CARLETON UNIVERSITY

Minutes of the 201st Meeting
of the
BOARD OF GOVERNORS

Time: Thursday, October 24, 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. F. Elliott, Mr. F. E.
Gibson, Mr. B. Loeb, Mr. N. W. Mackenzie, Mr. T. R. Montgomery,
Mr. W. Teron. Also present Mr. F. J. Turner, and Mr. D. C. McDow, Secretary.

MINUTES:
It was moved that the minutes of the 200th meeting be adopted as circulated.

REGISTRATION:
The President reported that more precise registration figures were now available. He indicated that there were 5,000 full-time students on the Rideau River campus and 927 full-time students at the St. Patrick's campus. He reported that the increase of full-time students at the Rideau River campus was approximately 18% which was higher than had been expected. The full-time graduate enrolment for both campuses was reported to be 625 students which is an increase of 25%. The percentage increase by faculty on the Rideau Campus was reported as follows:

Arts 21%, Engineering 11%, Science 11%

He indicated that this increase would provide a particular problem in the arts faculty in the terms of physical facilities and that if this increase in growth maintained its present level this problem would be increased in future years not only in terms of classroom space but in terms of office space for faculty to teach these numbers. He indicated that the increase at Carleton was similar to expansion at other universities in the province and that in most cases the increases were greater than those that the universities had planned for. Because of the formula financing used by the Provincial Government, it will be necessary for the Provincial Government to spend more money on university education than they had planned for.
COMMITTEE ON UNIVERSITY AFFAIRS:

The President reported that in response to a request from the Committee on University Affairs for background material for the meeting scheduled for November 18, that he, the academic deans, and the Director of Planning had prepared a document entitled, "Goals and Requirements to 1975". He indicated that this was an outline of the various goals of the faculties and departments of the University which in some cases had been approved but in others were still in the discussion stage. Included in these documents were estimates of the resources necessary to achieve the goals outlined. It was agreed that the members of the Board who were not present at the meeting or who had not received a copy as a member of the Executive Committee should receive a copy of this report.

ST. PATRICK'S COLLEGE:

In reply to a question the President indicated that the operation of St. Patrick's College had been decisively improved over last year and the previous years and that with this arrangement the University was trying to provide students with the option of selecting a general programme in arts as offered at St. Patrick's or a more specialized programme as offered at the Rideau Campus. He indicated that the university had been able to improve the quality of instruction at St. Patrick's by the means of hiring new or additional staff, by providing faculty exchange between the two campuses and by permitting the students at either campus to take classes at the other. He indicated that the feeling of most people on both campuses was that the system was working very well and that there were many advantages to the University as a whole.

STUDENTS:

The President reported that the proposals concerning the New University Government had been made public at a press conference. At this press conference, opposition to the proposals had been expressed by some students, which for the most part, belong to a group known as the "Students For a Democratic University". He indicated that arising out of the controversy which began at that time the dissatisfied students were disavowing the Student Council proposal for the New University Government which had been adopted as part of the New University Government by the Senate and the Board. As a result there will be a referendum on the matter amongst the students which will take place on November 5 and 6. It was suggested that should the dissatisfied students, which are not large in number, vote as a block and that the other students who are more moderate do not vote that the referendum, if passed, will provide a recommendation from the students which will want some major changes to the New University Government as it now is constituted. The President indicated that Senate had reviewed the recommendation in the New University Government proposals about departmental size and that as an interpretation of their decisions had indicated that the number of students which would be part of the departmental meetings represented a minimum and that the departments had the freedom to increase the number of student representatives that were to participate in the departmental meetings.
It was noted on the appointment list that a provision had been made for increases in salaries to the computer staff. The President reported that there was currently going on in the University, a study concerning the computer operation and that there was a very good chance that arising out of this study would come a recommendation that the University move to the next larger size of computer and that part of the costs for this increase would be defrayed by renting time on the machine to outside agencies.

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

**ADMINISTRATIVE APPOINTMENT**

**Effective November 5, 1968**

Rufus E. McKillop, Programmer, Administrative and Data Processing - Computing and Data Processing Centre  
$7,200 p.a.

**PROMOTIONS AND SALARY INCREASES**

**Effective October 1, 1968**

- H. Anand, Computer Systems Manager  
  $13,000 p.a.
- D. Sutherland, Senior Systems Programmer  
  $8,000 p.a.
- D. J. Dunsmore, Data Processing Manager  
  $11,500 p.a.
- V. Chapman, Data Processing Analyst  
  $8,000 p.a.
- S. Benton, Data Processing Programmer  
  $7,500 p.a.

**Effective November 1st, 1968**

Pauline Conibear, Assistant Chief Cataloguer, Library  
$7,700 p.a.

**SALARY INCREASES**

**Effective July 1, 1968**

Daphne Garland, Reference Librarian  
$9,000 p.a.

**Effective October 1, 1968**

E. P. Hincks, Research Professor of Physics  
(under the agreement with N.R.C., Carleton will pay at the rate of $854.17 per month)  
$20,500 p.a.

**INCREASE IN REMOVAL ALLOWANCE**

C. Ake, Associate Professor of Political Science  
(from $300 to $500)
APPOINTMENTS, LEAVES, ETC.: (continued)  

RESIGNATION  

Effective September 27, 1968  

Karen Veal, Commission on Undergraduate Teaching and Learning  

INCREASES IN SABBATICAL LEAVE (1969-70) ALLOWANCES PREVIOUSLY REPORTED  

D.M.L. Farr, History  
M. LaFrance, English  
three-quarters salary  
half salary  

SABBATICAL LEAVE 1969-70  

T.J. Middlebro', English  
W.B. Kay, French  
M. Fry, History  
J.W. Strong, History  
E. Kushner, French  
L.M. Read, Religion  
D. R. Wiles, Chemistry  
half salary  
half salary  
half salary  
seven-twelfths salary  
seven-twelfths salary  
half salary  

STUDY LEAVE 1969-70  

D. Fraser, Public Law  
$4,500 grant  

RESIGNATION  

Effective June 30, 1968  

Mrs. Anne Nicholls, Assistant Professor of Psychology  

REPORT OF THE NOMINATING COMMITTEE:  

The Chairman explained that the general outline of the recommendations of the Nominating Committee had been discussed at the last meeting. He indicated that within the Committee membership the major change was the recommendation to substitute Mr. Teron for Dr. Gray as the chairman of the Building Committee. On a motion duly made, seconded and carried and as recommended by the Nominating Committee the following were elected to the Board of Governors for a three year term expiring September 30, 1971:  

Mr. J. C. Clarke  
Mr. D. Duclos  
Mr. C. F. Elderkin  
Mr. D. A. Golden  
Mr. A. M. Laidlaw  
Mr. L. Raminsky  
Mr. W. C. Robertson  
Mr. F. K. Venables  

On motion duly made, seconded and carried and as recommended by the Nominating Committee the following were elected officers of the Board for the year 1968/69:
Chairman of the Board - Mr. D. A. Golden  
Treasurer - Mr. V. S. Castledine  
Secretary - Mr. D. C. McCown  
Chairman of Associates - Mr. A. M. Laidlaw  

Signing Officers - On motion duly made, seconded and carried, the following were made signing officers for the university for the year 1968/69:  

Mr. D. A. Golden  
Dr. A. D. Dunton  
Mr. V. S. Castledine  
Mr. C. F. Elderkin  
Mr. F. J. Turner  
Mr. A. B. Larose  

It was agreed that the membership of the Committees of the Board of Governors for the year 1968/69 be as follows:  

Executive:  
Mr. D. A. Golden, Chairman  
Mr. V. S. Castledine  
Dr. A. D. Dunton  
Mr. C. F. Elderkin  
Mr. W. Teron  
Mr. F. K. Venables  
Dr. C. J. Mackenzie  
Mr. D. C. McCown, Secretary  

Building:  
Mr. W. Teron, Chairman  
Mr. J. C. Clarke  
Mr. D. Duclos  
Mr. A. M. Laidlaw  
Mr. A.B.R. Lawrence  
General H.F.G. Letson  
Mr. B. Loeb  
Mr. R. C. Robertson  
Dr. J. L. Gray  
Mrs. H. Zimmerman  
Mrs. E. D. Fulton  
Mr. F. E. Gibson  
Mr. D. A. Golden - ex officio  
Dr. A. D. Dunton - ex officio  
Dr. C. J. Mackenzie - ex officio  
Mr. D. C. McCown, Secretary  

Building Advisory:  
Professor G. R. Love, Chairman  
Dr. A. D. Dunton  
Dean D.M.L. Faux  
Dean J. J. Kelly  
Dean G. C. Merrill  
Dean M. S. MacPhail  
Dean H. H. J. Nesbitt
REPORT OF THE NOMINATING COMMITTEE (Continued):

Dean J. Ruptash
Dean V. F. Valentine
Professor D. Shadbolt
Professor J. M. Holmes
Professor M. LaFrance
Professor C. R. Thompson
Mr. George Hunter
Mr. F. J. Turner
Mr. J. E. Whenhaw
Mr. D. C. McEown, Secretary

Development Advisory:
The Honourable N. M. Paterson, Honourary Chairman
Mr. F. K Venables, Chairman
Mr. J. C. Clarke
Mr. D. M. Coolican
Mr. D. Duclos
Mr. C. F. Elderkin
Mr. C. H. Everett
Mr. C. L. Jeffrey
Mr. A. B. R. Lawrence
General H. F. G. Letson
Mr. B. Loeb
Mr. M. W. Mackenzie
Mr. T. R. Montgomery
Mr. D. A. Golden - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio
and Chairman of Development Sub-Committees
Mr. M. D. Roberts, Secretary

Finance:
Mr. C. F. Elderkin, Chairman
Mr. V. S. Castledine
Mr. D. M. Coolican
Dr. J. L. Gray
Mr. B. Loeb
Mr. L. Rasminksy
Mr. D. A. Golden - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio
Mr. D. C. McEown, Secretary

Future Enrolment:
Mr. D. A. Golden, Chairman
Mr. D. M. Coolican
Dr. A. D. Dunton
Mr. C. F. Elderkin
General H. F. G. Letson
Dr. C. J. Mackenzie
Mr. R. G. Robertson
Mrs. A. H. Zimmerman
Mr. D. C. McEown, Secretary
REPORT OF THE NOMINATING COMMITTEE (Cont.):

Investment:
Mr. V. S. Castledine, Chairman
Mr. G. E. Beament
Mr. C. F. Elderkin
Mr. W. Teron
General H. F. C. Letson
Mr. D. A. Golden - ex officio
Dr. A. D. Dunton - ex officio
Dr. C. J. Mackenzie - ex officio
Mr. F. J. Turner, Secretary

Staff Welfare:
Dr. A. D. Dunton, Chairman
Mr. F. K. Venables
Dr. N. Pullen
Mr. C. L. Jeffrey (Alternate)
Professor C. Langford
Professor T. K. Rymes
Mr. D. C. McEwan, Secretary

The Chairman reported that following the last meeting he had received a letter of resignation from Dr. Pullen. It was agreed that the matter be tabled and considered at the next meeting.

AMENDMENT TO THE BY-LAW:

On motion duly made, seconded and carried and after notice of motion in accordance with By-law No. 23, By-law No. 15 is hereby repealed and the following is substituted therefor:

**BY-LAW NUMBER 15**

1. Every member of the Board who is in any way directly, or indirectly, interested in a proposed contract or a contract with the University shall declare his interest at a meeting of the Board and refrain from voting upon that matter;

2. In the case of a proposed contract, the declaration shall be made at the meeting of the Board at which the question of entering into the contract is first taken into consideration, or if the member is not at the date of that meeting interested in the proposed contract, at the next meeting of the Board held after he becomes so interested, and the case where a member becomes interested in a contract after it is made, the declaration shall be made at the first meeting of the Board held after he becomes so interested;

3. (a) A member of the Board may give a general notice listing all firms and corporations which may have commercial dealings with the University and in which he is in any way directly, or indirectly, interested stating that he is to be regarded as interested in any contract made, or to be made, by the University with any such firm or corporation;

   (b) Such general notice shall be in writing signed by the member and given to the Board by filing with the Secretary thereof, who shall at the next meeting of the Board read the same to the Board;

   (c) A notice given as in this section provided shall be deemed to be sufficient declaration of interest in any contract so made, but shall not relieve the member of the Board from performance of the obligations set forth in the preceding sections of this By-Law;
4. Every member of the Board who is in any way directly or indirectly, interested in a proposed contract or a contract with the University shall, in addition to declaring his interest therein in the manner hereinbefore prescribed, withdraw from any meeting of the Board during discussion of the said proposed contract or contract or any matter in connection therewith, and shall refrain from voting thereon.

5. A member of the Board who has declared his interest in a proposed contract or contract and who has not voted in respect thereof shall not be accountable to the University, or its creditors, for any profit realized from the contract and the contract is not voidable by reason only of his holding that office or of the fiduciary relationship established thereby.

The Minutes of the 102nd meeting of the Investment Committee were circulated prior to the meeting as a report of the Committee (this report is attached to the original of these minutes). Mr. Castledine, the Chairman of the Committee, led the discussion of the report. Prior to the motion of the adoption of this report, Mr. Castledine indicated his concern that there not be a conflict of interest between his position on the Board and his position as a senior partner of V.S. Castledine and Sons, Co. Ltd., and Davidson and Co. Ltd. and that he declared his interest as required by the provisions of By-Law 15. He questioned whether it was appropriate for him to take part in the vote on the report of the Investment Committee.

After some discussion it was agreed that it did not appear that there was a conflict of interest for Mr. Castledine in respect of decisions relating to the Investment Committee.

It was moved by Mr. Elderkin, and seconded by Mr. Montgomery that the report of the Investment Committee be approved as circulated. Carried.

The minutes of the 116th meeting of the Building Committee were circulated as a report of the committee at the meeting of the Board. This report is attached to the original of the minutes. Mr. Clarke led the discussion of the report.

Sewer Report: - It was explained that De Leuw, Cather had been commissioned to make a study of the existing storm and sanitary sewers and water main system, and were asked to make recommendations concerning its adequacy and changes needed, to provide for the campus at its ultimate growth. It was reported that the present systems had been installed based on plans for a campus of 8,000 students, and that since the installation, buildings had been located on sites different from that which was originally planned. To remedy this situation and provide for future growth De Leuw, Cather has recommended that a service corridor be constructed for new storm and sanitary sewers and the water main system. This service corridor will run from the University Centre between the Engineering Building and the proposed Architecture Building and Geology Building underneath the tracks and down the present access road to the pumping station at Bronson Avenue. As well, to provide for adequate water supply another water main is to be connected from Bronson Avenue at Colonel By Drive along Colonel By Drive and under the tracks to the residence area. It was explained that the planning criteria for the water mains is based on the fire requirement and not the water consumption requirement for other uses. These two pieces of work plus some minor ones to fix certain
parts of the system is estimated to cost $300,000 and will be needed for the next academic year. The remainder of the work which will provide additional systems to new areas which will have to be serviced is estimated to cost $500,000. Most of the work under this later category will be provided within the project costs of new buildings or road work.

It was reported that the specific projects will be defined with more precise design and construction costs being provided and that this information will be brought for approval in the future. It was reported that the Building Committee and the Building Advisory Committee had recommended the adoption of this report in principle. It was agreed that the study done by De Leur, Cather be adopted in principle.

Mathematics Building: It was reported that the material which is to be presented to the Provincial Government and the architects had been circulated to the Building Committee and the Building Advisory Committee for study. As a result of detailed examination of the requirements for laboratory areas and class rooms the gross square footage had increased from 73,100 square feet gross to 81,644 and the estimated cost had increased to $499,780 from the $3,227,388 previously reported to the new price of $3,727,118. It had been recommended that an additional floor or an increase of 10 percent to the gross space be added, while the Building Committee was not sure that this was the most appropriate manner to provide expansion space it was reported that after conclusion of their discussion the Building Committee had felt that the question of how expansion space should be presented to the Provincial Government was a tactic best determined by the University officials who are responsible to make the presentation. It was agreed that the material presented to the Building Committee be approved and that the recommendation for expansion, providing a building of 89,808 square feet at an estimated project cost of $4,057,749 also be approved.

Furnishings - Special Seminar Room - School of International Affairs It was reported that because of particular requirements resulting from an inter-disciplinary nature from the School of International Affairs there was a requirement for a lounge seminar room for the School. It was reported that this facility would be provided to the School of International Affairs on an experimental basis and should it prove successful, consideration could then be given to providing a similar set-up to other departments. It was agreed that the proposal for a seminar lounge arrangement for the School of International Affairs be approved but the room remain as a departmental seminar room subject to centralized audit.

Lounge - C. J. MacKenzie Building: It was reported that until the University Centre is completed there is not adequate lounge and eating facilities for the students of the University. As a temporary measure, it has been proposed that the Room 201 in C.J. MacKenzie Building be set up as a temporary lounge and eating area. It was reported that the question of lounges in other buildings will be re-examined prior to the opening of the University Centre. It was agreed that Room 201 in the C. J. MacKenzie Building be temporarily allocated as a lounge and eating facility and that the whole question of lounges be re-examined prior to the opening of the University Centre.
Light Mural: - It was reported that the Building Advisory Committee had recommended that $40,000 which has been budgeted for art work in the University Centre be allocated for a light mural to be constructed by Mr. Gerald Gladstone. It was reported that the Building Committee had expressed concern over the fact that all of the funds allocated for art work in this building should be allocated for one work of art, and also, that this fact should be explained to the students and that before the beginning of this work, since it is a students' building, they agree to the expenditure of this sum for the purpose of a light mural. It was reported that discussions are now going ahead with a donor for another mural in the building and as indication of serious interest the University has received $6,000 for this purpose. The Art Selection Committee and the donor have agreed on the choice of artist to do the other mural. It was agreed that the light mural be commissioned providing that the students are in agreement with the proposal and that they understand that all of the funds within the budget which are available for art work, will be spent on the light mural.

Transportation Study: - It was reported that the three post secondary Institutions - Carleton University, Algonquin College, and the University of Ottawa, have had discussions amongst the students and administrations of those institutions concerning the public transit service to those campuses in the city. As a result of these discussions it has been recommended that a consultant be hired to make a study of the problem for the three institutions. The Building Committee suggested that before hiring a consultant the University should undertake discussions with the Ottawa Transportation Commission to see if they can do the study for us, and if not, any consultant who is hired should be one which meets the approval of the Ottawa Transportation Company. It was agreed that discussions concerning this problem should begin with the Ottawa Transportation Commission and that a recommendation concerning a consultant, if one is necessary, should be brought back to a future meeting.

It was moved by Mr. Clarke, seconded by Mr. Elderkin that the remainder of the items presented by the Building Committee be approved as proposed.

These items are: Temporary Alteration - C.J. Mackenzie Building for the Arts Faculty
Alteration to the Dean of Student Services Office
Contingency Allowance

The following items were presented for information:
Revised List of Capital Projects to 1975: It was reported that a more detailed break down of costs by year of completion would be presented at a later date.

Fencing - CPR Tracks
Arts Precinct Study
Science-Engineering Brief
Appointment of User Sub-Committees
Temporary Allocation of Offices In the Mackenzie Building Surplus to Architecture and Engineering Needs
Re-Allocation of Rooms In the Controlled Environment Facility
Debentures: - It was reported that the University had received a cheque in the amount of $700,000 on October 16, 1968, and that a debenture for this amount was sent to the provinces dated October 15, 1968.

Operating Expenditure Instalment: - It was reported that the University had received from the Provincial Government a cheque in the amount of $1,168,000 representing the fourth instalment of Provincial Government support for Operating Expenditure for the year 1968/69.

Pickering Trust: - It was reported that declaration of trust regarding the Pickering Fund was signed and sealed according to instructions contained in the last minutes of the Board of Governors and after consultation with the Chairman of the Board.

Royal Bank of Canada: - It was reported that letters have been exchanged between the Royal Bank of Canada and the University concerning student loans in accordance with the proposal outlined at the last meeting of the Board of Governors, and that the bank has established the following interest rates for such loans. In case of the University paying the interest during the period of the student studies the interest on such loan would be at the prime rate plus a half percent per annum. In the case where the student or his family are paying the interest, the rate applicable would be the prime rate plus 1% per annum.

Chair of Systematic Zoology: - It was reported that the University expects the first instalment from Mr. Wood by the end of the calendar year.

Epstein Estate: - Mr. Turner reported that he had received from the trust company notification that the estimated value of the estate was 1.6 million dollars and that there were a large number of relatively small bequests to relatives, friends and a few institutions.

Financial Statements for July 1, 1968 - September 30, 1968

The balance sheet which is attached as appendix A was presented to the Board along with a statement of expected changes from the budget. It was noted that as a result of the enrolment being higher than was predicted that there would be an increase in revenue. It was noted that principle categories in which over expenditures were expected was in fuel, heating, and power. It was reported that this has happened because of the inexperience that the University has had in estimating these costs while the air-conditioning system has been running during the summer and because of the addition of new buildings. In response to a question concerning bad debts the procedure for handling non payment of fees by students was outlined.
Staff Changes: It was agreed that the staff changes which were circulated with the Notice of Meeting and were attached as Annex 1 be approved.

Reports to The Board: Concern was expressed that the starting of construction for the University Centre had not been communicated to the Board. It was noted that approval had been given for construction to begin subject to Government approval but the fact that approval had been received had not been communicated to the Board and it was suggested that matters like this should be reported.

Termination: The meeting terminated at 2:00 p.m.

D. C. McEown, Secretary.  

D.A. Golden, Chairman.