ST JOHN’S COLLEGE
ASSEMBLY AGENDA

For the meeting of January 25, 2011
@ 2:30 p.m. in Room #201

Regrets to Sherry @ 474-8520 or peters4@cc.umanitoba.ca

1. Opening Prayer

2. Approval of the Agenda

3. Approval of the Minutes from the meeting of October 10, 2010

4. Business Arising from the Minutes of October 10, 2010 meeting

5. New Business
   a) Report from the Ad Hoc Committee on Providence College
   b) Report from the Warden’s Search Committee
   c) Report from the College Common Room Committee
   d) Approval of the terms of the Beverley and Bishop James Allan Bursary

6. Any Other Business
   a) Reports from College Officers
      Warden
      Dean of Studies
      Dean of Theology
      Bursar
      Chaplain
      Dean of Residence
      Development Officer
      Librarian
      Registrar
   b) Report from Senior Stick
   c) Reports from College Committees

7. Adjournment
ST JOHN'S COLLEGE
ASSEMBLY MINUTES

For the meeting of October 19, 2010


1. Opening Prayer
J. Stafford opened the meeting with prayer.

2. Approval of the Agenda
MOTION: That the agenda be approved as circulated.
G. Friesen/D. Punter CARRIED

3. Approval of the Minutes from the Meeting of September 21, 2010
MOTION: That the minutes of the September 21, 2010 be approved as circulated.
I. Froese/C. Trott CARRIED

4. Business Arising from Minutes
None

5. New Business
a) Report of the Ad Hoc Committee on terms of reference for the Warden's Search Committee
   Verbal presentation by Chris Trott.

b) Membership of the Warden's Search Committee
   S. Close announced the final membership of the Warden's Search Committee, along with alternates:
   The members and alternates of the Search Committee for the incoming Warden are:
   1. College Administration - I. Froese, J. Markstrom (alternate)
   2. Diocese - B. Regner
   3. Fellows - R. Clifton, B. Hallman
   4. Students - H. Shepherd
   5. Representative from the U. of M. to be appointed by the U. of M. administration: Dr. Karen Grant
   The committee's first meeting will take place on November 8, 2010.

c) Report from the College Common Room Committee
   Senior Common Room
   Report to College Assembly, 19 October 2010
   The executive committee of the SCR met on 6 October 2010 12:50-1:40. Members present: Brenda Cantelo, Maureen Kolodie, Gerry Friesen (Tom Suffield, ex officio)
   We reviewed the statement on membership, statement of purpose, name of our group, as reported in the minutes of 30 September meeting, and discussed the next steps to be taken.
   Name: Senior Common Room
Membership: Staff working in St. John’s College (including Library, Administration, and University of Manitoba Press) and Fellows of the College (Junior, Research, Retired, Senior, Visiting). Undergraduates may not be members but may be guests.

Purpose of committee: To make arrangements for a congenial setting in which Staff and Fellows can meet and to encourage fellowship in the College.

Maintenance of the room: Issues include dirty dishes, milk and sugar, and cleaning fridge, counter, sink, tables: we’re seeking advice.

Plants and Flowers: Cathy Mudry and David Punter have been interested and will continue to assist.

Furnishings and Artwork: Susan Close and Brenda Cantelo will take on this matter. The first strategy will be to canvass manufacturers and retailers about donations of furniture. The College can provide tax receipts for a ‘gift in kind’ donation.

Finance: The SJC Faculty Association will continue to collect fees in the 2010-11 year. The SCR will apply to it for funds as need arises.

Fund-raising: may be resorted to in the future.

Fees: to be discussed further.

Expenditures: newspaper, furniture, perhaps a person to help with cleaning up.

Administration of the SCR: The College policy regarding room bookings is as follows:

Bookings of the SCR are managed by the Dean of Studies.

All catering must be provided by St John’s College Food Service Dept.

Any University of Manitoba function that is booked through St John’s College is not assessed a room charge but must pay catering charges. Non-university groups are assessed a room fee, unless they order catering, in which case the room fee is waived.

Some questions:

Some members have suggested that no class meetings be permitted in the SCR.

Some members have suggested that the SCR should be reserved for the use of Members during office hours (8:30-4:30).

Some members have suggested that we test the practice of simultaneous use (two different events in the two rooms) during this year.

d) Approval of the terms of the Beverley and Bishop James Allan Bursary

MOTION: That the terms of the Beverley and Bishop James Allan be approved with the following Amendments:

C. Trott on behalf of the Scholarship Committee

CARRIED

6. Other Business

a) Reports from College Officers

1) Warden

Warden’s Report to Assembly – October 19, 2010

A Registrar’s Search Committee was formed with membership consisting of Bill Norton, Ivan Froese, Jessica Persson and myself as Chair. The Committee met on October 13 to review applications and prepare a short list. Interviews took place on October 15, and the committee came to a unanimous decision about the candidate to whom the position should be offered. The recommendation has been forwarded to Human Resources and we hope to have the appointment finalized shortly.

I have been asked to serve on the Dean of Arts Selection Committee as a Presidential appointee. That work should begin shortly.

Janet A. Hoskins, Ph.D.
Warden & Vice Chancellor
St John’s College
2) Dean of Studies
   Verbal presentation by Chris Trott.

3) Dean of Theology
   No Report

4) Bursar
   Verbal presentation by Ivan Froese.

5) Chaplain
   No report

6) Dean of Residence
   Sean Taubner reported that the College residence is full up this fall save for two rooms.

7) Development Officer
   Development Officer Report to Assembly
   19th October, 2010

   **Fundraising**

   Funds raised to date = $307,975.08. The College has received $106,870.70 in donations. $201,104.38 is directed to the University of Manitoba for the Lecture Theatre.

   Keith Eastwood passed away last week. He had set up a bursary for his wife and we are receiving in Memoriam donations directed to this bursary.

   The Annual Appeal is set to be mailed out beginning later this week. Fellows and Staff will receive an appeal next week.

   **Stewardship**

   I have met with several consors over the past couple of month. Maureen, Janet and I attended the Isbister Legacy Luncheon – the University’s planned giving society. Janet, Bernie Beare, Bill Regehr and myself attended the Homecoming Banquet. Maureen and I are continuing to call and thank every donor when their donations received. A Toronto/Ottawa trip is planned for the beginning of December.

   **Alumni/Marketing/Communications**

   Beginning to work on the December issue of In Lumine.

   **Staffing**

   Maureen will be interviewing a potential volunteer today. Currently, we have 1 volunteer helping us.

   **Development Committee**

   No report from the Development Committee

21st September, 2010
Submitted by:
Jackie Markstrom

8) Librarian
    No report

9) Registrar
    Tom Suffield reported that he has been working on matters relating to the College’s Fall Convocation and on various governance committees of the College. Upcoming events include The annual Marjorie Ward Dinner and Lecture on October 21st and the U. of M.’s Evening of Excellence on October 28th.

    Tom thanked the various committee Heads and Chairs for their encouragement and support during his tenure as Acting Registrar, which will be ending on November 9th.

b) Report from Senior Stick

October 19, 2010

Report to College Assembly – Senior Stick

SJCSA membership
I am excited to announce the newest members elected to SJCSA:
    Pooja Patel: Assembly Representative
    Sarah Mitchell: Yearbook Editor
    Amanda Wee: 1st Year Residence Rep

    We are in the process of interviewing students to fill the positions of Executive Assistant, Sports Rep, Literary Director and Assistant Literary Director.

Events
Corn Maze
SJCSA’s Co-Programmers organized a very successful Corn Maze event held on Friday October 15. We went to AMazeIn Corn near St Adolphe and participated in their Haunted Forest and roasted marshmallows by a bonfire before heading back to the College by bus. The event was very well attended by 32 students, there were no incidents and all had a fantastic evening.

Paintballing
Our next event will be Paintballing held in November.

Operation Christmas Child
Each member of SJCSA will be filling a shoebox for Operation Christmas Child. SJCSA will cover the cost of shipping - $7.00 per box. The shoeboxes are being donated to children in Haiti this year. We would like to set up donation boxes in the General Office, Daily Bread and Espresso 101 to collect donations.

Student Services
Carrels & Lockers
The study carrels and lockers are very popular this year. All carrels and operational lockers have all been sold by our diligent Student Services Director, Dustin Reimer. We’ve purchased a fridge for undergrad carrel room 105 and new wall posters. We are looking into the possibility of purchasing new lockers for the tunnel, because half of them are broken or unlockable.

Internet
There have been many requests for wireless internet from the carrel users, and one router has been set up in the grad carrel room 125. Students are extremely looking forward to University wireless internet.

Room 110
Due to the overwhelming success of study carrel sales, SJCSA considered creating another assigned carrel room. It turns out that it would cost too much to purchase carrels to fill this rooms, so SJCSA would
like to use this room as an 'open door', unassigned study space for students. The room is currently occupied by the College.

c) Report from College Committees

Finance and Administration
I. Froese reported that the Finance and Administration Committee will be meeting on October 26 with the
College’s investment managers to review the SJC investment portfolio.

7. Adjournment

MOTION: That the meeting be adjourned.
C. Trott/S. Alward
CARRIED

The official copy of the minutes is signed by the Chair and Secretary and kept in the Registrar’s Office.

Chair ___________________________ Secretary ___________________________ Date
The Warden Search Committee met in November and December 2010 to develop the position advertisement and start working on criteria for the short listing of candidates/assessment of candidates.

The ad was finalized and sent out in early December. To date one application has been received, two potential candidates have requested additional information, and one other application is expected to be submitted by the closing date of January 28, 2011. We are hopeful of having at least 5-6 quality applications to review. Please encourage any qualified potential candidates of whom you are aware to submit their applications to me ASAP.

The committee has been given a draft set of criteria to review and finalize over the month of January. A meeting to shortlist 2-3 candidates to be interviewed is scheduled for Feb 1, 2011. The plan is to interview candidates as soon after this meeting as is feasible given schedules, travel requirements and the term break.

Dr. Bonnie Hallman
Chair, Warden Search Committee, SJC.
January 2011
Warden's Report to Assembly - January 25, 2011

In December, the Development Officer and I made a successful trip to Ottawa, Kingston and Toronto. Although this was primarily a stewardship exercise, it did result in a number of gifts, including one very significant pledge. The Development Officer will report on this.

A current initiative for the university is to have faculties work in "clusters" of related disciplines to find more ways of working collaboratively. While the colleges have not been included in a cluster, we are inherently inter-disciplinary and have also enjoyed a close working relationship with St Paul's College for a very long time. Notwithstanding this, the Rector of St Paul's College and I have agreed to try to find additional ways in which we can work collaboratively on areas of mutual interest. We had a very productive meeting this month which also included our Deans of Studies. We have committed to meet monthly as a group and have begun to identify additional areas in which we can collaborate.

My work on the Dean of Arts search and the Board of Governors continues.
Dean of Theology and Chaplain Report to Assembly, January 25, 2011

Theology
Teaching 12 days at Kingfisher Lake Feb 1-12.

Chaplaincy
Sunday worship continues. Choral Evensong first Sunday evening of each month. Two chapel rentals to student groups. Dedication of Christus Rex expected in Chapel on May 1.
**Fundraising**

Funds raised to date = $397,114.17. Of that, the College has received $190,604.78 and $206,509.72 is directed to the University of Manitoba for the Lecture Theatre.

The Annual Appeal was mailed out in late October with a follow-up mailing in early December. Response has been positive with over 3% response rate resulting in $20,000 raised. We will be emailing out an ask to graduates from 2000 on in early March.

Telemarketing: We will be using the UofM phone centre to call Johnians beginning 14th February. There is no cost to us to use this service.

We received $27,000 estate gift from Eva Rogers. This will be set up as a bursary for Theology students. Eva’s husband Jack was a Theology Grad from the 30s.

**Stewardship**

I have met with several donors over the past couple of months; one to discuss setting up a bursary. An Ottawa/Perth/Kingston/Toronto trip with Janet was undertaken at the beginning of December. This trip resulted in a donation directed to the art project on the Robert B. Schultz lecture theatre wall.

A trip to Vancouver is planned for 22-26 February to meet with donors. I will be attending a conference in Vancouver at that time.

**Alumni/Marketing/Communications**

In Lumine is on track to be mailed out early February.

**Staffing**

Currently, we have 2 volunteers helping us. One is taking an admin course through Winnipeg Technical College and potentially will be working a practicum with us for 6 weeks in May/June.

Submitted by:

Jackie Markstrom
25th January, 2011
To: S. Close, Chair, St. John’s College Assembly

From: Georgina Lewis, Head, St. John’s College Library

Date: January 24, 2011

Subject: Librarian’s Report to the Assembly

1. New security gates will be installed in the St. John’s College Library before the end of the fiscal year. 3M, the vendor, has conducted on-site review of the area where the gate will be installed and funding from Libraries’ administration has been approved.

2. The University of Manitoba adopted new fair dealing guidelines effective January 1, 2011. Within the Libraries, the guidelines will have the greatest impact on Reserve service. Some adjustments may be required for faculty placing items on Reserve, especially because there are limitations on the type of material and number of photocopies that may now be accepted. Borrowers will be required to sign a statement that they understand the conditions for using Reserve materials.

   Staff at the Library will answer any questions regarding placing materials on Reserve. More information on the University’s fair use guideline may be found at um_copyright@umanitoba.ca
January 24, 2010

**Report to Assembly – Senior Stick**

**Events**

**Coffee House** is a talent show set for February 10, 8:00pm in the Robert Shultz Lecture Theatre. We are collecting food and cash donations for U of M Foodbank. Coffee and snacks will be in the Galleria by Food Services. We are currently looking for students to sign up to perform music, skits, poems, short stories etc. and Professors/Fellows are most welcome to perform and attend as well.

**Rip the Strip 3** is a fundraiser in its planning stages now. It will be held one day during the week of March 14–18 at noon in University Centre. Dr. Chris Trott has agreed to wax his legs, and we are looking for a few more male volunteers to Rip the Strip! All money raised will be donated to Cancer Care Manitoba.

**Graduation Dinner and Dance** will be held at Bergmann’s on Lombard on March 26th. Planning is underway, and formal invitations will be sent out in February.