CARLETON UNIVERSITY

Minutes of the 195th Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, February 22, 1968, at 12:30 p.m.
Place: The Board Room - H. S. Southam Hall

PRESENT:
Mr. D. A. Golden, Chairman, Mr. V. S. Castledine, Mr. J. C. Clarke, Mr. A. A. Crawley, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. H. Everett, Mrs. E. D. Fulton, Mr. F. E. Gibson, Mr. B. Loeb, Dr. C. J. Mackenzie, Mr. T. R. Montgomery, Mr. L. Rasminsky, and Mrs. A. H. Zimmerman. Also present: Professor G. R. Love, Mr. F. J. Turner, Mr. J. E. Whinham, and Mr. D. C. McCown, Secretary.

MINUTES:
It was agreed that the minutes of the previous (194th) meeting be approved as distributed.

MEMBERSHIP OF COMMITTEES:
It was agreed that Mr. F. E. Gibson and Mrs. E. D. Fulton be appointed to the Building Committee of the Board of Governors.

REPORT OF THE BUILDING COMMITTEE:
The minutes of the 110th meeting of the Building Committee were circulated prior to the meeting as a Report of the Committee. (A copy of that Report is attached to the original of these minutes.) Mr. Clarke led the discussion of the Report.

The following items were reported for information:

Quantity Surveyors - Mr. Whinham had reported on the effectiveness of quantity surveyors orally to the Building Committee. He was asked to bring forward a written report on this matter to the next meeting of the Building Committee.
Renovations - St. Patrick's College - It was reported that Mr. Whennam had provided a list of furnishings for residence beds at St. Patrick's College, and the Building Advisory Committee had recommended that Mr. Whennam develop a proposal based on a standard of furnishings at an estimated cost of $750.00 per resident bed.

Capital Control System - It was reported that a proposal for planning and capital control had been tabled with the Building Advisory Committee.

Enrolment Projections - It was reported that Dr. Love had tabled a document with the Building Advisory Committee entitled "Enrolment Projections to 1969 for Use in Planning", dated February 1, 1968.

Report from Arts 1 Sub-Committee - It was reported that the Building Advisory Committee had instructed that a memorandum from the Arts 1 Sub-Committee, on the subject of the location of the proposed Arts 1 Building, be transmitted to Murray and Murray for consideration in the planning of the precinct.

Request from Mathematics for Renovations in the Physics Building - It was reported that the Building Advisory Committee had referred the matter back to the Dean of Science so that he and the Department of Mathematics could consider the possibility of providing the needed space in the C. J. Mackenzie Building, or use existing space in the Physics Building without the renovations.

The following items were submitted by the Building Committee to the Board of Governors for their consideration:

Geology Building - The draft of the submission for the Provincial Government, and for use for the architects in planning, was circulated prior to the meeting. Mr. Clarke, acting for the Chairman of the Building Committee, asked Professor Love to outline the proposal. In the discussion that followed, consideration was given to the following topics:

Need for the Project -

a) The requirement for the space now occupied by Geology for use by Biology was discussed;

b) The specific requirements and the need for additional space for Geology was discussed;

c) The effect of the requirement for additional Geologists within the economy was discussed and related to the projected enrolments for the Geology department;

d) It was explained that the criteria used for the development for the space requirement had been compared on an internal basis and on an external basis.
REPORT OF THE BUILDING COMMITTEE (Continued):

Priority -

a) The priority for this project in relation to other projects was discussed and it was reported that this matter had been referred back to the Building Advisory Committee by the Building Committee for further consideration.

b) The question was asked concerning the development of these plans in relation to the over-all pattern of academic growth within the University. The President indicated that though there is not a specific document outlining the priorities of development, the policy is contained in a series of related decisions by Senate and the Board concerning enrolment projections and the establishment of the building programme.

Cost of the Project -

The question was asked that in view of what appeared to be a high per student cost for this project, whether this question had been considered in relation to the other needs.

It was agreed that the planning document, which had been circulated and was the basis of discussion at this meeting, be used as the basis of the submission to the Provincial Government for this project, and as a brief to the architect, subject to the Building Advisory Committee reviewing the priorities for this project in relation to others in planning.

Tory Building Conversion - Physics to Biology - It was agreed that tenders be called for the re-furnishing and renovation of space formerly occupied by Physics for use by the Biology Department, at an estimated cost of $90,000, plus architect fees, contingencies, and equipment, subject to UACPI being approved by the Provincial Government.

Pre-Qualification System for Bidders on Capital Projects - It was reported that the Building Committee had deferred this item to its next meeting, and had instructed Mr. Whenham to prepare a proposal indicating the procedure which would be necessary to implement the policy that he had recommended.

Interior Design Service - University Centre Building - It was agreed that the University instruct the architect for the University Centre Building to obtain the services of an interior design consultant for the furnishings of that building, and that the fees for this consultant, and the smaller fee for the architects coordinating the responsibility, be paid from the furniture allocation within that project.

Change Orders - It was agreed to approve the Change Orders listed in Annex A to these minutes.

Additional Fees for Men's Residence Tower - It was agreed to approve the payment of $24,268 for extra architects' fees, to cover the design cost which resulted from the requirement to reduce the number of floors of the building and re-arrange the floor layouts, so that the per bed cost could be reduced to $5,600 or less per bed.
Engineering Fees - Sunnyside Road Extension - It was agreed to increase the budget for engineering fees for this project by $8,000.

Overpass - Sunnyside Road Extension - It was agreed to confirm the action of the Bursar who, after consultation with the Chairman of the Board and the Chairman of the Building Committee, had written the Board of Transport Commissioners indicating that the University would pay for the cost of construction and maintenance for the overpass over the railway tracks at the Sunnyside Road extension.

City Intersection - Sunnyside Road Extension - It was agreed that Mr. Turner should begin negotiations with the City about the modifications to Bronson Avenue on the new entrance to the University at Sunnyside, on the basis of his understanding that the University had no responsibility for sharing any of the cost for the work required to make the intersection suitable on Bronson Avenue.

St. Patrick's Renovations - It was reported that tenders had been received for renovations and remodelling of the College Building at St. Patrick's Campus to provide additional stair towers as required by the Ontario Fire Marshal. These tenders had been reported to the Building Committee and at that time it had been indicated that the low tender was $192,500, which was substantially higher than the estimate.

At the meeting of the Building Committee Mr. Whenham had indicated that he was negotiating through the architect with the low tenderer to reduce this cost. Subsequent to that meeting the Ontario Fire Marshal, after visiting the building with Mr. Whenham and the architect, had insisted that the proposed work be done, and had also indicated additional requirements. Mr. Whenham reported to the Board that, as a result of the negotiations with the Contractor, the University had been able to reduce the contract price by $11,700, but the additional requirements of the Fire Marshal would cost $11,818, resulting in a new contract price of $192,618. The following is a list of tenders received for this project:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Coody</td>
<td>$205,539</td>
</tr>
<tr>
<td>Doran Construction</td>
<td>244,970</td>
</tr>
<tr>
<td>Aselford-Martin</td>
<td>234,790</td>
</tr>
<tr>
<td>Taplen Construction</td>
<td>196,990</td>
</tr>
<tr>
<td>Uni-Form Construction</td>
<td>212,503</td>
</tr>
<tr>
<td>C. A. Johansen</td>
<td>214,900</td>
</tr>
<tr>
<td>Brule Construction</td>
<td>197,544</td>
</tr>
<tr>
<td>W. N. Construction</td>
<td>192,500</td>
</tr>
<tr>
<td>Herbert Brune</td>
<td>197,380</td>
</tr>
</tbody>
</table>
It was agreed that the low tender of W. N. Construction Company be accepted, for the negotiated price of $192,618.

The minutes of the 29th Meeting of the Staff Welfare Committee were circulated at the meeting as a Report of that Committee. Dr. Dunton asked Mr. Turner to lead the discussion of that Report.

Death of a Staff Member – Gratuitous Payment – It was reported that the Committee had recommended a gratuitous payment equivalent to three months salary of Mr. Alfred Belaire, be made to the member or members of Mr. Belaire’s family who are responsible for the maintenance, education, and training of the youngest member of this family.

Mr. Turner outlined the basis of the recommendation, and indicated the reasons the Committee had used to establish need in making the recommendation. After some discussion of the basis for need, and the precedents which had been used in prior cases, the Board indicated that the question of need had not been established and therefore did not approve the recommendation.

Retirement Plan –

a) Refund of Balance to Employee after Transferring Accumulation under Reciprocal Agreement with the Federal Government.

It was agreed to refund the balance of $170.44 to the former staff member.

b) Request of Staff Member to Postpone Further Contributions to Retirement Plan until Age 30.

It was reported that a member of faculty had joined the retirement plan prior to the age at which it was compulsory to do so, and now, because of financial difficulties, wished to withdraw.

In the discussion that followed, several members of the Board indicated that it would be better if the retirement plan were compulsory for all members of the staff without option. However, in view of the conditions of the present plan, it was agreed that this staff member be permitted to postpone contributions to the retirement plan till age 30, effective March 1, 1968.
c) Amendments to the Retirement Plan

The Bursar reported that the amendments listed below should be made as a result of the agreement for the purchase of St. Patrick's Campus, and are to provide for the inclusion of the members of the faculty and staff at St. Patrick's in the University retirement plan.

1 Subsection (b) of the definitions is changed and reads as follows:

"(j) St. Patrick's College means the St. Patrick's College and its School of Social Welfare referred to in the agreement between Carleton University and English Oblates of Eastern Canada dated the 12th day of July, 1967..."

ii Section 2, "Termination of Old Plan", of the said provisions, is amended as follows:

"2. Termination of Old Plans:

(a) The Retirement Annuity Plan for employees of Carleton College established on 1st April, 1948 will be terminated on 30th June, 1958. All contributions under the old plan will cease as of that date, but the benefits purchased under this plan up to and including 30th June, 1958 will remain to the credit of the employees and retired employees.

(b) Contributions to the Great West Life Assurance Company Group Annuity Policy Number 102746P established on 1st April, 1964 for the employees of St. Patrick's College will be terminated on 30th June, 1967. Each employee covered under the policy will be provided with a paid-up deferred annuity to which he is entitled as of 30th June 1967."

iii Subsection 3(a) of the eligibility provisions is amended to read as follows:

"(a) Each present member of the Retirement Annuity Plan for employees of Carleton University on 30th June, 1958 is eligible and will become a member of the revised plan on 1st July, 1958."

iv A new subsection 3(e) of the eligibility provisions is added and reads as follows:

"(e) Notwithstanding anything contained herein, each full-time person in the employ of St. Patrick's College on 30th June, 1967 shall become a member of this plan and shall have placed at his credit the amount referred to in Section 9(c) herein; such person shall be deemed to have 'permanent' status for the purpose of this plan."
A new subsection 9(c) replaces the similarly designated subsection and reads as follows:

"(c) The University or St. Patrick's College on behalf of the University will remit on the 1st day of July, 1967, or as soon thereafter as is practicable, to the trust company administering the trust fund a sum of money equal to the sum of the individual amounts calculated in accordance with the following paragraphs for each person in the employ of St. Patrick's College on the 30th day of June, 1967 who becomes employed by the University as of the 1st day of July, 1967:

For each such employee, the individual amount is A minus B where A is the value at age 65 of an annual annuity payable monthly, commencing at age 65 and guaranteed for five years certain, on the basis of the Canadian Government Annuity Rate Series No. 8, effective April 1, 1964 of 1\% of the basic annual salary as of the 1st July, 1967 (or the 1966-1967 basic annual salary as of the 1st May, 1967 if larger) for each year of his service with St. Patrick's College after the 30th June, 1963 plus 1\% of the same basic salary for each year of such service prior to the 1st July, 1963; and B is the present value as of the 1st July, 1967 based on the Canadian Government Annuity Rate Series No. 8, effective April 1, 1964 of the proportion of the Great West Life Assurance Company paid-up annuity with respect to each employee and referred to in Section 2(b) herein, that the employer's contributions, made on his behalf, bear to the sum of such employer contributions and his own contributions.

If B is greater than A for any employee, nothing will be remitted by the University or St. Patrick's College on behalf of the University to the trust company administering the trust fund for such employee."

Subsections 9(c), 9(d), 9(e), and 9(f) are renumbered 9(d), 9(e), 9(f) and 9(g) respectively.

It was agreed that these amendments be made to the retirement plan.

**d) Purchase of Annuity for Retired Staff Member.**

It was reported that the University had called tenders for a fixed dollar annuity as of July 1, 1967, from a number of insurance companies, for Miss Mae Roe on her retirement, and that the best quotation, from Manufacturers Life had been accepted.
REPORT OF THE STAFF WELFARE COMMITTEE (Continued):

Group Life Insurance - It was reported that at the time the University had increased the maximum number of units under this plan from five to eight some years ago, six members of the plan had declined the option of increasing the number of units. Recently an information sheet had been circulated by the personnel office and two members who had not increased the number of units now wished to do so.

It was agreed that these two members be permitted to take the additional units to which they are entitled as of August 1, 1968, the date on which the premium is due and payable by the University, provided the insurance company agrees.

It was reported that a member of the faculty with two children who joined the staff several years ago did not have the number of units of insurance to which he was entitled.

It was agreed that the units provided by the formula under this plan for the individual's dependent children should be provided, if the insurance company agrees, effective either

a) August 1, 1967. (It is a condition of the selection of this date that he pay the full share of the insurance coverage for the year).

b) August 1, 1968.

Major Medical Plan -

a) It was agreed that a modification to the endorsement be signed on behalf of the University, so that the amount deductible under the United States Social Security Act would be considered a major expense under the major medical plan.

b) Retired Employees - It was reported that the Committee had not recorded in its minutes the exact benefits available to retired employees and that their position had been that the benefits would be based on $100.00 deductible with $10,000.00 maximum coverage.

This fact had been discovered during the negotiations with TIAA, because when the company had signed the rider they had indicated a different type of coverage.

It was agreed that the University officers take the necessary steps to provide retired employees with the coverage outlined above.
REPORT OF THE STAFF WELFARE COMMITTEE (Continued):

c) It was reported that the Bursar is to study the question of the possible replacement of the Ontario Hospital Services Plan portion of the University medical plan for retired employees, who give up their status as residents of Ontario, for consideration at a later meeting of the Staff Welfare Committee.

Ingram Report - It was reported that the basis and recommendations of the Ingram Report had been outlined to the Staff Welfare Committee and the Committee would have further discussions on this Report.

The Board requested that the Bursar brief the Board on this Report at some later meeting.

REPORT OF THE INVESTMENT COMMITTEE:

The minutes of the 99th meeting of the Investment Committee were circulated at the meeting as a report of that Committee. This report is attached to the original of these minutes.

It was agreed that the recommendations of the Investment Committee be adopted.

REPORT OF THE CAMPAIGN COMMITTEE:

Mr. Everett conveyed the regrets of Mr. Venables for being unable to make this Report, and led the discussion of it.

Carleton University Campaign - Phase III - It was reported that Phase III of the campaign had begun and will continue until November 1968.

It was reported that as of February 21, 1968, Phase III has received 524 gifts totalling $82,348.53, of which 63 gifts were from National Corporations for $39,718.00, 46 gifts were from local companies totalling $26,315.00, 276 gifts were from parents for $5,072.00, 16 gifts from Special Gifts Division, totalling $4,195.00, and 24 gifts from Professionals totalling $2,850.

It was noted that there is three-quarters of a million dollars left to raise for the campaign, and that this was often the most difficult amount to be raised. The Development Office was complimented on their persistent efforts in ensuring that the necessary follow up was maintained in respect of companies who had indicated that they might make annual gifts to the campaign.
REPORT OF THE CAMPAIGN COMMITTEE (Continued):

University Centre Building Fund - It was reported that this campaign will commence in March and that the Committee is extremely active.

It was noted that the Alumni Division within this group have begun campaigning and have already received nine gifts, and that this part of the canvass will culminate in a city wide telethon during March 28-29. Mr. Everett was pleased to report that Mr. Trevor Lloyd and Mr. Jacques LaRiviere had accepted the responsibility for the canvass of companies in Toronto and Montreal respectively.

OPERATIONS OF THE UNIVERSITY CENTRE BUILDING:

The President reported that Dean Wendt and Mr. Turner had been negotiating with representatives of Students' Council on behalf of the University concerning the operations of the University Centre Building. He reported that when this project had been first considered, the draft agreement with the Students' Council had provided that the students would run the activity areas for the building while the University would be responsible for the maintenance and operations of the building and the management of the general facilities. He reported that the recent negotiations have produced a modification to this proposal and it is now suggested that the students should pay a rent equal to the cost of operating the areas under their control and also be responsible for the management of these areas. Other areas such as Food Services, Health and Counselling Services, Alumni, and the Faculty Club would not be included in this arrangement.

Mr. Turner outlined the organization which would be set up to operate the Centre, and this would take the form of a committee which would have four students and three persons; one from the faculty, one from the Alumni, and one from the non-academic staff. The Board concurred with the directions that the negotiations were taking, and requested that consideration be given to provide an agreement establishing the responsibilities of each party in respect to how the building should be used.

The Board agreed that before any final agreement is reached that it should be brought back to the Board for consideration.

APPOINTMENT OF THE DIRECTOR OF THE SCHOOL OF ARCHITECTURE:

The President brought to the attention of the Board the appointment of Douglas Shadbolt, the Director of the School of Architecture. He indicated that the University had been ably assisted in making this appointment, through the work of a very brilliant advisory committee, and the University was most fortunate in being able to obtain the services of Professor Shadbolt, whom he felt would be able to develop the programme proposed for the School of Architecture.
RECRUITING:

The President reviewed with the members of the Board the list of the academic appointments that he was recommending and drew their attention to the number of resignations reported as an illustration of the competition for university faculty.

UNIVERSITY GOVERNMENT:

The President reported that the Senate has now met on eight occasions to discuss this topic and that it has now come to some general conclusions. He reported that Senate would be setting up a small committee to make a detailed study of these conclusions and make recommendations as to how they are to be implemented. He reported that at the same time the Board’s Committee on University Government had been meeting, and it was expected that it would have one further meeting to consider the draft report which was now being prepared. He indicated that he hoped once these steps were completed by the Board Committee and the Senate Committee, they would meet jointly to study the recommendations.

WOODROW WILSON SCHOLARSHIPS:

The Board noted with pleasure that there had been a relatively large number of Woodrow Wilson scholarships awarded to students attending Carleton. It was reported that Carleton ranked third in Canada in respect to the number of scholarships awarded to its students.

APPOINTMENTS, LEAVES, ETC:

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

ACADEMIC APPOINTMENTS

Effective July 1, 1968

Douglas Shadbolt, Director of the School of Architecture and Professor of Architecture  
$19,000 p.a.  
plus $1,000 travel

Dr. Gertrud Neuwirth, Associate Professor of Sociology  
$15,700 p.a.  
plus $400 travel

Dr. Robert E. Osborne, Associate Professor of Religion  
$13,000 p.a.  
plus $800 travel

Dr. Ehsanes Saleh, Associate Professor of Mathematics  
$12,500 p.a.  
plus $600 travel

Stanley G. Clarke, Assistant Professor of Philosophy  
$10,500 p.a.  
plus $300 travel

Charles S. Jones, Assistant Professor of Sociology  
$10,000 p.a.  
plus $700 travel

Ross F. Larson, Assistant Professor of Spanish  
$9,600 p.a.  
plus $700 travel
APPOINTMENTS,
LEAVES, ETC.
(Continued):

ACADEMIC APPOINTMENTS

Effective July 1, 1968

Dr. R. F. Manuel, Assistant Professor of Engineering

M. J. Moore, Assistant Professor of Mathematics

Stephen Richer, Assistant Professor of Sociology

I. C. Stevenson, Assistant Professor of Political Science

Dr. Roger B. Wells, Assistant Professor of Psychology

B. I. Egyed, Lecturer in Philosophy, St. Patrick's

LIBRARY APPOINTMENT

Effective June 1, 1968

Miss Judith A. Gilliland, Junior Cataloguer

ADMINISTRATIVE APPOINTMENT

For the period February 1, 1968 to April 30, 1969

Steven Griffiths, Secretary to the Commission on Undergraduate Teaching and Learning in the Faculty of Arts

RESIGNATIONS

Effective May 31, 1968

Dr. Carman Couillard, Assistant Director of the School of Social Work and Professor of Social Work

Effective June 30, 1968

Allan Arlett, Assistant Development Officer - Bequests and Foundations

M. S. Cross, Assistant Professor of History

Daniel Goldstick, Assistant Professor of Philosophy

Robert L. Jackson, Assistant Professor of Political Science

J. E. R. Lloyd, Assistant Professor of Russian

C. MacEachlan, Assistant Professor of Mathematics

D. McLeod, Lecturer in History, St. Patrick's

George W. Ramsey, Assistant Professor of Religion
APPOINTMENTS NOT TO BE RENEWED AFTER JUNE 30, 1968

W. T. Bedwell, Assistant Professor of English
J. C. Cederstrom, Lecturer in English
W. N. Kasper, Lecturer in Political Science, St. Patrick's
Brian Price, Lecturer in French, St. Patrick's
R. Ravano, Lecturer in Spanish

CHANGE OF STATUS

Effective February 22, 1968

Miss Audrey Turner, Chief Circulation Assistant - to professional status

SABBATICAL LEAVE 1968-69

W. H. Bowes, Professor of Engineering
N. E. S. Griffiths, Assistant Professor of History
Maureen Hanna, Assistant Professor of English
A. Jeffrey, Assistant Professor of Philosophy
E. M. Kushner, Associate Professor of French
P. V. Lyon, Professor of Political Science
T. R. Robinson, Assistant Professor of Classics
James Steele, Associate Professor of English
J. B. Waugh, Associate Professor of Accounting
L. D. Young, Assistant Professor of English
two-thirds salary
seven-twelfths salary
full salary-half
teaching load
seven-twelfths salary
full salary - half
teaching load
half salary
half salary
half salary
half salary

SABBATICAL LEAVE – SEPTEMBER 1, 1968 – AUGUST 31, 1969

D. A. George, Associate Professor of Engineering
half salary

STUDY LEAVE 1968-69

Adolfo Lozano, Assistant Professor of Spanish,
St. Patrick's
$3,500 grant

LEAVE OF ABSENCE WITHOUT PAY 1968-69

G. P. Browne, Associate Professor of History

CREATION OF DEBENTURES SIX-MONTH PERIOD ENDING SEPTEMBER 30, 1968:

On motion by Mr. Elderkin, seconded by Mr. Clarke, the following resolution was unanimously carried:

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, 1968, amounts which, in total, do not exceed the sum of Seven Million Dollars ($7,000,000), 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.
CREATION OF DEBENTURES SIX-MONTH PERIOD ENDING SEPTEMBER 30, 1968 (Continued):

amounts which, in total, do not exceed Seven Million Dollars ($7,000,000) 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 not to exceed six and one half percentum (6½%) per annum, and be payable 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.

CREATION OF DEBENTURES:

It was reported that the University had issued a debenture of $500,000 dated January 15, 1968, following receipt of a capital advance of this amount on January 17, 1968 and a debenture of $500,000 dated February 15, 1968 following receipt of a capital advance of this amount on February 16, 1968. Authority for this was given by the Board at its 189th meeting on September 20, 1967 to issue debentures totalling $5,000,000 in the six month period ending March 31, 1967.

BANK OF NOVA SCOTIA INTEREST RATE:

It was reported that the University had received notice from the Bank of Nova Scotia on February 13, 1968, that its lending rate has been increased from 6½% to 7%.

U.S. DOLLAR - BANK ACCOUNT:

It was agreed to establish an account in American dollars with the initial deposit of $1,000 American at the Carleton University Branch of the Bank of Nova Scotia for the purpose of simplification of payment of United States invoices.
SECOND MORTGAGES:

It was agreed to approve the Bursar’s recommendation that as of the 22nd February, 1968, for second mortgages for which the University is not yet committed, the interest rate be 8 per cent or the interest rate for the first mortgage, whichever is higher.

During the discussion of this item the Board was informed that the policy of providing second mortgages was beneficial in attracting and retaining new faculty members. The Board asked the Bursar to examine the possibility of including within the mortgage agreement with a member of faculty a provision which would make the mortgage due and payable on termination of employment.

PETITION TO THE LEGISLATIVE ASSEMBLY:

It was reported that the University solicitor, as authorized by the 193rd meeting of the Board, has prepared and submitted a petition to the Legislative Assembly for the passage of legislation to confirm the purchase of St. Patrick’s Campus by the University.

SIGNING AUTHORITY SECRETARY OF THE BOARD:

The Bursar requested that the Secretary of the Board be given authority to sign those documents which are by custom signed by the Secretary of the governing body.

It was agreed that the Secretary be authorized to sign documents on behalf of the University which are by custom signed by the Secretary of the governing body, but this authority does not extend to the signing of financial instruments.

AUTOMOBILE ACCIDENT - MEMBER OF THE UNIVERSITY STAFF WHILE ON UNIVERSITY BUSINESS:

It was reported that a technician of the Biology Department while on University business had been involved in an automobile accident resulting in damage to another car of $322.75 and damage to his own vehicle of $126.30. In the discussion it was recognized that it was very difficult to establish an equitable arrangement governing the use of private vehicles while an employee is on University business, but that the University should develop such a policy.

It was agreed that in view of the circumstances to approve the Bursar’s recommendation that the University pay the technician $126.30 for the damages to his car and $65.00 for the increase in the premium of his car insurance which has resulted from this accident.

REQUESTS:

Henry R. T. Gill - It was reported that the University has received from the estate of Henry R. T. Gill the sum of $1,000 on February 1, 1968, in payment of the bequest to the University and as directed by the Board of Governors at its 181st meeting this sum has been added to the Endowment Fund.

Francis C. C. Lynch - It was reported that the University has received a cheque from the estate of Francis C. C. Lynch for $4,911.62 which is the University’s one-third share of the income on hand for distribution as of December 31, 1967, and that this amount has been placed in the Scholarship Fund.
FOOD SERVICES
CONTRACT WITH
SAGA FOOD SERVICE,
INCORPORATED:

It was reported that negotiations have begun with Saga Food Service, Inc. for a one year renewal of their food service contract with the university. The Company had indicated that they require a 4.5% increase in the board charge for resident students, and this will mean an increase from $2.00 to $2.09 per resident student per day.

It was stated that there is general satisfaction with the contractor at the University.

C. J. MACKENZIE
BUILDING, PHASE III:

On October 18, the Board had approved the addition of $10,000 to the low tender of $1,125,000 to cover what was thought to be an omission from the specifications. It was now reported that there was no omission and therefore the extra $10,000 was not required, and a contract for $1,125,000 was signed. However, the final submission to the Provincial Government had sought and secured an extra $4,000 for a change in hardware in the existing building so that the approved building cost is now $1,129,000.

STAFF CHANGES:

A list of Staff Changes was circulated with Notice of Meeting. The Bursar requested an amendment to Page 3 so that the reference to Mr. Robinson reads: "Dismissal - Mr. Ross Robinson, effective March 15, 1968."

It was agreed to approve the Staff Changes as amended. This list is attached as Annex B to these minutes.

OPERATING STATEMENT:

The operating statements were circulated at the meeting. Mr. Turner indicated that they had been prepared in a new format, to provide them in a more simplified form, and to highlight the significant changes from the budget.

The statement indicated that a surplus of $106,610 is projected for this financial year.

REPAIRS TO 12KV DISTRIBUTION SYSTEM:

It was agreed to authorize the signing of a release required by the insurance company before payment of $1,511.97 to Thomas Fullar Construction Company arising out of damages to the 12 KV cable during the construction of the Controlled Environment Facility tunnel.

MECHANICS' LIEN - TORY BUILDING ALTERATIONS 1967:

It was reported that a mechanics' lien had been placed against the Tory Building on 12th January, 1968, and that this lien was discharged on 8th February, 1968.

TERMINATION:

The meeting terminated at 2:50 p.m.

D. C. McEwen,
Secretary.

D. A. Golden,
Chairman.