ST JOHN’S COLLEGE ASSEMBLY

MINUTES

For the meeting of Wednesday January 17, 2007


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

2. Approval of the Agenda
Add “Fellows’ Recognition Award Nomination – Closed Session” as item 5.c) and re-letter the remaining items.

MOTION: That the agenda be approved as amended.
R. Clifton/B. Cantelo

CARRIED

3. Approval of the Minutes from the Meeting of October 24, 2006 (attachment 1 to the agenda)
MOTION: That the minutes be approved as circulated.
J. Hoskins/P. Lampman

CARRIED

4. Business Arising from the Minutes
   a) Leo Mol Update (attachment 2 to the agenda)
   J. Hoskins reported that Dr Leo Mol was to receive an Honorary Fellowship at Convocation on Sunday November 5, 2006. Unfortunately, his health did not permit him to be present to receive this honour on that day. Since he was unable to be with us on that date, our Chancellor, the Right Reverend Donald Phillips, announced to the convocation that he looked forward to awarding him the Honorary Fellowship at a later date. Since it was apparent that that would not be possible due to his health, Bishop Phillips agreed, as permitted by the SJC Statutes, that he be admitted as an Honorary Fellow in absentia. The letter that was sent to Dr Mol was sent out with the agenda.

5. New Business
   a) Set the 2007/2008 Residence Rates
   I. Froese circulated the attached data on the actual cost to maintain and run the St John’s College Residence. He reviewed each area on the handout. After a brief discussion, the following motion was passed:

   MOTION: That based on the projected costs to run the residence, Assembly approves a residence rate increase of 5.3% for the 2007-08 academic year.
   I. Froese on behalf of the Finance Committee

(20 for) (2 against) CARRIED

b) Honorary Degree Nominations - Closed Session
   MOTION: That we move into closed session.
   G. Baldwin/C. Trott

CARRIED

During closed session, three motions were approved recommending honorary degree nominees to Council for approval.
c) Fellows' Recognition Award Nomination – Closed Session

During closed session the following motion was approved:

**MOTION 1**: That Mary Kinneer be presented with the Fellows' Recognition Award at Convocation on Sunday November 4, 2007.
R. Clifton on behalf of the Fellows' Recognition Award Committee  
CARRIED

**MOTION 2**: That we move out of closed session.
G. Baldwin/J. Hoskins  
CARRIED

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d) Budget Summary (attachment 3 to the agenda)

The budget summary was received as information. I. Froese reported that we remain on track for the budget that was set for this year. The only two items he wanted to draw Assembly’s attention to are that the Café sales are higher now than they were last year at this time, and that there are currently four empty residence rooms.

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e) Election of an Assembly Representative to Replace C. Trott on Council

C. Trott was elected as an Assembly representative on Council with the term ending May 2007. Now that he is the Dean of Studies, he is a member of Council by virtue of his position. Therefore, a new Assembly Rep was elected to replace him.

**MOTION**: That Bonnie Hallman be elected to replace C. Trott as the Assembly Representative on Council with the term ending May 2007.
C. Trott/J. Hoskins  
CARRIED

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f) Election of an Assembly Representative to Replace C. Trott on Assembly Executive

C. Trott was elected as an Assembly representative on Assembly Executive with the term ending May 2008. Now that he is the Dean of Studies, he is a member of Assembly Executive by virtue of his position. Therefore, a new Assembly representative was elected to replace him.

**MOTION**: That Laurence Broadhurst be elected to replace C. Trott as the Assembly representative on Assembly Executive with the term ending May 2008.
C. Trott/G. Baldwin  
CARRIED

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6. Reports from College Committees

a) Scholarship Committee – 2006 Award Recipient Report (attachment 4 to the agenda)

L. Cowan, the College Awards Clerk, neglected to report to Assembly the award recipients and alternates who were selected by the Scholarship Committee in June 2006. Rather than sort out which recipients have and have not been reported, she circulated a list of all the recipients and alternates for 2006, with the agenda, as information.

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7. Reports from College Officers

a) Warden

J. Hoskins circulated her report with the agenda as attachment 5.

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b) Dean of Studies

C. Trott circulated his report with the agenda as attachment 6.

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c) Dean of Theology

J. Stafford reported that:

The new term has started. Students did well last term. There are 10 visiting students from University of Winnipeg. These students come to us as part of the Winnipeg Theological Co-operative.
The Currents Conference entitled "Theology and the Church: Who Needs It?" will be held the evening of March 2 - March 3. The keynote speaker is Prof. Doug Harink from King's University College, Edmonton. Presenters are: Irma Fast Dueck (CMU), Jane Barter Moulsion (UW), David Widdicombe (St Margaret's Anglican Church), Mike Gilmour (Providence), and Christine Butterill (St. Paul's, UM).

John expressed his appreciation for all the work Iain Luke has done in his 8 years at the college.

d) Bursar
I. Froese submitted the following written reports for the minutes:

Lecture Theatre
At its November 29th meeting Council was presented with the 99% drawings and class A budget, and voted to put the project out to tender. This is currently in process and bids should be received by the first week of March. Council will then vote at its March meeting whether or not to begin construction.

Cash Machine
The cash machine located outside the Café is also very busy, and could very well be contributing to the increase in sales:

<table>
<thead>
<tr>
<th></th>
<th>Transactions</th>
<th>Dispensed</th>
<th>Revenue for SJC</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>434</td>
<td>$19,400</td>
<td>$324</td>
</tr>
<tr>
<td>November</td>
<td>463</td>
<td>$20,340</td>
<td>$347</td>
</tr>
</tbody>
</table>

Residence
The Dean of Residence, Facilities Manager and I have been meeting and discussing some proposed improvements to the Residence. We will be purchasing an additional 10 mattresses (bringing our total for the year to 20), and also exploring the option of some upgrades to the rooms including lighting, storage shelves, and perhaps replacing the closet doors. Additional money was put into the budget this year to do these improvements in an effort to attract and retain more students.

e) Chaplain & Dean of Residence
P. Lampman submitted the following written report for the minutes:

Saint John's Residence
Vacancy Rate
At present we have two vacant rooms on the women's side and two vacant rooms on the men's side of the residence.

Discipline
Since our last meeting we had one disciplinary meeting with a student. This was a smoking incident.

Upcoming Events
Upcoming events include Spirit Cup Events, Snow Bowl Feb 4, Inter-Residence Challenge. St John's Residence has U of M Housing and Student Life for a partner in many Spirit Cup events.

Chapel Worship and Activities
Weekly Silent Mediation
Every Wednesday at 3 p.m. a few of us are practicing silent meditation in the Chapel. This is a great way to relieve stress and get closer to God.

Weekly Discussion Circle
Time: Wednesdays at 4 p.m.; Place: Chaplain's Office (room 211 St John's) Topic: Ched Myers, *Who Will Roll Away the Stone: Discipleship Queries for First World Christians*. Each chapter begins with a short Bible Study and we discuss the book, and share in prayer and community.

Bible Study for Busy People
This is a simple format where we read the text together and discuss the meaning of it for our lives. Time: Tuesdays at 3:30 p.m. in the Chaplain's office.
Benefit Concert for Leukemia
On Sunday January 28 at 1:30 pm the Chamber Orchestra at St John's will present a benefit concert for Leukemia research and for patient programs at the HSC here in Winnipeg. Twelve year old cancer survivor Jesse Rybuck's will read his poem "Second Planet from the Sun." This poem has been set to music and will be narrated by the Chaplain. The December concert was aired on CTV National News and was so popular, they have asked us to do this again.

1st Sunday of the Month
This is a reminder that there will be a service of Choral Evensong on the 1st Sunday of February. Camarata Nova and the U of M Brass Ensemble will join All the King's Men for this event.

f) Development Office
D. McLean reported that:
We have raised $2,120,000. in pledges and donations and that the latest edition of the In Lumine has been mailed out.

g) Librarian
R. Ellis sent regrets, there was no report.

h) Registrar
E. Palamar circulated her report with the agenda.
She noted that the statistics are in line with what the U of M distributes in awards in terms of the gender ratio.

8. Any Other Business
a) Report from the Senior Stick
P. McLenehan reported that:

Coffee House
Our Coffee House was this past Friday. We had a great turnout of people, especially young high school students which is a great thing for promoting the college to a younger group for the future.

Graduation Dinner
The date for the graduation dinner has been set, and it will be on March 21st, at Bergmann's on Lombard, the same location as it was last year. There will be a sign up sheet in the SJC General Office, and RSVP deadline is March 20th.

Good Times Social
The Annual Good Times Social will be January 26th at Wise Guys on Campus. Tickets will be on sale in the SJC General Office.

The St John's College Students' Association Award
The St John's College Students' Association (SJCSA) has set the award amount for the SJCSA Award. It will be $1500, and there will again be 6 awards given.

9. Adjournment
MOTION: That the meeting be adjourned.
C. Trett/G. Baldwin

CARRIED

Official Copy of the minutes is signed by the chair and secretary and kept in the Registrar's office.

Chair (Acting)  Secretary  Date

April 25/07
Actual cost to maintain and run St John's College Residence

<table>
<thead>
<tr>
<th>Expenses</th>
<th>06-07 Budget</th>
<th>06-07 Operating Cost</th>
<th>Added for special projects or increased conf. activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean of Residence/Chaplain, &amp; housekeeping &amp; maintenance during reg. session</td>
<td>107,357</td>
<td>107,357</td>
<td></td>
</tr>
<tr>
<td>Don's Stipends (Senior Don stipend plus room &amp; board for 4)</td>
<td>30,952</td>
<td>30,952</td>
<td></td>
</tr>
<tr>
<td>Housekeeping supplies (during reg. session)</td>
<td>3,500</td>
<td>3,500</td>
<td></td>
</tr>
<tr>
<td>Res repairs &amp; Maint.</td>
<td>18,000</td>
<td>10,000</td>
<td>8,000</td>
</tr>
<tr>
<td>Residence supplies</td>
<td>540</td>
<td>540</td>
<td></td>
</tr>
<tr>
<td>Residence furnishings</td>
<td>6,000</td>
<td>2,000</td>
<td>6,000</td>
</tr>
<tr>
<td>Residence phones</td>
<td>2,400</td>
<td>2,400</td>
<td></td>
</tr>
<tr>
<td>Travel/Admin/hospitality, etc.</td>
<td>2,450</td>
<td>2,450</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>36,336</td>
<td>36,336</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>3,631</td>
<td>3,631</td>
<td></td>
</tr>
<tr>
<td><strong>Food Services</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits (66% of the F.S. Mgr, 75% of kitchen staff during reg. session)</td>
<td>216,427</td>
<td>192,591</td>
<td>26,735</td>
</tr>
<tr>
<td>Food Costs (56% of the total food costs during reg. session)</td>
<td>100,034</td>
<td>109,034</td>
<td></td>
</tr>
<tr>
<td>Food Service Maint</td>
<td>10,000</td>
<td>9,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Food Service Equip</td>
<td>10,000</td>
<td>5,367</td>
<td>4,633</td>
</tr>
<tr>
<td>Utilities (75% of total food service utilities)</td>
<td>15,376</td>
<td>15,376</td>
<td></td>
</tr>
<tr>
<td>Insurance (75% of total food service insurance)</td>
<td>1,334</td>
<td>1,334</td>
<td></td>
</tr>
<tr>
<td>General Supplies</td>
<td>3,200</td>
<td>3,200</td>
<td></td>
</tr>
<tr>
<td>Chapel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapel Inc. &amp; Utilities (50% of total charges)</td>
<td>2,135</td>
<td>2,135</td>
<td></td>
</tr>
<tr>
<td><strong>Admin</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Bursar, Facilities Mgr., &amp; Receptionist (all at 50%)</td>
<td>59,319</td>
<td>59,319</td>
<td></td>
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<tr>
<td>Admin Costs (9% of total admin costs)</td>
<td>1,652</td>
<td>1,652</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>644,613</strong></td>
<td><strong>468,744</strong></td>
<td><strong>46,369</strong></td>
</tr>
</tbody>
</table>

Possible projected costs for 07-08:

06-07 expenses plus 3% increase in general costs, & 1% capital reserve: 622,173

Effect of the proposed increase

Current 06-07 Rates (based on 90 Residence rooms and 3 Suites)

| Returning | 6,281 | (90 rooms, 3 suites) | 690,876 |
| New       | 6,338 |

Proposed 07-08 rates (5.3% increase) (based on 90 Residence rooms and 3 Suites)

| Returning | 6,614 | *(550,876)(5.3%) | 622,192 |
| New       | 6,674 |             |         |

* This formula represents the current year total revenue from Residence rooms, multiplied by the proposed increase, to illustrate the increase necessary to cover anticipated costs of $622,173 for 2007-2008.