ST JOHN’S COLLEGE ASSEMBLY
MINUTES
For the meeting of Tuesday January 21, 2003


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

2. Approval of the Agenda
Item 4.a should be made on behalf of Theology Faculty Council, not Assembly Executive. Disregard item 6.d ‘Children of Clergy Bursaries’ in the attachment. It will come forward at a future meeting.

MOTION: That the agenda be approved as amended.
G. Woodcroft/M. Gerwin

CARRIED

3. Approval of the Minutes of October 22, 2002 (white attachment to agenda)
Item 8.f second point should read ‘Bisons’ not ‘Bosons’. Item 6.a should read ‘fared’ not ‘faired’.

MOTION: That the minutes be approved as corrected.
M. Gerwin/A. Cheatley

CARRIED

4. Business Arising from the Minutes
a) Faculty of Theology Mission Statement & By-Laws (pink attachment to agenda)
At the October 2002 meeting of Assembly, a mission statement for the Faculty of Theology was brought forward for approval. There was a discussion about the use of the words “undergraduate & graduate level courses” in the statement. Assembly moved “That the ST John’s College Faculty of Theology Missions Statement be referred back to the Faculty of Theology Council for further consideration. The Faculty of Theology Council met and reviewed the mission statement. After careful consideration, it made a motion that those words be retained. After some discussion, the following motion was approved.

MOTION: That Assembly approve the existing mission statement of the ST John’s College Faculty of Theology without amendment.
J. Stafford on behalf of Theology Faculty Council

CARRIED

5. New Business
a) Residence Rates and Remuneration
Currently the Speechly Tahe Residence Assistants and University College Residence Dons receive their residence fee as remuneration for their work. In addition, the head student receives a $3500 stipend. Currently we pay 65% of our Junior Dons’ residence fees, and 100% of the Senior Dons’ residence fees. G. Woodcroft explained that the services performed by members of our Dons’ Team appears to be more than a Junior RA position at the other residences. Further we wish to attract top quality people to take on these positions.

MOTION: That the Junior Dons of residence be remunerated for their work and commitment to the College at the level of 100% of their residence fees, and that the Senior Don be remunerated at the level of 100% of his or her residence fees plus a $1000 stipend beginning in the 2003/204 academic year.
G. Woodcroft/J. Hoskins

CARRIED
That the 2003/2004 residence room and board rate be increased by 2.88% over the 2002/2003 rates.
G. Woodcroft/Chris Trott 1 abstention CARRIED

6. Report from College Committees
   a) Assembly Executive
      i) Development Officer – Assembly Membership
         MOTION: That the Development Officer be elected to membership on Assembly.
         D. Stewart on behalf of Assembly Executive CARRIED

      ii) Possible recording of SJC scholarships on the recipients’ U of M transcript
          D. Stewart reported that currently St John's College scholarships are not recorded on the recipients’
          U of M transcripts. It has come to our attention that there is the possibility of having our
          scholarship recorded on U of M transcripts. Assembly Executive has asked the Scholarship
          Committee to look into this possibility and bring back a recommendation to Assembly Executive.

   b) Finance Committee – Budget Report (yellow attachment to agenda)
      Acting Bursar, I. Froese made the following report in the absence of the Chair of the Finance Committee
      and Bursar. Finance Committee reports to Assembly on the state of revenues and expenditures relative to
      the budget, after six and nine months of the fiscal year. This report for the first nine months shows no
      cause for alarm. Expenditures to December are all well below budget levels. Chapel expenditures could
      well be above budgeted levels because of roof repairs of about $12,000, if they are recorded in the current
      rather than the next budget year. Registrar’s Office expenditures will be below budget levels. Summer
      Residence and Conferences have produced $18,000 less revenue and $13,000 less expenses than budgeted,
      as reported in the fall. U of M Admin and Clerical expenditures and receipts for December are not in yet,
      but the end of November figures show a surplus to that date of over $150,000 that is bound to evaporate as
      the accounting catches up with reality.

   c) Administrative Committee – Guiding Principles for SJC Food Services
      There was some concern that the guiding principles don’t articulate clearly enough that the cost of SJC
      Community Events should be as near to cost as possible. As a result, a second motion was made to refer
      the guiding principles back to the Administrative Committee for consideration.

      Guiding Principles for St John’s College Food Services:
      That the prices be consistent with the principle that this is a service to the St John's College Community.
      St John's College events take priority over outside events, where commitments have not already been made.
      Outside catering is constrained by the ability to make a genuine profit while maintaining quality service to the
      St John's College community.

      MOTION: That the guiding principles for St John’s College Food Services be approved as shown
      above.
      L. Roberts on behalf of the Administrative Committee Seconed: Below CARRIED

      MOTION: That the guiding principles for SJC Food Services be referred back to the Administrative
      Committee for further consideration.
      A. Waterman/M. Kinnear 11 for/10 opposed/5 abstentions CARRIED

   d) Scholarship Committee – Changes to Award Terms (green and or blue attachment to agenda)
      G. Baldwin reported that the changes to the award terms are general housekeeping changes, and don’t
      need a separate motion for each award. He reminded everyone that we would not be looking at the
      Children of Clergy Bursary at this time, and that the Scholarship Committee asked that the K. C. Bolton
      Debating Award be approved by Assembly, pending approval from the donor’s family. He asked if
      Assembly had any concerns or changes. The following changes were noted:

      Changes in the Summary (first three pages attached to the actual terms of reference)
      Item 10, the heading in the second paragraph should say: “The criteria were changed to:”
      Item 12, should read must be ‘registered’ as a St John’s College member, not ‘demonstrated’.
7. Report from College Officers
   a) Warden
      Scholarships
      J. Hoskins reported that L. Cowan, who is the secretary to the Scholarship Committee and helps writing
      the terms for scholarships, was present at the Assembly meeting to help answer any questions regarding
      the scholarship term changes.
      U of M Press
      The U of M Press has moved in to their new offices at the College.
      Budget Submission
      J. Hoskins submitted our budget submission. She will hear back in April.
      Diocesan Council
      Diocesan council has been awarding St John's College a grant of $40,000 yearly. J. Hoskins has
      submitted a request to Diocesan Council for multi-year funding.
      Barbara Payne
      Barbara Payne, a faculty member from the Sociology department will be residing in the Faculty of
      Theology's reception area temporarily.
   
   b) Dean of Studies
      Marjorie Ward Dinner
      G. Baldwin reminded everyone that the Marjorie Ward Lecture will be held February 27, 2003. The
      lecturer will be economist and author Denise Chong, whose topic will be "Pursuit of the Canadian
      Narrative: Memory as both flawed and powerful". A dining-in, by invitation only, will be held at 5:30 in
      the Cross Common Room, preceding the lecture. The public lecture will take place at 8:00 pm in the
      College Chapel, with a reception to follow.
   
   c) Dean of Theology
      Summer Institute
      The Summer Institute of Theology will be held the last week of May. The advertising is in the final
      stages.
      Program Development
      The Faculty of Theology is developing a proposal for a two-year theology program.
   
   d) Bursar
      Chapel Roof
      Some repairs are necessary to the east-side edges of the chapel roof, because, in the words of the Facilities
      Manager, "the roof seams/joints are separating, rotting, and lifting up". The amount of money necessary
      to do the repairs already known about can be met within the current operating budget, and for that, neither
      Council nor Assembly action is necessary. However, if some rafters need to be replaced, the expenses
      may be considerably larger, and we go back to Council for authorization to finance part or all of the
      expenses out of trust capital. Until we know fully what is needed, we make no request.
   
   e) Chaplain
      Chamber Orchestra
      The Chamber Orchestra at St John’s College donated $100 to the College. The funds were from their first
      concert held here.
      Bible Study
      The bible study group continues to meet each Tuesday.
      Shared Easter Vigil
      We are planning a shared Easter Vigil service with Good Shepherd Church.
   
   f) Dean of Residence
      House Meeting
      There was a house meeting in the Chapel January 20th, which the Dons lead.
Residence Space
As of January 21, we have received applications for 58% of our residence space, for the 2003/04 year.

Snowbowl
The St John's College Residence Snowbowl will be held on February 9 at 1:00 p.m. at the east side of Residence. All Fellows and students are welcome to attend.

Dons Selection for 2003/2004
The Application deadline for the position of Residence Dons is noon, March 3, 2003. Interviews will be held March 8, 2003.

g) Development Officer
   Membership
   D. McLean thanked Assembly for electing him a member of Assembly.

   Campaign Update
   We have received approximately $850,000 in pledges and donations towards our 2 million dollar goal, including over 70 seats for the lecture theatre. The Alumni Challenge was a success; we received well over $30,000 in donations. D. McLean reported that we are expecting an estate bequest from a former staff member.

h) Registrar
   No report

i) Librarian
   The Librarian's report was circulated with the agenda.

j) Senior Stick
   Coffee House
   M. Ferris reported that the students' association is working with G. Woodcroft to hold a coffee house in the College next month.

   Joint Yearbook
   Work is on-going for the first Day & Residence Students yearbook in many years.

   Engineering Student Council
   The Engineering Student Council is currently occupying space in the College. St John's College Students' Association offered the Engineering Student Council the use of room 138 (normally a study carrel room) for the duration of the re-construction of the Engineering Building (approx 2 years), on a year-to-year basis.

   SJC Grad Farewell Dinner & Dance
   The Graduation Farewell Dinner and Dance will be held on March 22, 2003. All students, faculty and staff will be invited to attend.

8. Any Other Business
   There was no other business.

9. Adjournment
   **MOTION**: That the meeting be adjourned.
   G. Woodcroft/G. Baldwin **CARRIED**