canadian Steelcase

These quotations were evaluated and the following recommendations were made:

Royalmetal and Croydon - Chairs $34,237.65
Art Woodwork - Office Desks and Tables 69,214.00
Steel Equipment - Files 31,364.94
Canadian Office and School Furniture - Graduate Student Desks and Chairs 20,344.00

* that the recommended list approved by the Building Committee be accepted.

* Loeb Building - Loose Furniture - that the prototypes, with modifications, were acceptable. The Department of Physical Plant was asked to see that the following modifications are made: that the large table be strengthened and that design changes be made to improve the comfort factor of the chairs.

Tenders - Tory Alterations #3

(a) Tenders were received for laboratory furniture from the following companies for this project:
  Canadian Office and School Furniture $26,471.85
  Globe Furniture 27,818.85
  Art Lab 27,100.00

(b) Tenders were received for the general contract for this project from the following firms:
  Banff Construction $127,703.00
  H. H. Phillips 131,571.00
  Coody 127,913.00
  Uniform 131,379.00
$26,471.85 for lab furniture was included in the general contractor's bid.

(c) A water chiller costing $2,440 was not included in the general contract.

* that the Banff Construction bid of $127,703.00 and the Canadian Office and School Furniture bid of $26,471.85 be accepted and the purchase of the water chiller be confirmed.
REPORT OF THE BUILDING COMMITTEE (Continued):

* Change Orders:

Tory Building

#3 - Central Control Panel additional points. Extra $4,693.00

(Provincial assistance for this capital expenditure will be requested in the submission for the Central Heating Plant Addition.)

Status of Railway Crossing - It was reported that the Bursar had received a reply from his letter to the Board of Transport Commissioners asking that until both separated crossings were completed the University be allowed to retain its present level crossing. The reply indicated that the University should immediately proceed on completion of the underpass to erect automatic protection on the level crossing or close it because the education programme and the enforcement of the stop sign proposed by the University would not cover all people using the crossing.

The letter ended with an indication that another submission in this regard was requested and the Bursar was instructed to see if further negotiations with the Board of Transport Commissioners might result in saving the University the expense of installing automatic protection for the year and a half remaining for that level crossing.

APPOINTMENTS, LEAVES, ETC:

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

ACADEMIC APPOINTMENTS

Effective July 1, 1967

Dr. V. K. Chari, Associate Professor of English $11,800 p.a. plus $500 travel

Dr. A. B. M. L. Kabir, Assistant Professor of Mathematics $9,800 p.a. plus $500 travel

R. J. Kind, Assistant Professor of Engineering $9,200 p.a. plus $200 travel

Shumpei Kumon, Visiting Assistant Professor of Economics $10,000 p.a. plus $1,500 travel

Dr. Wassilios Makios, Assistant Professor of Engineering $9,400 p.a. plus $300 travel

Dr. Marilyn C. Smith, Assistant Professor of Psychology $9,800 p.a.

Effective December 1, 1967

Dr. Malcolm J. Bibby, Assistant Professor of Engineering $6,100 for the period Dec. 1/67 to June 30/68 plus $450 travel
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APPOINTMENTS, LEAVES, ETC. (Continued): ADMINISTRATIVE APPOINTMENTS

Effective May 1, 1967

Christopher G. Jermy, Information Writer $5,600 p.a.

Effective July 1, 1967

Allan Arlett, Assistant Development Officer -
Bequests and Foundations $9,000 p.a. plus 300 travel

TECHNICAL APPOINTMENT

For the period August 1, 1967 to July 1, 1968

Richard J. Talbot, Laboratory Coordinator in the Department of Chemistry $7,300 for the eleven months

CHANGE IN MOVING ALLOWANCE

Dr. G. H. Martin, Professor of History, from $1,000 to $600

RESIGNATIONS

Effective April 15, 1967

Francis A. Tait, Electronics Technician in Physics

Effective June 30, 1967

A. K. Md. E. Saleh, Assistant Professor of Mathematics
B. J. Spenceley, Assistant Professor of Physics
M. Sosnowsky, Cataloguer in the Library

AMENDMENT TO DATE OF RESIGNATION

From May 15 to May 31, 1967

F. H. Damtoft, Bibliographer in the Library

CHANGE FROM LEAVE OF ABSENCE TO STUDY LEAVE, 1967-68

T. W. Betz, Assistant Professor of Biology

LEAVE OF ABSENCE WITHOUT PAY, 1967-68

M. S. Tait, Assistant Professor of English

PROMOTION TO ASSOCIATE PROFESSOR

Dr. Francisco Atienza, Spanish

ADJUSTMENTS TO THE BUDGET:

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

F. Atienza, Associate Professor of Spanish
From $11,000/2 to $11,300/2 (sabbatical leave at half salary)

G. Batky, Technician in the Department of Biology
From $6,375 to $6,650 p.a.
ADJUSTMENTS TO THE BUDGET (Continued):
B. P. Dawkins, Assistant Professor of Mathematics
From $9,900 to $10,000 p.a.
J. Goheen, Assistant Professor of German
From $9,600 to $10,200 p.a.
A. Jeffrey, Assistant Professor of Philosophy
From $10,200 to $10,400 p.a.
C. Macalchan, Assistant Professor of Mathematics
From $10,000 to $9,700 p.a.
M. Rahman, Assistant Professor of Mathematics
From $10,100 to $10,200 p.a.
J. Ray, Assistant Professor of Psychology
From $11,100 to $11,300 p.a.
R. A. Wendt, Dean of Students and Professor of Psychology
From $18,000 to $18,500 p.a.

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:

Employment of
Mr. George W. Siew, Clerk of Works,
Planning and Construction
Effective
April 10, 1967
Salary
$10,000 p.a.

Resignation of
Mr. Marcel Albert, Mechanic,
Buildings and Grounds
April 7, 1967
$380.00 month
Miss Marilyn Carson, Clerk, Library
April 21, 1967
$291.00 "
Mrs. Brenda Fentiman, Faculty Secretary, Economics
March 31, 1967
$291.50 "
Miss R. Jeanne Honeywell, Typist,
Library
May 10, 1967
$247.50 "
Mrs. Janet Martinussen, Library Technician
April 20, 1967
$330.00 "
Miss Peggy Petrie, Faculty Secretary, Biology
April 21, 1967
$315.00 "
Mr. Murray Wilson, Machine Operator,
Reproduction Services
April 20, 1967
$226.80 "

Budget Adjustments 1967-68
As per Budget
Revised

Mr. Salvatore Crupi, Stock Clerk, Bookstore
$3,350
$3,600
Miss Carolyn Monsour, Secretary to
Director of Athletics
$4,200
$4,380

DATE OF NEXT MEETING:
The next meeting will be at the call of the Chair.

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

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