CARLETON UNIVERSITY

Minutes of the 197th Meeting
of the
BOARD OF GOVERNORS

Time: Wednesday, April 17, 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,
Dr. A. D. Dunton, Mr. C. F. Elderkin, Mr. C. H. Everett, Mrs. E. D.
Fulton, Mr. F. E. Gibson, Dr. J. L. Gray, Mr. C. L. Jeffrey, Mr.
A. M. Laidlaw, Mr. A. B. R. Lawrence, Mr. B. Loebe, Dr. C. J. Mackenzie,
Mr. L. Rasinsky, and Mrs. A. H. Zimmerman. Also present: Mr. A. B.
Larose, Mr. F. J. Turner, and Mr. D. C. McEwen, Secretary.

PLANS FOR THE NEXT ACADEMIC TERM:
The President outlined the plans for the next academic term and
related these to the operating budget for the year. He informed
the Board that with the financial means available for the next
year it would be possible to maintain our present level of activities
with some progress being realized in some areas of the University's
operations.

FACULTY:
The President reported that it is proposed to add 41 new faculty
at the Rideau Campus and 7 new faculty at the St. Patrick's Campus.
With this addition the student-faculty ratio should be just under
15:1. He reported that the University was making a number of very senior
appointments to the faculty this year and that the University had been
able to recruit experienced faculty to fill these senior appointments.
He indicated that there were still a few junior appointments which have
not been filled for next year but he felt that there would not be too
much difficulty in finding suitable candidates.

He reported that the level of faculty salaries at Carleton had been low
in comparison with other Ontario universities and the following
adjustments have been made to the floor levels for the various faculty
categories so that the University can compete in attracting and
retaining faculty.

<table>
<thead>
<tr>
<th>Rank</th>
<th>New Salary Range</th>
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<tbody>
<tr>
<td>Assistant Professors</td>
<td>$9,000 to $9,500</td>
</tr>
<tr>
<td>Associate Professors</td>
<td>$11,300 to $12,000</td>
</tr>
<tr>
<td>Professors</td>
<td>$15,000 to $16,000</td>
</tr>
</tbody>
</table>

This adjustment plus provision for merit and promotion will mean that
the average increase for the faculty will be about 11%.
The President indicated that within the budget the allocation of resources reflected the rapid growth in the faculty of Arts and the constant growth of the Science faculty. Though this meant that additions to the faculty would be much larger in the Arts departments than the Science departments, he indicated that the experimental Science departments were now of such a size that large increments of staff were not as necessary in these departments to meet the demands of growth and the development of balanced departments.

The President reported that the University had been informed of a number of very good research grants which would be received in the next year. Of these, there is one for $170,000 for work in high energy physics from the National Research Council for the research team under Professor Hincks. The University estimated that the total research grants for next year will be approximately $1,000,000.

The President indicated that the University expected somewhat less than an 11½ increase in enrolment for next year. He explained that the number of students in the present grade thirteen class is not larger than the previous year's, and though the precise reason for this has not yet been determined, it means that the University's rate of growth will not be quite as dramatic as in previous years.

The President explained that almost all of the revenue provided in the operating budget is based on a calculation of the projected enrolment in the various categories of students times the unit value. The value of the unit is determined by the Provincial Government and consists of two parts: (a) the Provincial operating grant, and (b) the standard tuition fee. The value of the unit for next year is $1,450 which is an increase of almost 10 percent of the value of the unit value of $1,320 for last year. This value is then multiplied by the number of students in each category and these categories are weighted to reflect the different costs of the various disciplines within the University. For example, Category I, which has a weight of one, includes all general Arts students, and Category III, which has a weight of two, includes the upper years Honours Science. There are eight categories in all and the weighting value varies from 1 to 6 for full-time students. Part-time students registered in a degree undergraduate programme are divided by six to determine the full-time equivalent value.

The President reported that the size of the collection at the end of this academic year is expected to be 300,000 volumes. This is still short of the requirement for the programmes that the University is now offering, particularly as it relates to graduate work. He explained that as much money as possible had been allocated to the acquisition of new books but in doing this it had not been possible to provide all the staff requested by the Library.
The President indicated that the allocation of resources to the Administration and Plant were sufficient to maintain the level of service that now exists but that the University had been unable to provide additional resources for an extension or development of the services provided by these departments.

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

ACADEMIC APPOINTMENTS

Effective July 1, 1968

Dr. Lotfy Faf, Professor of French
$19,000 p.a.
plus $1,500 travel

Dr. H. B. Mayo, Professor of Political Science
$22,500 p.a.

Claude Ake, Associate Professor of Political Science
$12,000 p.a.
plus $300 travel

James K. Johnson, Associate Professor of History, St. Patrick's College
$12,000 p.a.

D. A. Kasianchuk, Associate Professor of Engineering
$12,100 p.a.
plus $1,000 travel

Dr. H. Gray Merriam, Associate Professor of Biology
$15,500 p.a.
plus $1,500 travel

J. C. Vrana, Associate Professor of Engineering
$14,600 p.a.
plus $750 travel

R. D. M. Mathews, Assistant Professor of English
$12,000 p.a.
plus $800 travel

Joel Weiner, Assistant Professor of Journalism
$10,000 p.a.

Dr. Michael Welsh, Assistant Professor Classics
$10,000 p.a.

Robert L. Hogg, Lecturer in English
$9,200 p.a.
plus $300 travel

Claudia Persi, Lecturer in Italian
$7,500 p.a.
plus $500 travel

PART-TIME ACADEMIC APPOINTMENT

Effective July 1, 1968

G. Bruce Doern, Assistant Professor of Political Science
$4,750 p.a.

ADMINISTRATIVE APPOINTMENTS

Effective March 25, 1968

Simon Benton, Junior Programmer, Computing and Data Processing Centre
$6,500 p.a.

Effective May 6, 1968

Michael A. Morris, Systems Analyst, Computing and Data Processing Centre
$11,700 p.a.
TRANSFER FROM SOCIOLOGY TO COMPUTING AND DATA PROCESSING CENTRE

Effective April 16, 1968

Victor J. Chapman, Programmer $ 7,000 p.a.

LIBRARY APPOINTMENT

Effective May 13, 1968

Linda R. Prince, Junior Cataloguer $ 7,100 p.a.

INCREASE IN SALARY RATE

Effective April 1, 1968

D. J. Dunsmore, Data Processing Programmer, Computing and Data Processing Centre $ 9,600 p.a.

Effective May 1, 1968

Caroline Midgley, Publications Officer, Information Officer $ 7,800 p.a.

REIGNATIONS

Effective June 30, 1968

R. W. Cockfield, Lecturer in Engineering
R. R. March, Assistant Professor of Political Science
J. E. O'Connor, Assistant Professor of Philosophy, St. Patrick's College
John Porter, Professor of Sociology
J. F. Wells, Lecturer in Religion, St. Patrick's College
John Fraser, Assistant Professor of Political Science

APPOINTMENT NOT TO BE RENEWED AFTER JUNE 30, 1968

T. Cavanagh, Assistant Professor of History, St. Patrick's College

STUDY LEAVE 1968-69

Miss Elizabeth Bergin, Dean of Women, St. Patrick's College $ 2,000 grant

LEAVE OF ABSENCE WITHOUT PAY 1968-69

R. C. Blockley, Lecturer in Classics
APPOINTMENTS, LEAVES, ETC. (Continued):

REAPPOINTMENTS

For the period July 1, 1968 to June 30, 1971

J. J. Kelly, Dean of the St. Patrick’s College division of the Faculty of Arts
H. A. MacDougall, Vice-Dean of the St. Patrick’s College division of the Faculty of Arts
Swithun Bowers, Director of the School of Social Work
F. E. Banim, Associate Professor of Biology, St. Patrick’s College
Leo A. Cormican, Professor of English, St. Patrick’s College

EXTENSION OF LEAVE OF ABSENCE WITHOUT PAY

For the academic year 1968-69

D. G. Anglin, Professor of Political Science
Donald Schumph, Lecturer in Philosophy, St. Patrick’s College

PROMOTIONS Effective July 1, 1968

To Full Professor

D. Bowen, History
B. McFarlane, Sociology
K. Paltiel, Political Science
P. Uren, Geography
D. W. Sida, Mathematics
V. N. Iyer, Biology
D. A. George, Engineering

To Associate Professor

P. Laurette, French
W. Krysinski, French
J. Coheen, German
C. Marsden, Spanish
G. Melnikov, Russian
K. Bicha, History
B. Anderson, Geography
T. Harmanstone, Political Science
K. Hay, Economics
H. von Riekhoff, Political Science
W. R. Scott, Accounting
O. Condemine, French, St. Patrick’s College
G. Chao, Geology
K. Williams, Mathematics
J. Graham, Mathematics
G. Garner, Mathematics

To Assistant Professor

D. G. Beer, Classics
P. Dunn, English
R. I. Stephens-Jones, English
H. Schmidt, German
Anna Rosenberg, German
S. Adam, Journalism
R. Marlin, Philosophy
PROMOTIONS Effective July 1, 1968

To Assistant Professor

M. Glass, Philosophy
Emilie Stichling, Russian
J. M. Lopez-Saiz, Spanish
Lillian Jackson, Spanish, St. Patrick’s College
Marianne Helfenstein, Mathematics

The Report of the 57th meeting of the Finance Committee of the Board of Governors was circulated at the meeting. (A copy of this Report is attached to the original of these minutes.) Mr. C. F. Elderkin, Chairman of the Committee, led the discussion of the Report.

Vending Operations - Tunnel Canteen - Mr. Elderkin reported that the outstanding amount owed by the contractor for this facility had been paid to the University and that the contractor had been informed that his contract will be terminated when the University opens a new service building and operates its food services from a central location.

University Tree Farm - The Chairman reported that the University Tree Farm was listed for sale and that at present there was one potential buyer.

Operating Budget 1968-69 - The Chairman reported on the discussions of the Finance Committee concerning the operating budget. In the discussion that followed the following points were raised:

Tuition Fees - It was noted that there would not be an increase in tuition fees for the next academic term and that the proportion of the revenue realized from tuition fees would be less than the previous year's.

Residence Fees - In reply to a question it was reported that the room and board fee for residence students would be increased next year by $24.00 as approved by the Board at its last meeting. This represents a $5.00 increase for room, and a $19.00 increase for board.

Faculty Salaries - St. Patrick's Campus - It was reported that for the coming academic year the salary scale for the faculty at St. Patrick's Campus would be the same as the scale for the Rideau Campus.

Method of Budgeting - The President pointed out that under the formula arrangement that now exists the University sets up its budget on a break-even basis and that any surplus that may be realized is used to reduce the deficit carried over from those years when it was not possible to provide all the necessary facilities and services with the resources available.
Summer School - In response to a question concerning the utilization of the plant during the summer time the President indicated that the University had last year approximately 3000 students attending summer school and that the University was well used during the summer period for research and related activities.

It was noted that as a result of limited employment possibilities for this summer that there is some indication that students will be attending summer school because jobs are not available for them.

In reply to a question about a tri-semester system, the President indicated that there would be a substantial increase in operating cost to universities if this system was adopted and that experience has indicated that it requires a significant amount of additional funds and a major reorganization of the operation of the University to implement that kind of programme.

Interim Policy - Capital Financing - The Chairman reported on the effects that this new policy will have on the capital financing of the University and it was reported that a detailed statement on the University's capital position would be made available to the Board once the discussions with the Provincial Government have been completed.

Second Mortgages - The Chairman reported that the Finance Committee recommends the approval of the following second mortgages:
The Chairman reported that the Finance Committee recommended to the Board that the amount of money to be made available for second mortgages be increased from $60,000 to $150,000.

The Provision of Second Mortgages to Non-Academic Staff - The Chairman reported that the Committee had discussed the proposal of expanding the policy concerning second mortgages to members of the non-academic staff in the middle-management or technician category. After some consideration the Committee agreed to leave the policy as it now stands so that this benefit would be restricted to academic staff and senior administrators.

Increase of Rideau Campus Student Association Fees - It was reported that the Finance Committee had recommended that the request of the Rideau Campus Student's Council for an increase of the Student Association fees be approved according to the following schedule:

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time student</td>
<td>$20.00</td>
</tr>
<tr>
<td>Part-time student</td>
<td>$2.00</td>
</tr>
<tr>
<td>Summer student</td>
<td>$2.00</td>
</tr>
<tr>
<td>Graduate student</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Honoraria - Rideau Campus Students' Council - It was reported that the Rideau Campus Students' Council requested that the honoraria paid by the University to members of the executive of the Council be expanded to include all members of the executive and the amounts now paid to the President and the Comptroller be increased.

It was reported that after consideration of this by the Finance Committee that the Committee had agreed that the present policy of matching the honoraria paid by the Students' Council to the President and the Comptroller should be retained so that next year the President and Comptroller at the Rideau Campus will receive honoraria of $500 and $300 respectively from the University, however, the Committee was not prepared to recommend expanding this policy so that other members of the executive would be included.
Request from Rideau Campus Students' Council for Money Held by the University for the University Centre - It was reported that the Committee had felt that it could not consider this request because the students' contribution to the University Centre has not yet been established and will be the subject of further discussions.

Builders Risk Fire Policy - It was reported that the Finance Committee had considered the recommendation of the Insurance Committee, but as a result of the small savings expected to be realized by this recommendation and the administrative problems related to it that the Committee was not prepared to approve the recommendation.

Provision for Senior Administrative Officers - It was reported that the Committee had made appropriate salary provisions for the senior administrative officers in the operating budget for 1968-69.

It was moved by Mr. Elderkin, seconded by Mr. Castledine, that the Report of the Finance Committee be adopted. Carried.

The minutes of the 100th meeting of the Investment 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.) Mr. Castledine led the discussion of the Report. He indicated that the Bursar had presented to the Committee a proposal for the conversion of the accounting system for the Endowment Fund to Investment Units. It was indicated that the adoption of this system would allow the Endowment Fund to be operated as an open-end Mutual Fund, and that this would produce a more equitable basis for the distribution of the Endowment income and provide a simplified approach to the management of the Endowment Fund so that it would be an attractive and readily understood system should Deferred Giving be introduced within the development programme.

It was moved by Mr. Castledine, seconded by Mr. Elderkin, that the report of the Investment Committee be adopted. Carried.

The Report of the 112th meeting of the Building Committee was circulated at the meeting. (A copy of this Report is attached to the original of the minutes.) Dr. Gray led the discussion of the Report.

Quantity Surveyors - It was reported that the Building Committee had considered a report by the Director of Physical Plant concerning services provided to the University by Quantity Surveyors to date. It was reported that this type of service was not required formally by the Department of University Affairs, but is an implied requirement by that Department for the production of cost estimates as they relate to capital projects. The Committee received the report and indicated its satisfaction with the services of the Quantity Surveying Firm.
Pre-Qualification of Tenderers - It was reported that the Building Committee had considered the proposal of the Director of Physical Plant concerning this question. An example of how this system is to work was illustrated by discussion of the item before the Board of the selection of bidders for the Sunnyside Road Extension. An outline of the proposed procedure is as follows:

a) The architect and engineer for the project prepares a list of contractors which they feel are suitable for the project,

b) The list is then presented to the University officials and the Board for their approval,

c) The list is published in the daily trade journals indicating that a contract is to be tendered at the University and that the following contractors had been invited to tender. Included in the notice is a statement indicating that those who are not on the list can apply to the architect to be included. If the contractor is satisfactory to the architects and the University, they are permitted to tender for the project. If they are not the architect is to try to persuade them that it would not be appropriate for them to apply for the tender and they also have the power to refuse.

It was moved by Dr. Gray, seconded by Mr. Clarke, that for all future contracts a system of pre-qualification of tenderers be used as described above. Carried.

Loeb Building-Renovations - It was agreed that the following renovation work would be carried out in the Loeb Building:

a) Erection of partitions in the area of the Department of Sociology at an estimated cost of $1,200.

b) Addition of extra shelving to the corner offices in the Loeb Building at an estimated cost of $1,800.

c) Erection of industrial shelving in the storage area in the tunnel on the second level of the Loeb Building at an estimated cost of $341.93.

d) Erection of shelving in the woodworking shop, first level of the Loeb Building, at an estimated cost of $322.81.

Topographical Survey - It was agreed to authorize an expenditure of $7,876 for a comprehensive topographical survey of the Campus.

C. J. Mackenzie Phase III-Furniture - It was agreed to authorize an expenditure of $22,000 of the $40,000 now allocated for the purchasing of furnishings for Phase III of the C. J. Mackenzie Building of the type and style used for offices and general areas in Phase I and Phase II of the C. J. Mackenzie Building.
Physics Building - Change Orders - It was agreed to approve Change Order #44 as an Extra of $2,791.16 and Change Order #45 - No Charge - for the Physics Building Project.

Interim Policy - Provincial Capital Assistance - It was reported that the Provincial Government requested the University to establish a priority list of projects for the purpose of indicating the cash requirement of the University on a monthly basis for the next provincial fiscal year and on a yearly basis thereafter.

In discussion of this matter it was noted that a very extensive list has been prepared and that it would be difficult to expect the University to do all the planning necessary to bring these projects to the point where construction could begin within the next provincial fiscal year. However, it was felt that it would be desirable to indicate the maximum requirement while recognizing the possibility that the University would not be able to meet this requirement or that there would not be funds available from provincial resources to meet the requirement. Particular concern was expressed about the Multi-Purpose Hall and it was recognized because of a report by Mr. Turner concerning negotiations with the N.W.C. for the site for this project that it would be very difficult to complete all the planning and arrangements necessary to go forward with this project.

It was agreed that the following priority for capital projects be adopted by the University:

- Tory Alterations 1968
- Roads 1968
- Landscaping 1968
- Sewers
- Parking Lot Extension
- University Centre
- Quadrangle Renovations
- Playing Fields
- Geology
- Science-Engineering Library
- Arts 1
- Mathematics
- Multi-Purpose Hall
- Parking Garage for 550 Cars
- St. Patrick’s Renovations.

It was noted that the last item, St. Patrick’s Renovations, is not the renovations now going ahead but a further stage which will be required later.

School of Social Work - Furniture - It was agreed that an expenditure of $15,000 be authorized for the furnishings and renovations for the School of Social Work.
Maxwell MacOdrum Library Renovations - Second Level - It was reported that renovations were required in the Reference area on the second level of the Library. The estimated cost for this work was $2,750. It was pointed out that if these renovations were authorized money could be found in the current operating budget for this work.

It was agreed to approve these renovations to the second level of the Maxwell MacOdrum Library.

Sunny Side Road Extension - List of Selected Contractors - The following list of contractors was proposed as the selected tenderers for the Sunny Side Road Extension Project:

- Dibblee Construction Company Limited
- Francocon 1966 Limited
- Keystone Contractors Limited
- W. D. LaFlamme Limited
- Cooper-Ellis Limited
- C. A. Pitts General Contractor Limited

It was agreed to approve this list of contractors.

Cooling Report - Goodkey Weedmark - It was reported that Mr. Wherham had informed the Building Committee that Goodkey Weedmark had been requested to update their cooling report some months ago and as yet the University has not received the report. In view of the fact that a number of decisions have been made without the benefit of this report the report is of little value to the University at this time. The Chairman of the Building Committee reported that he had advised the Director of Physical Plant that he should now inform the company of the dissatisfaction with their service and that the report is no longer required. He also indicated that he felt the company would not be wise to send the University a bill for the work they had done to date and if they did the Building Committee would have to examine the question of whether the bill should be paid at that time.

It was reported that the Building Committee had received information from the Building Advisory Committee on the following subjects:

a) Furniture - Office of the Director of Physical Plant
b) A report from the Department of Mathematics about its projected staff and student enrolment
c) Southam Hall Television facilities
d) Questions raised by the faculty concerning the Science-Engineering Precinct
e) Request from the Department of Mathematics concerning renovations in the Physics Building.

It was moved by Dr. Gray, seconded by Mrs. Zimmerman, that the Report of the Building Committee be accepted. Carried.
AGREEMENT - DEPARTMENT OF NATIONAL DEFENCE RE DR. F.J. PATTEN:

It was agreed to authorize a one year renewal to June 30, 1969, of the existing agreement between the Department of National Defence and the University to provide for the annual salary of Dr. F. J. Patten at an annual rate of $18,900 payable in monthly instalments of $1,500.

LEASE DEPARTMENT OF NATIONAL DEFENCE - C.O.T.C. AREA:

It was reported that the Department of National Defence had requested the termination of the lease that the Department now has with the University for the accommodation of the C.O.T.C. on May 31, 1968. It was reported that under the present lease the term ends on August 31, 1968.

The Board directed that the Department of National Defence be informed that the University is not prepared to terminate the lease on May 31, 1968.

RESIDENCE FEES - ST. PATRICK'S CAMPUSS:

It was reported that at the time Residence fees were increased at the last meeting of the Board of Governors, one category for St. Patrick's Campus had been omitted.

It was agreed to increase the residence fees at St. Patrick's Campus for men's single room by $24 from $770 to $794.

CONTRACT - SAGA FOODS:

The Bursar reported that negotiations were continuing with Saga Foods for the coming year's contract. The following are the significant proposals in this year's negotiations:

a) An increase in the board rate at the Rideau Campus from $2.00 per day to $2.09 per day.

b) Inclusion of the Leob Building and the vending operations, within the operations for snack bar operations currently in effect for the lower cafeteria in the University Commons, and for the summer operations for that building on which the University is paid 5% of the gross by Saga Foods.

c) A proposal to pay the University 10% of the revenue received for non-University special events serviced by Saga Foods on the campus.

d) Continuation of the present arrangements for St. Patrick's Campus, where the University pays a management fee to Saga Foods of $700 per month for the operation of the food services there.

TORY BUILDING ALTERATIONS 1968:

It was reported that tenders had been received for this project and that the University had requested permission from the Provincial Government to proceed with this work. It was reported that the Provincial Government was not able to give formal written approval at this time and that an approval could not be available until after the 30 day period in which the tendered prices are valid. However, since this project is high on our priority list the Provincial Government officials felt that there would be little doubt about receiving approval to go ahead with the construction.

It was agreed that the tender of $81,533 be accepted and that construction should proceed.
AMENDMENT TO CONTRACT FOR ST. PATRICK’S COLLEGE:
The Bursar reported an amendment to the contract amount for St. Patrick’s College alterations and additions. The amount previously reported to the Board was $192,618 and the contract amount recorded in the documents is $192,568.

It was agreed that the new amount of $192,568 be recorded in the minutes.

LOEB BUILDING POWER FAILURE:
Mr. Turner reported that a transformer in the Loeb Building had failed on the afternoon of April 15th, and as a result of this failure there had been a small fire in the transformer vault which had caused the entire campus power system to fail. It was reported that power had been restored in all buildings except the Loeb by the evening of April 15th. As a result of this fire one transformer bank had been badly damaged and when it had been attempted to restore the power in the Loeb Building by using the second transformer bank in the building this too had failed. It was reported that replacement of the transformers cannot be made for approximately six weeks, and in the interim Ottawa Hydro have installed temporary transformers at an estimated cost of $2,500 plus $250 per month rental. As yet there has not been an explanation for the failure and the matter is being investigated by our consultant, Ottawa Hydro, Canadian Comstock, and the insurance companies. Further investigations will be carried out under the supervision of our consultant. The University at present is assuming that this equipment is still under warranty and will be replaced without charge.

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 A to these minutes.

TERMINATION:
The meeting terminated at 2:40 p.m.

D. C. McEwen, Secretary.

D. A. Golden, Chairman.