CARLETON UNIVERSITY

Minutes of the 196th Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, March 21, 1968, at 12:30 p.m.
Place: The Board Room, H. S. Southam Hall.

PRESENT:
Mr. D. A. Golden, Chairman, Dr. A. D. Dunton, Mr. C. F. Elderkin, Mrs. E. D. Fulton, Dr. J. L. Gray, Mr. C. L. Jeffrey, Mr. A. M. Laidlaw, Dr. C. J. Mackenzie, Mr. T. R. Montgomery, Mr. L. Rasminsky, Mr. W. Teron, Mr. F. K. Venables, Mrs. A. H. Zimmerman. Also present: Mr. F. J. Turner, Mr. J. F. Whenham, and Mr. D. C. McCown, Secretary.

MINUTES:
It was agreed that the minutes of the previous (195th) meeting be approved as distributed.

OPERATING BUDGET
1967-68:
The President reported that the University had received the outline of the financial assistance for the operating expenditures for next year from the Provincial Government. He reported that the unit value had risen from 1320 to 1450, an increase of just less than 10 per cent. This increase was far less than the universities, after very careful research by the Presidents Committee, had indicated to the Government was needed to maintain university development at its present rate, and to improve those areas which are now deficient. He indicated that the University expects an increase in enrolment of approximately 11 per cent and this, coupled with the increase in the unit value, will result in a 20 per cent increase in revenue for the University in the next year. Because this increase is not adequate there are a number of things which the University shall not be able to do in the coming fiscal year.

At present the University is somewhere between ninth and eleventh position in regard to academic salaries in the Province, and the faculty-student ratio is not as good as it should be. The Computer Centre, the Library, and the Department of Instructional Aids are still in their development stages, and need additional funds to bring them up to the standard of operation required for a University of our size. He expressed some bitterness at the fact that Carleton has never received the grants now provided to
OPERATING BUDGET
1967-68 (Continued):
emerging universities, and that the University still requires funds to repair those deficiencies that have existed because the University did not receive such assistance during its early years. He also pointed out to the Board that the University was not eligible for the other special grants that are made for the instruction of new programmes such as Health Sciences, or assistance such as Laurentian and the University of Ottawa receive for operating bi-lingual programmes.

CAPITAL FINANCES:
The President reported that the University had not yet received a final notification in regard to the change in formula assistance for capital projects. It was reported that the Provincial budget had provided $125,000,000 for capital for universities for the next fiscal year, but it is not known how this is to be divided between capital payments to be made for each university, and how much is to be used to pay the debenture payments for this fiscal year.

STUDENT COUNCIL ELECTIONS:
The President reported that the election had been held and that the activists on campus had run a slate of candidates but had not been successful. However, some of the activists had been elected as representatives from the various faculties. He also reported that Mr. Painter, out-going Students’ Council President, had been awarded a Woodrow Wilson Scholarship, and that the faculty had reported that he was doing very well in his classes. It is expected that he will complete a four year Political Science programme in three and a half years, and will graduate at the Fall Convocation.

COMMISSION FOR LEARNING AND TEACHING IN THE FACULTY OF ARTS:
The President reported that a Commission on Learning and Teaching had been established to appraise the learning process and methods of instruction in the Faculty of Arts. It is composed of members of the faculty and students, and has already held open meetings.

RECRUITING:
The President reported that recruiting for faculty members for this year had been very difficult and highly competitive, but that he was pleased with the type of people who had accepted appointments at the University. He noted from the appointment list provided for the members' consideration at this meeting, that two of the proposed faculty are former Carleton graduates.
On the recommendation of the President it was agreed that the following be approved:

**ACADEMIC APPOINTMENTS**

**Effective June 1, 1968**

Dr. James M. Grippon, Associate Professor of Social Work $15,000 p.a.

**Effective July 1, 1968**

Dr. Michael J. Sydenham, Professor of History $16,000 p.a. plus 1,000 travel

Dr. J. G. Bellamy, Associate Professor of History $12,000 p.a. plus 900 travel

Dr. J. D. Dixon, Associate Professor of Mathematics $14,500 p.a. plus 1,950 travel

Dr. J. A. Donaldson, Associate Professor of Geology $13,600 p.a.

Dr. L. D. Nel, Associate Professor of Mathematics $14,500 p.a. plus 1,700 travel

Clynn R. Barratt, Assistant Professor of Russian $9,500 p.a. plus 700 travel

Marc L. Cabilio, Assistant Professor of Social Work $11,000 p.a.

Diane E. Dubrule, Assistant Professor of Philosophy $9,500 p.a. plus 100 travel

Dr. Joyce M. Dunston, Assistant Professor of Chemistry $9,500 p.a.

Dr. Peter A. Fried, Assistant Professor of Psychology $10,000 p.a. plus 400 travel

Leon N. Ledowski, Assistant Professor of Accounting $9,500 p.a. plus 300 travel

Angel Lopez-Fernandez, Assistant Professor of Spanish $10,000 p.a. plus 700 travel

Robert H. MacDonald, Assistant Professor of English $11,200 p.a. plus 800 travel

Carl H. McMillan, Assistant Professor of Economics $10,800 p.a. plus 400 travel

John R. Nellis, Assistant Professor of Political Science $10,000 p.a. plus 300 travel

J. George Neuspiel, Assistant Professor of Public Law $9,500 p.a.

Dr. Kathleen O'Donnell, Assistant Professor of English, St. Patrick's College $11,500 p.a. plus 300 travel
APPOINTMENTS,
LEAVES, ETC.
(Continued):

ACADEMIC APPOINTMENTS

Effective July 1, 1968

Dr. J. N. Pandey, Assistant Professor of Mathematics
$10,700 p.a.
plus $1,500 travel

Dr. Soo Bin Park, Assistant Professor of Economics, St. Patrick's College
$10,800 p.a.
plus $700 travel

Roger E. Reynolds, Assistant Professor of History
$9,800 p.a.
plus $500 travel

Elliott L. Tepper, Assistant Professor of Political Science
$10,000 p.a.
plus $200 travel

Mary E. Valentich, Assistant Professor of Social Work
$10,500 p.a.
plus $400 travel

Michael S. Whittington, Assistant Professor of Political Science
$9,500 p.a.
plus $200 travel

Julian Wolfe, Assistant Professor of Philosophy, St. Patrick's College
$10,250 p.a.
plus $500 travel

Margaret M. Campbell, Lecturer in Psychology, St. Patrick's College
$9,000 p.a.

Peter J. Roster, Lecturer in Spanish, St. Patrick's College
$9,000 p.a.

plus $700 travel

ADMINISTRATIVE APPOINTMENT

Effective May 1, 1968

David C. J. Sutherland, Systems Programmer
Computing and Data Processing Centre
$7,200 p.a.

RESIGNATIONS

Effective June 30, 1968

R. C. G. Haas, Assistant Professor of Engineering
W. D. K. Kernaghan, Assistant Professor of Political Science
Peter C. Pineo, Associate Professor of Sociology
Marilyn C. Smith, Assistant Professor of Psychology
J. Gross Stein, Assistant Professor of Political Science
Michael Stein, Assistant Professor of Political Science
Michael Tait, Assistant Professor of English
APPPOINTMENTS, LEAVES, ETC. (Continued):

RETIREMENT
Effective June 30, 1968
R. E. Gamble, Assistant Professor Mathematics

CHANGE OF DATES OF SABBATICAL LEAVE
For the period September 1, 1968 to August 31, 1969
J. W. ApSimon, Associate Professor of Chemistry

INCREASE IN TRAVEL ALLOWANCE
John Churchill, Associate Professor of Music - from $1,000 to $2,000

INCREASE IN SALARY
Effective October 1, 1967
E. F. Hincks, Research Professor of Physics $19,750 p.a.
(under the agreement with N.R.C., Carleton will pay at the rate of $882.92 per month)

LIBRARY APPOINTMENT
Effective July 1, 1968
James N. Nalty, Reference Librarian $7,300 p.a.

EXCHANGE WITH UNIVERSITY OF LENINGRAD:
The President reported that about a year ago a member of the faculty of the University of Leningrad had been a visitor at the University, and during the time of this visit it had been proposed that an exchange arrangement between Carleton and the University of Leningrad be developed. After the faculty member had returned to the Soviet Union, there had been some communication and then for a period of time nothing had been heard about the proposal. It was reported that the proposal has now been renewed, and it is suggested that members of the faculty and senior students would go to the University of Leningrad for a short period in which they would do specific research, and take part in seminars and discussions, and students from Leningrad would come here. This exchange arrangement would compliment the work now being done by Soviet and East European Studies. The numbers involved would probably be very small because of the requirement to be reasonably fluent in Russian. The Board expressed its approval of the proposal.

REPORT OF THE BUILDING COMMITTEE:
Quantity Surveyors - It was reported that Mr. Whinham had tabled a report on this subject with the Building Committee, and that this Committee would discuss the report at its next meeting.
Pre-Qualifications for Bidders – It was reported that Mr. Whenham had requested the Building Committee to defer discussion of this matter and that the Building Committee had agreed to his request.

Parking Feasibility Study – With the aid of material provided by the planners, Mr. Whenham outlined the recommendations of Murray and Murray contained in a Parking Feasibility Study presented to the Building Advisory Committee and the Building Committee.

The purpose of this study had been to examine the possibility of constructing parking garages along the east side and over the railway tracks.

The planners reported, after an economic appraisal had been completed, that it was not advisable to construct the garages over the tracks, and it was agreed to accept this recommendation.

They had indicated however, that it would be possible to meet the requirement to park 2,240 cars, and had outlined a five phase construction programme which would do so. This proposed construction would be located along the east side of the tracks.

It was reported that the Building Advisory Committee had recommended, and the Building Committee had concurred, that this plan, as it was presented, should be used as the basis for the provision of parking in this area of the campus, subject to a satisfactory solution to the problem of financing the construction of these parking garages.

It was reported that the Committee on University Affairs was now in the process of considering the general question of capital assistance for this type of construction. Indications are that the assistance may come in one of two forms or a combination of these two forms. These may be:

a) Capital assistance in the form now provided for general university services, or

b) a loan at the current capital debenture interest rate.

If they do not provide any assistance, it is extremely unlikely that the University could finance the construction of these parking garages from the revenue provided by parking fees.

It was reported that an additional $2,500 was needed to complete the study of this parking maintenance area precinct. $3,000 has already been authorised for the planners.

It was reported that in line with the previous decision of the Board, the architect is preparing working drawings and specifications for the first phase parking garage, so that the University would be ready to begin construction should the financing situation change.

In reply to a question concerning the exterior treatment
of these garages, Mr. Whennam reported that the plan for the proposed parking garage complimented the Administration Building which is adjacent to it.

The Board was informed that when the drawings for the parking garage were ready, the detailed treatment and design would be presented to the Board.

It was agreed to approve the proposed arrangement for the construction and siting of the parking garages as outlined in the Feasibility Study by Murray and Murray, as the basis for the provision of parking in the area of the campus, subject to a satisfactory solution to the problem of financing this type of structure.

It was agreed that an additional maximum amount of $2,500 be allocated for the completion of the Parking Feasibility Study.

Dow’s Lake Precinct - Mr. Whennam, with the assistance of drawings prepared by Murray and Murray, gave a preliminary report on the Dow’s Lake Precinct.

This land, owned by the Department of Transport, and under the control of the National Capital Commission, is needed by the University for future expansion. Negotiations have been going on with the NCC for some time. The NCC at a recent meeting had indicated that it wanted the University to construct some fairly large buildings on the area in order to tie the University to the City, and relate it to the surrounding areas. The University was unable to agree to this proposal because it does not lend itself to the present development of the functional arrangements on the campus and, as an alternative, commissioned a study by Murray and Murray which would incorporate the requirements of the NCC and the needs of the University. The proposal presented to the Board was the result of this study.

It was reported that the Building Advisory Committee and the Building Committee had agreed to the basic concept and had instructed the University officials to enter into discussions with the NCC on this basis.

Mr. Turner reported that he and Mr. Whennam had met with the technical people of the NCC, and they had indicated their approval of the proposal. It was also reported that it may be possible for the University to purchase the land from the Department of Transport rather than from NCC, and that it was expected that discussions would proceed in the near future concerning the transfer of land. It was indicated that the major building proposed for this precinct was the Multi-Purpose Hall. Though funds were not available for its construction at the present time, there was some indication they may be available in the near future. For the remainder of the area it was proposed that it be used for playing fields and parking lots which, with the aid of landscaping in the general construction of the area, could be screened so that the unpleasant appearances of
bleachers, and cars in the parking lots, would not be seen from the approaches to the precinct from Bronson Avenue or Colonel By Drive.

It was agreed that the University should proceed with negotiations with the NCC on the understanding that the University would undertake a long term commitment to use this proposal as the basis of development for this precinct.

Final Report on the Engineering-Science Precinct - It was reported that the final report had been tabled with the Building Advisory Committee. Copies of this report would be distributed to members of the Board as soon as they were available.

Priority of the Geology Building - The Board had directed at its last meeting that the Building Advisory Committee consider the respective priorities of the Geology Building and the Science-Engineering Library because, if the submission for the Geology Building proceeded ahead of the Science-Engineering Library, it might jeopardize the start of that project. The Building Advisory Committee considered the matter at its last meeting and took the following action, as a result of a recommendation, resulting from a meeting of the Science Chairman, the Dean of Science, and the Dean of Engineering.

- That the University should proceed with the planning and construction of the Geology Building according to the present schedule.

- Arising out of the discussions of the Building Advisory Committee, the following direction was given to the various planning groups involved with these projects:

- That the submission to the Province in respect to the Geology Building be delayed, so that additional, and more complete information concerning the needs of Biology as it relates to this project, be included with the Geology Building.

- That the work of the Users Sub-Committee for the Science-Engineering Library be completed with all possible dispatch.

- That this work should include a detailed study of the Library requirements for the whole campus in addition to the needs for the Science-Engineering Library, and that the Committee consider planning the Building in two phases, without the bookstore, based on the following schedule:

  - completion of phase 1 in 1970-71, to meet the needs up until 1970-75, and

  - completion of the second phase to be planned to meet the needs for 1980-81.

It was reported to the Board that the material concerning the needs of Biology as it relates to the Geology Building had been submitted to the Director of Planning on March 20, and that this material should be incorporated within the submission so that it can be sent to the Province in the following week.
Proposal for Presenting Material on Capital Projects to the Board of Governors, the Building Committee, and the Building Advisory Committee - It was reported that a proposal had been presented to the Building Advisory Committee and the Building Committee, and that it had been agreed to in principle. It is proposed that in future this proposal would be used as a frame work for presenting material on capital projects, but that it is expected that changes will be made in the system as a result of experience with it.

Landscaping - Mr. Whenham, with the aid of material provided by D. W. Graham and Associates, landscape architects for the University, outlined the general approach to landscaping on the campus and indicated the specific projects which they wished to undertake this year. These were:

a) Landscaping of an area between the Library, Southam Hall, Paterson Hall and the Loeb Building - This work included construction of new pedestrian walkways which have resulted from the changes in pedestrian traffic patterns due to the addition of the Loeb Building, construction of steps from the Library level to the level of the Loeb Building entrance, and creation of a landscaped amphitheatre on the level between Paterson Hall, Southam Hall and the Loeb Building.

The estimated cost for this project is $64,760.

b) Landscaping of an area between Lanark and Renfrew Houses - The work includes a small change to the parking area in front of the residences, and creation of a large planter area between Lanark and Renfrew Houses.

The estimated cost is $19,971.

It was reported that the work for this year would be submitted as a general landscaping project to the Provincial Government for financial assistance and that the necessary approvals would be obtained before the work is commenced.

It was agreed that the landscaping proposed for this year should be undertaken.

Discussions with Department of University Affairs Officials - Mr. Whenham reported on discussions that he had had with Mr. McCullough in Toronto concerning a number of small projects which have been completed at the University, but which had not received Government approval. The following information was reported:

a) It is not expected that the University will have any problem in obtaining approval for these small projects and it is also expected that the total amount of these small projects will not jeopardize the approval of major capital projects which will be submitted in the near future.
b) It was reported that Mr. McCullough had felt that there should be sufficient funds available to meet the requirements for capital projects at Carleton for the next year.

c) The University should be receiving a letter from the Department in the near future requesting an estimate from the University on the work which will be carried out in the next year, and the expected cash flow which will result from this work.

d) The Department should be notifying us in the near future that architects’ fees will be approved as part of the capital submission on the basis of the actual fee charged rather than on the 6% allowance that is now provided.

e) The Department will be sending to Universities a specific definition of what can be included in capital projects.

Mr. Venables led the discussion of the Report. He indicated that Phase III has now received $97,603.65 as of Wednesday, March 21, and that these gifts came from 151 companies and 620 individuals. It was reported that the total to date was $2,306,696.22. This phase of the campaign will continue for the rest of the year and preliminary plans have begun for Phase IV.

He reported that the canvass is now underway for the Carleton University Centre Building Fund in the Faculty and Staff Division, Students Division, Alumni Division and Parents Division, and as of Wednesday, March 20, the University had received 224 gifts totalling $4,885.00. The other divisions in this campaign will begin canvassing in April. It was reported that it is expected that the students will make major contributions in the canvassing of corporations.

It was reported that the School of Architecture Founding Fund has now received offers of six annual Scholarships and cash gifts totalling $6,096.00.

It was noted that Mr. Ayton Keyes, Chairman of the Annual Friends of Carleton Appeal for Funds for scholarships and bursaries has reported that we have received 226 gifts totalling $7,078.44. It was reported that this is an increase of 39% over the 1966-1967 amount in which the Friends of Carleton Appeal received $8,085.17 from 165 donors.

Mr. Venables expressed concern about the effect that the current economic climate in Canada might have on corporate and individual giving, and indicated that this might make it difficult to obtain donations for the University.
Mr. Laidlaw led the discussion of this Report. He reported that of the thirty people invited to join the Associates, fifteen had accepted, five had written that they regretted they were unable to join, and that we are awaiting replies from a further ten. He then read the list of names of those who had accepted. This list is attached as Appendix A to these minutes.

He reported that a committee has been formed for the planning of the Annual Meeting of the Associates in May and that this committee will be meeting on Thursday, March 28.

The Chairman reported that the Minister of Education at a meeting of the Chairmen of Boards of Governors and Presidents of the provincially assisted universities of Ontario had reported that the Deputy Minister of Municipal Affairs was chairing a committee which was examining a question of conflict of interest, as it related to persons on various bodies having contracts with those bodies for goods or services and explained how university Boards of Governors had been included in the examination. As a result of this it was reported that several universities had examined their present bylaws concerning this matter.

It was agreed that a committee under the chairmanship of Mr. Elderkin with Mrs. Fulton and Mr. Clarke as members would examine our present bylaws and other related material and make recommendations to the Board concerning this matter. During the discussion of this point the question was raised about faculty members sitting on the Board and if this had any aspects of conflict of interest. The matter was referred to the committee for its consideration.

It was reported that subsequent to the last meeting of the Board of Governors which passed a unanimous resolution for this purpose that the University was instructed by the Department of University Affairs that the interest rate on the debenture is to be increased from 6½% per annum to 6 3/4% per annum and that debenture resolutions should indicate that the interest shall not exceed 7%.

It was agreed that the resolution passed at the 1968th meeting creating debentures for the six month period ending September 30, 1968 be rescinded.

The following resolution was moved, seconded, and 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
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 seven percentum (7%) 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 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.

REQUESTS:

Estate of J. Lansing Rudd - It was reported that the University
had received a cheque for $1,000 being 1/7th residue of the
estate on March 7, 1968. The Board at its 178th meeting on
October 19, 1966, directed that the money received be remitted
to the Trust Company for addition to the University Endowment
Fund and that the income be used for scholarships and bursaries
until the Board directs otherwise.
Estate of Jack Payne Barwick - It was reported that the University solicitor appeared at the audit of the passing of the accounts in the estate of the late Jack Payne Barwick and that the capital amount of the estate at this time was approximately $125,000.

It was reported that Mrs. Barwick has taken the legal steps necessary to give up her rights to the capital of this estate and that the University has a 75% share of the residue.

Faculty Club Lease:

It was reported that the University has signed a lease with the Faculty Club which is now an incorporated body to rent the Faculty Dining Room to them at a sum of $1,500 per annum. This action was taken to facilitate meeting the requirements of the Liquor Licensing Act so that the Faculty Club could obtain a licence for a private club.

It was also reported that the University has signed an agreement with the Faculty Club so that the University may have use of the facilities for its functions for one hundred times a year at $15.00.

Sunnyside Road Overpass-Private Crossing Agreement with C.P.R.

It was agreed that the University send a letter to the Board of Transport Commissioners committing the University to sign a private crossing agreement with the C.P.R. similar to the one which the University had for the level crossing which the University recently abandoned.

Petition to the Legislative Assembly:

It was reported that the solicitor for the University had appeared before the Private Bills Committee of the Ontario Legislature at their request to explain the purpose of the Private Act requested by the University.

It was reported that very few questions were asked and that the solicitor was able to satisfy the Committee by explaining the problems of conveyancing and title in respect to St. Patrick's Campus.

It was reported that the Bill was passed by the Committee and would now go back to the Legislature for a formal reading.

Residence Fees:

It was agreed to increase the Residence Fees according to the following schedule:

<table>
<thead>
<tr>
<th>Residence Accommodation</th>
<th>Fees 1967-68</th>
<th>Proposed Fees 1968-69</th>
<th>Proposed Increase</th>
</tr>
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<tbody>
<tr>
<td>Rideau Campus</td>
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<td></td>
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<tr>
<td>Single Room</td>
<td>841</td>
<td>865</td>
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</tr>
<tr>
<td>Double Room</td>
<td>791</td>
<td>815</td>
<td>24</td>
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<tr>
<td>St. Patrick's Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men's</td>
<td>720</td>
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<tr>
<td>Women's - Single</td>
<td>398</td>
<td>430</td>
<td>5</td>
</tr>
<tr>
<td>- Double</td>
<td>320</td>
<td>325</td>
<td>5</td>
</tr>
</tbody>
</table>
REFUND OF RESIDENCE FEES:

It was agreed to establish March 15 as the last day in each academic year on which partial refunds of residence fees will be made, except when it is completely beyond the control of the student, on withdrawal from residence. This recommendation is based on the fact that there seems to be little justification to leave residence after that date, but that on occasion students have left residence between March 15 and the end of term, taking up residence with friends or relatives in the city for this short period of time. When this happens it is extremely difficult to rent the vacated space to any other students.

RESEARCH CONTRACT WITH EMERGENCY MEASURES ORGANIZATION:

It was agreed that the University enter into a contract with Emergency Measures Organization for research, for which the University would receive approximately $12,000, in which provision has been made for an overhead charge of 20 per cent.

STAFF CHANGES:

The list of Staff Changes was circulated with the Notice of Meeting.

It was agreed to approve the Staff changes as circulated. The list is attached as Appendix B to these minutes.

OPERATING STATEMENTS:

The operating statements for the period July 1, 1967 to January 31, 1968 were circulated at the meeting.

It was noted that fuel, heat, light and power were the only items which were in excess of the amount budgeted. In reply to questions concerning the item of fuel, it was reported that there had been a small increase in price of fuel, and that under the present arrangement the University is using gas for nine months of the year and oil for three months in the winter.

These statements are attached as Appendix C to these minutes.

FEES - PART-TIME STUDENT FEES NOT REGISTERED IN A DEGREE (SPECIAL):

The Bursar requested that fees for this category of student be increased by $10.00. The request was made because the University does not receive any grants from the Provincial Government for these students and it is hoped that by raising the fees for this category that these part-time students will register in the degree programmes, making them eligible to be counted for grant purposes.

It was agreed that the tuition fee for part-time students not registered in a degree programme (special) be increased from $107.00 to $117.00 per academic term.

TUITION FEES - UNDERGRADUATE STUDENTS - ST. PATRICK'S CAMPUS

The Bursar requested that the tuition fee for undergraduate students at St. Patrick's Campus be increased so that the composite fee for undergraduate students will be the same at St. Patrick's Campus and at the Rideau Campus.
TUITION FEES - UNDERGRADUATE STUDENTS - ST. PATRICK'S CAMPUS (Continued):

It was agreed that the tuition fee for undergraduate students at St. Patrick's Campus be increased from $460.00 per academic term to $480.00 per academic term, and that the same deferred payment fee and fee payment schedule be used which is now in effect at the Rideau Campus, and by so doing the composite fee for undergraduate students will be increased from $512.50 per academic term to $532.50 per academic term.

TERMINATION:

The meeting terminated at 2:40 p.m.

D. C. McEown, Secretary.

D. A. Golden, Chairman.