ST JOHN’S COLLEGE
ASSEMBLY

MINUTES
For the meeting of Wednesday April 21, 2004


Regrets: S. Alward, T. Holens, B. Payne, D. Stewart, R. Thomas and K. Young

1. Opening Prayer
   P. Lampman opened the meeting with prayer.

2. Approval of the Agenda
   Item 5.a) - In the motion, strike out “The Finance committee proposes”.
   Item 5.e) - Correct the motion to read “That D. Cooley be nominated as the Chair…”
   Item 5.f) - Replace the word “accusation” with the word “acquisition”.
   AGREED: That the agenda be approved as corrected.

3. Approval of the Minutes of January 22, 2004 (previously circulated)
   Page 2, item d) motion 2 & 3 - should both be corrected to read November “30”, not “31”
   Page 4, item b) under Art, Music and Social - the second last paragraph should read “February” not “January”
   AGREED: That the minutes be approved as corrected.

4. Business Arising from the Minutes
   i) Annual Report – Change in Reporting Year
   At the January 2004 Assembly meeting a motion was passed that, annually, by April 15, Fellows give the Dean of Studies a summary of their significant accomplishments, activities, and honors and awards, for the annual report.

   At that meeting, some Fellows thought it would be easier if they could submit the same annual report that they submit to their departments. The only problem was that our annual report is based on a fiscal year, not a calendar year. Since that meeting, Council Executive has changed our reporting year from a fiscal year to a calendar year, therefore, we need to make a new motion in place of the motion made at the January 2004 meeting.

   MOTION: That annually, by January 30, Fellows give the Dean of Studies a summary of their significant accomplishments, activities, and honors and awards, (e.g. books and papers published, membership on University and College committees, community outreach, etc.) for the St John’s College annual report.
   G. Baldwin on behalf of Assembly Executive
   CARRIED

5. New Business
   a) 2004/2005 Budget (attachment 1 to the agenda)
   N. Cameron’s report from the Finance Committee that was attached to the agenda stated that the Finance Committee wishes to delay proposing a budget to Assembly, while it awaits a decision by the Diocesan Council regarding the Faculty of Theology funding. It also had a motion proposing that Assembly authorize administration to spend in accordance with the principles of the previous budget until the 2004-05 budget is approved.

   MOTION: The Assembly authorizes the Finance Committees proposal for administration to spend in accordance with the principles of the previous budget until the 2004-05 budget is approved.
   N. Cameron on behalf of the Finance Committee
   CARRIED

   b) Service Award (attachment 2 to the agenda)
   The terms of the Service Award were originally presented to Council Executive. The award is to honour people who have given service to the College, but don’t qualify for an honorary degree. Council Executive referred this item to Assembly for consideration.

   MOTION: That the terms of the Service Award be approved.
   J. Hoskins on behalf of Assembly Executive
   CARRIED

1/6
c) The James F. Blewett Memorial Bursary (attachment 3 to the agenda)
Under “amount to be awarded annually”, remove “As per College Policy”, and at the end of the first sentence, add “after which, it will be awarded as per college policy”.

**MOTION:** That the terms of the James F. Blewett Memorial bursary be approved as amended.
G. Baldwin on behalf of Assembly Executive  
**CARRIED**

d) The Chamber Orchestra at St John’s College
At the October 2003 meeting, Assembly approved inviting the Chamber Orchestra at St John’s College to be housed at St John’s College for the 2003/2004 year. At its last meeting, Assembly Executive discussed inviting them to be housed at St John’s College for the upcoming year. Given that the arrangement seems to be working out well, Assembly Executive made the following motions extending the period longer than a year:

**MOTION:** That a formal invitation be given to the Chamber Orchestra at St John’s College to continue to be housed at St John’s College for the foreseeable future. The use of the space can be terminated by mutual agreement.
J. Bunsted on behalf of Assembly Executive  
(see motion 2 & 3 below)

**MOTION TO AMEND:** That the words “mutual agreement” be replaced with “upon notice by either party”.
A. Waterman/N. Cameron  
**CARRIED**

**AMENDED MOTION:** That a formal invitation be given to the Chamber Orchestra at St John’s College to continue to be housed at St John’s College for the foreseeable future. The use of the space can be terminated upon notice by either party.
J. Bunsted on behalf of Assembly Executive  
**CARRIED**

c) Assembly Chair for 2004/2005

**MOTION:** That D. Cooley be nominated Chair of Assembly for the 2004/05 year, beginning May 15, 2004.
J. Bunsted on behalf of Assembly Executive  
(after nominations closed)  
**CARRIED**

**MOTION:** That nominations close.
N. Cameron/A. Waterman  
**CARRIED**

f) SJC Archivist

**Assembly Executive MOTION:** That Assembly formally recognizes archival accession duties as part of the responsibility of the Development Officer.

g) Honorary Degree Nominations (*Closed Session, vote by secret ballot*)

**MOTION:** That we move into closed session.
J. Hoskins/G. Baldwin  
**CARRIED**

During the closed session, Honorary Degree nominations were voted on by secret ballot. Professor Lawrence Ritchey and Sister Delores Schneider were elected to receive Honorary Fellowships at Convocation this November.

One other nomination for an Honorary Degree will be recommended to Council, as three-quarters of the members present and voting cast ballots in favour of the recommendation.

**MOTION:** That we move out of closed session.
J. Hoskins/N. Cameron  
**CARRIED**

6. Reports from College Committees

a) Art, Music and Social Committee

G. Baldwin reported that the Art, Music and Social committee would meet to develop an acquisition policy and bring it forward to Assembly once it has been developed.

7. Reports from College Officers

a) Warden

J. Hoskins submitted the following report for the minutes:
As members of Assembly are aware, the Bursar, Sandi Herwig, has indicated her intention to retire as of June 30, 2004. Taking into account her vacation entitlement means that June 7 will be her last working day. A search committee to fill the Bursar’s position has been struck, with the following composition:

Janet Hoskins, Warden (chair)
George Baldwin, Dean of Studies
Norman Cameron, Chair of Finance Committee
Lance Roberts, Chair of Administrative Committee of Assembly
Erin McShane, Registrar
Jocelyn Andrew, The Senior Stick’s designate

This position was posted and applications were received until 4:00 pm yesterday (April 20). A meeting of this committee has been set for April 27, at which time a shortlist of candidates for interview will be determined. It is anticipated that this committee will have made a recommendation in time for me to make a nomination to the May 26 meeting of Council. A start date of June 15 is anticipated.

A celebration of Sandi’s 13 years of service to the College is planned for May 25, at 3:00 p.m. Invitations will be going out shortly.

The Board of Governors of the U of M also meets on April 27, at which time the university’s operating budget for 2004-2005 will be approved. [The budget will actually be approved at the May 18, 2004 meeting of the Board.] Based on the budgeting process in which we were engaged, we do not anticipate any budget cuts. We had applied for a $30,000 baseline allocation to support our first year courses. If that is not approved through the operating budget, we have a commitment from the Vice-President (Academic) for some budget support for this year.

Also on April 27 is a meeting of Diocesan Council, at which a discussion of funding for the Faculty of Theology, and more specifically for its Diploma in Applied Theology, is being considered. In view of the fact that this program was developed in a form to meet the needs of the Diocese of Rupert’s Land for lay and ordination theological training, as expressed by the Bishop, and with an anticipated demand for this training, the Diocese is being asked to support this program during its development stage.

Council authorized the expenditure of the funds for the design development of the lecture theatre. Initial plans have been prepared by Gaboury, Préfontaine & Perry and minor modifications are being made to the renderings to reflect some necessary changes that are being planned. We anticipate being able to take these plans to Council for approval in May. The renderings and plans that we have received are in the Development Office if anyone is interested in looking at them.

b) Bursar
S. Herwig submitted the following report for the minutes:
1. The location of administrative staff within the General Office will be shuffled somewhat in late May or early June. A map detailing the changes will be distributed when the changes are made.

2. Please mark Beatification Day on your calendars. May 19th is the day, with May 20th being an alternate should it rain. If you are available to help enhance the grounds of the College, let me know.

3. A committee to hire a Faculty Secretary/Awards Clerk has been set up. Members of the Committee are: George Baldwin, Tom Holens, Brenda Cantelo, and Ivan Froese. The position will be posted the first week of May. Assembly members will be informed of any further developments as they happen. Lynn’s last day of work is expected to be June 30, 2004.

c) Dean of Studies
G. Baldwin reported that with the cooperation of various departments, St John’s will hold two, 3 credit hour courses in each of the following: math, chemistry, and physics. We will hold one 6 credit hour course in Biology. G. Baldwin has drawn 2 Arts based timetables and 2 Science based timetables for first year students, which incorporates several courses held in the College.

d) Chaplain
Chapel Worship
Through the Year since April 2003 the Sunday Community of the Chapel has met for Holy Eucharist every Sunday, except during the Christmas shut down. Average attendance through the summer months was 10 persons at the
Eucharist and 27 persons for Choral Evensong (May and June). During the academic terms the average attendance was 5 persons for the weekday Eucharist, 15 persons for the Sunday Eucharist, and 34 persons at Choral Evensong.

On the first Sunday of each month from September through June, the Chaplain officiated at Choral Evensong prepared and presented by “All the King’s Men” choir. “All the King’s Men” also participated other Church services during the year.

There was one baptism this term and three weddings are planned for the summer of 2004.

Outreach
This year we had a small study group first term and Chinese students’ Bible study in second term. The Chaplain made many connections with Christian student groups on campus, which culminated in a Unity through Prayer Service attended by 37 students. Local parishes and the Chapel community contributed to the U of M food bank, and the College prepared Christmas hampers for university students who are single mothers. The Chaplain worked throughout the year with the Chaplains Association of U of M, in order to build ecumenical ties with other denominations. The Chapel was available to musical groups including Camerata Nova and the Chamber Orchestra at St. John’s College, and the students and staff benefited from the concerts throughout the year.

e) Dean of Residence
P. Lampman submitted the following report for the minutes:
Residents participated in the traditional sporting and social events, as well as College functions, weaving their lives into the tapestry of Residence and College life. The Residence Students Association planned and executed many enjoyable social and competitive activities throughout the year. The student leadership worked well together to help make the residence a spirited community where social life and academics are well balanced.

Our Residence community welcomed 37 international students, including LEP students, and 63 Canadian students this year. The Intensive English Program booked 15 rooms throughout the academic year for their students.

The recipient of the “Warden’s Award for Good Citizenship” was Ms Jocelyn Andrew. Jocelyn was elected Senior Stick this year, and she has lived in residence for four years and has been a Don for three years.

The peer review committee did not meet this year. We thank Dr. Norm Cameron for his assistance as chairperson of this committee.

At the time of this meeting, we have 37 applications for Returning Residents, 15 rooms contracted for Intensive English Program students, 6 rooms reserved for Athletes in Residence, and eighteen applications for New Residents (76 total).

The Dons Team for next year will include Donald Fedus as Senior Don, and Brett Madill, Jacinthe Blab and Jocelyn Tanner as Junior Dons. The Co-Presidents of the Residence Association for the 2004-05 academic year will be Darci Fortier and Nicole Lumgair.

f) Development Officer
D. McLean submitted the following report for the minutes:
1. Results of the Donations and Pledges Capital Campaign as of March 31, 2004:

<table>
<thead>
<tr>
<th></th>
<th>GOAL</th>
<th>TO DATE</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Theatre</td>
<td>$1,450,000</td>
<td>$293,000*</td>
<td>20.2</td>
</tr>
<tr>
<td>Bursaries</td>
<td>300,000</td>
<td>589,900</td>
<td>197</td>
</tr>
<tr>
<td>Canadian Studies</td>
<td>200,000</td>
<td>20,600</td>
<td>10.3</td>
</tr>
<tr>
<td>Theology Lecture</td>
<td>50,000</td>
<td>54,300</td>
<td>109</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>0</td>
<td>221,600*</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$2,000,000</td>
<td>$1,179,400</td>
<td>59.0%</td>
</tr>
</tbody>
</table>

* Lecture Theatre funds plus Unrestricted jointly total $514,600, or 35.5% of Lecture Theatre total.
* As at March 31, 2004, 130 seats in the Lecture Theatre have been ‘named’ for $1,000 each.
* These will be the final capital campaign numbers presented, as the College is ending the Capital Campaign, in conjunction with the U of M. In future, funds will be listed for the ongoing Lecture Theatre campaign.
2. The total funds raised for each campaign in 2003-04 were: Annual Giving (undesignated) $12,750.00; Capital Campaign $311,929.54; Estates $5,000.00; In Kind $14,664.85; and St John's College (designated) $8249.40 for a total of $352,593.79. An additional $115,185.24 in pledges for all of the above campaigns was recorded, which included the College ownership of a $100,000 insurance policy. Total of donations and pledges for the year is $467,779.03. 

3. Council approved the continuation of fundraising for the proposed Lecture Theatre at its January meeting and the expenditure of $20,000 (from funds already raised) to go to the next step of preparatory drawings. A new promotional piece, with the new exterior and interior drawings as well as a map of College lands, is being completed. Further names to solicit have been drawn up and will be approached. A revised cost estimate will be brought to the May Council meeting.

4. The Warden, Development Officer and Chair of the campaign will be in Vancouver and Victoria attending the U of M Alumni Association events April 28 and 29.

5. Several new donations of art have been received, with thanks to Sharon Alward and Amy Karlinsky. Several more donations are expected in the coming months.

6. An edition of In Lumine is currently at the design stage and should be issued by mid-May.

g) Librarian

R. Ellis submitted the following report for the minutes:

Activities in the College Library

Since the last report on Library activities to Assembly (report delivered on Jan. 22, 2004), St. John's College Library staff have been involved in the following activities and projects.

1. Laurie Wilmot's family donated many of his books to the College. Library staff are presently determining which of the donated items will be retained in the St. John's College Library.

2. Library staff mounted a display in the Chapel atrium concerning the life and works of Carol Shields.

3. Orders have been placed for two major research tools recommended by College fellows. These are: International Encyclopedia of Dance recommended by Dr. Brenda Cantelo and the new edition of the Dictionary of National Biography recommended by Dr. Mary Kinneer. I do not know in which of the University of Manitoba unit libraries they will be housed.

4. Discussions have been held with the new Head of the Department of French, Spanish and Italian concerning the French-Canadian literature in the St. John's College Library. There is a feeling in the Department that we need to continue to maintain a strong collection of French-Canadian literature, particularly in light of the fact that the Department is in the process of hiring a specialist in francophone literature who is likely to offer courses that draw on the resources of the Library. There should be activities designed to promote use of the collection and the College librarian will devote time to those.

Future Projects

1. Availability of Word on two of the Library public workstations has led to an increase in use of those workstations to compose and modify essays and papers. The Library now finds itself in need of a sixth public workstation and one will soon be forthcoming. It will be installed on the Lower Level of the Library.

Other Important News

1. Statistics for the fiscal year 2003 – 2004 indicate that usage of Library space and materials increased over 2002 – 2003. The increase in # of items borrowed bucks a trend towards decreased circulation in all libraries.

<table>
<thead>
<tr>
<th>fiscal year</th>
<th># of library entrances</th>
<th># of items borrowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003 – 2004</td>
<td>69,049 (including a very suspect figure of 423 for Dec. 2003)</td>
<td>9,235</td>
</tr>
<tr>
<td>2002 – 2003</td>
<td>70,988</td>
<td>8,188</td>
</tr>
<tr>
<td>2001 – 2002</td>
<td>67,617</td>
<td>7,795</td>
</tr>
<tr>
<td>2000 – 2001</td>
<td>59,365 (including suspect figures for April and August 2000)</td>
<td>9,017</td>
</tr>
</tbody>
</table>
h) Senior Stick

K. Bomback submitted the following report for the minutes:

1. Since the last Assembly meeting, the St. John's College Students' Association held elections and change-over. There are three positions yet to be filled, and those will be addressed in the fall. The new council members are:
   Senior Stick: Kalyn Bomback
   Vice Stick: Allison Nelson
   Treasurer: Jocelyn Andrew
   Chairperson: Jacinthe Blab
   Co-President of Residence: Darci Fortier
   Co-President of Residence: Nicole Lumbair
   Secretary: Carey-Anne Koutecky
   Programmer: Ashley MacKenzie
   Programmer: Bailey Martinuk
   UMSU Rep: Brett Madill
   Student Services: Ken Mendoza
   Sports Rep: Kate Moncaster
   Religious Affairs Rep: Nadia Persaud
   Literary Director: Breanne Reinfurt
   Changeover took place on April 1, 2004

2. St. John's College Students' Association Senior Stick, Kalyn Bomback, and The University of Manitoba Engineering Student Council Senior Stick, Dan Lauzier, have agreed to and signed to the stipulations in the same contract as last year allowing them to remain housed in the basement carrel room (the pit) for the 2004/2005 school year. (their regular council office is no longer in existence (the engineering building has been demolished)).

3. Preliminary organizational meetings have commenced regarding preparations for this year’s ‘Jumpstart’. Responsibilities have been delegated and communications and casual meetings will continue throughout the summer.

4. The Senior and Vice Sticks held the first meeting with their Council Programmers on Monday, April 19, 2004 and discussion included discussing tentative calendar dates for events, brainstorming, delegating of responsibilities, and steps toward organizing some of our upcoming events (summer and September). Communication will continue throughout the summer and casual meetings will take place when necessary.

5. Council will resume official meetings in the fall

8. Any Other Business
   There was no other business.

9. Adjournment
   MOTION: That the meeting be adjourned.
   G. Baldwin/B. Swail
   CARRIED

Authentic copy of the minutes is signed by the Chair and Secretary and kept in the Registrar's Office.

Chair  Secretary  Date

May 20/2004

6/6