ST JOHN'S COLLEGE
ASSEMBLY
MINUTES

For the meeting of January 21, 2009


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

   Senior Stick, Dan Draper introduced Lynn Van De Spiegele, a student representative on Assembly.

2. **Approval of the Agenda**
   Add item: 6.d) “Exchange Agreement”
   Item 5. a) should read “Finance and Administration Committee MOTION”.

   **MOTION:** That the agenda be approved as amended.
   D. Draper/E. Palamar

   **CARRIED**

3. **Approval of the Minutes from the Meeting of October 21, 2008** *(attachment 1 to the agenda)*
   At the top of the first page, “Minutes” should read “minutes”
   Page 2, item 6.b): the last word should read “questions”

   **MOTION:** That the minutes be approved as corrected.
   E. Palamar/P. Penner

   **CARRIED**

4. **Business Arising from the Minutes**
   There wasn’t any business arising from the minutes.

5. **New Business**
   **a) 2009 – 2010 Residence Rate Increase (Attachment 1)**
   I. Froese circulated the attached breakdown of costs to run the residence. He pointed out that the money to pay for the repairs under the residence (200,000+), the residence washroom upgrades, and the new food services ventures in St Andrew's College and the Fisheries building are not part of the proposed increase. L.A. Vermette mentioned that at the SJCSA meeting, some students expressed concern that they can not afford to come back to residence next year if there is a rate increase. The dollar value of the rate increase would be approximately $265 per person. I. Froese said that the increase is based on the cost to run the residence and is lower this year than it has been in years. He noted the following increase rates from the last three years: 4.3% in 2008-09; 5.3% in 2007-08; and, 4.0% in 2006-07.

   **MOTION:** That the residence rates be increased by 3.9% for the 2009-2010 academic year.
   I. Froese on behalf of the Finance and Administration Committee (3 abstentions)

   **CARRIED**

   **b) Honorary Degree Nominations (closed session)**

   **MOTION:** That we move into closed session.
   J. Hoskins/L.A. Vermette

   **CARRIED**
MOTION: That we move out of closed session.
J. Hoskins/I. Froese

Secretary's Note: During closed session, by secret ballot vote, Assembly members approved recommending three honorary degree nominees to Council for approval.

c) Exchange Agreement (attachment to the minutes)
The attached St John's College and Jane Franklin Hall Exchange (JFH) Agreement was circulated at the meeting. The exchange has existed for over a decade. We made a formal written agreement five years ago, which expires in March 2009 and needs to be renewed. The proposed agreement will go the JFH Council for approval in February. The Principal of JFH asked that we send them some information on our college, so they can promote the exchange.

MOTION: That the proposed 2009 - 2014 exchange agreement between JFH and SJC be approved and that the Warden be authorized to sign the agreement.
J. Hoskins/I. Froese

6. Reports from College Committees
a) Assembly Executive
At its meeting on January 8, Council Executive discussed the items on this agenda. In addition, a sub-committee of Assembly Executive was formed to meet with David Carr, the Director of the U of M Press, to discuss the tenancy agreement which is up for renewal.

b) Finance and Administration Committee (attachment 2 to the agenda)
i) Budget Summary
I. Froese circulated the budget summary with the agenda. He reviewed the summary at the meeting and reported that overall our expenses remain within the budgeted amounts, and our revenues are on track with what we have projected.

ii) Report from the Chair
G. Baldwin sent regrets to the meeting but had the secretary circulate the following written report:

The Finance and Administration Committee has held three meetings since my last report to Assembly.

At its meeting of 24 September, 2008, the Committee reviewed the audited statements for St John's College for the fiscal year 2007-08 (i.e., from 1 April 2007 to 31 March 2008). The statements showed an operating surplus for the year of $2,857 reducing the accumulated operating deficit to $38,928. A major change to the statements from previous years was recording Trust investments at "fair value"; this change was required by regulation from the Canada Revenue Agency (CRA). The Committee recommended the audited statements to College Council for its approval; Council approved the statements at its meeting of 1 October 2008. The Committee also recommended that the firm of BDO Dunwoody be retained as auditors for the year 2008-2009; this recommendation was also approved by Council.

At its meeting of 2 December 2008, the Committee received a report on the endowment funds for the first two quarters of fiscal 2008-09 (i.e., from 1 April 2008 to 30 June 2008, and from 1 July 2008 to 31 September 2008), and on the financial statements for the period ending 31 October 2008. The financial statements indicated that the College was within budget for that period. The Committee also met with the managers of the trust and endowment funds, Magna Vista, who reported on their performance year-to-date. Performance in the first half of the year was not what we would have liked; however it could have been worse. For the 3 months ending 30 September, the return reported on investments was -5.5% compared with -7.0% for our benchmark (40% Scotia Capital Bond Universe, 30% S&P/TSX, 30% S&P 500 in $C).

At its meeting on 16 January 2009, the Committee reviewed the costs of operating our Residence reported by the Bursar. Based on the costs for 2008-09 and anticipated increases for 2009-10, the Committee approved a recommendation to increase the rate for room and board in the College Residence by 3.9%.
c) Scholarship Committee
i) Award Recipient Report (attachment 3 to the agenda)

On January 16, 2001, Assembly authorized the Scholarship Committee to act in its name with respect to the selection of recipients of individual scholarship, bursaries, awards, and prizes, and to report its actions at the following meeting of Assembly. The report, prepared by the Awards Clerk, Diana DeFoort, is the complete list of 2008 award recipients and alternates. This is for information only.

7. Reports from College Officers
a) Warden

J. Hoskins reported that she and G. Baldwin met with David Carr to discuss the renewal of the U of M Press tenancy agreement. Both the College and the Press would like to renew the agreement.

b) Acting Dean of Studies

G. Baldwin sent regrets to the meeting, but asked the secretary to circulate the following written report:

Since the last report to Assembly on 23 September 2008, the following activities have taken place

Soup and Bread Lectures

- On September 29, Rody Gorman, Poet-in-Residence, Centre for Creative Writing and Oral Culture at the University of Manitoba, gave a talk entitled: "A reading from my work"; about 12 Fellows attended.

- On October 29, Kent Fowler, spoke on: "Why come so far to learn how women make pottery? The 2008 Season of the Nguni Ceramics and Society Project, South Africa"

Events hosted in the College

Each term a number of events are hosted in the College, organized by College Fellows, but sponsored by other organizations. These have included:

- Readings by Dr. Edward Chamberlin and Lorna Goodison, organized by Dr. Warren Cariou and the Centre for Creative Writing and Oral Culture, on 3 November in the Cross Common Room.

- "Conversations in Women's History – An Afternoon in Honour of Mary Kinneas" on Friday, 14 November, 2008 in the Cross Common Room. The keynote address was "Forgotten Firsts: Female Politicians in the Atlantic Provinces in the Twentieth Century" by Margaret Conrad, University of New Brunswick. The afternoon included a talk by Ryan Eyford, and a round table discussion "Speaking of Women". A reception followed.

- A talk, "Meiodrama: psychology of affect", by Dr. Ben Singer, from the University of Wisconsin-Madison, on 14 November in the Quiet Room Gallery, followed by a reception. The talk, organized by Dr. Struan Sinclair for the Research Group into Cognitive and Affect, attracted an audience of about 35.

Social Functions:

- The first dining-in, a celebration of Prairie Local Foods, was held on October 17 in the Cross Common Room. The menu was designed to showcase local foods in a ‘100-Mile Diet Theme’. About 40 College Fellows and guests enjoyed the food and musical entertainment provided by The Abigails.

- The end-of-term reception for Fellows and Staff was held in the Faculty Lounge on Wednesday, 5 December at 3:30 p.m.; about 25 attended. As usual, the food from our own Food Services was excellent.

- The second annual College Family Christmas Party, started last year by Dean Chris Trott, was held on Saturday, 8 December at 2:00 p.m. in Cross Common Room, enjoyed by 10 College families. Only the Lampman and Thomas families braved the cold and tobogganed. Games in the Common Room and cookies and chocolate in the Daily Bread Café around the Christmas tree were enjoyed by all. The gifts presented by St Nicholas to the children were donated. My thanks to the Social
Committee for organizing the party, and special thanks to Robert Thomas who stood in as St Nicholas, to Caleb Holden, the short(?) elf-assistant, and to the anonymous donor of the gifts.

Upcoming Events:
The annual Robert Burns dinner in the College will be held on Friday, 23 January. By now, you will all have signed up for this gastronomic feast of Scottish delicacies (and drinks) prepared by our own Food Services. Of course, no Burns dinner would be complete without the Toasts – to the Haggis, to the Immortal Laird, and to the Ladies. Song and laughter will also be part of the evening.

Award-winning film-maker Guy Maddin will speak at St John's College 26th annual Marjorie Ward Lecture on February 23rd at 7:30 p.m. The free lecture, entitled "Stripper Ghosts and Sofa Traumas: The Theft of Infancy's Lucent Promise" will be held in the Robert B. Schultz Lecture Theatre. Guy Maddin was born and raised in Winnipeg, Manitoba. His filmic output to date – nine feature-length projects and innumerable shorts – is a remarkable canon of fantasia. His first feature, Tales from the Gitlili Hospital (1988) became a midnight movie classic. His second, Archangel (1990), won the U.S. National Film Critics Award for Best Experimental Film. Since then he has won many awards, including the Telluride Silver Medal for Life Achievement (1995), the San Francisco International Film Festival's prestigious Persistence of Vision award (2006) – and created dozens of beguiling films in his own unique style. These include such celebrated features as The Saddest Music in the World (2003), Brand Upon the Brain! (2006) and My Winnipeg (2007), recently named by the Toronto Film Critics Association as the Best Canadian Feature of 2008. Maddin is also a writer and teacher, occupying the position of Distinguished Film-maker in Residence at the University of Manitoba.

c) Dean of Theology
No report

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

St Andrew's College
St John's College was recently approached by St Andrew's College to assist them with their Food Services. They currently have an independent company providing the service to their 40 or so Resident Students, but their performance has not been what St Andrew's had hoped for, and their students are very unhappy. Because of this, St Andrew's asked if we would be able to assist them in this difficult situation, and take over their Food Services to the end of April 2009.
The concerns and issues that arise for St John's College in a situation like this are three-fold:

1. That the College not lose any part of its identity by becoming involved in outside endeavors
2. That the core services provided to the St John's College community not be affected in any way
3. That it makes sense from a budget standpoint

After several meetings with St Andrew's, we are satisfied that all three of these criteria will be met. They have given us control over how the service is marketed, and it will be made clear that meals are being provided by St John's College, and not St Andrew's. We are also confident that we will have more than sufficient staffing and resources to ensure that we can maintain, if not improve, on our core services to the College Community. And as it pertains to our budget, we anticipate additional $20,000 net revenue as a result of this.

Fisheries
In a situation similar to that of St Andrew's College, the Freshwater Institute Building on the Fort Garry campus has also approached us to provide service for them. They currently operate a café (similar, but somewhat smaller than the Daily Bread Café) in a building that employees 225 people. They are looking for someone new to come in and revamp/improve the service over what they are currently receiving. Again, the same concerns apply to this situation, with an additional concern of not eventually "competing" with ourselves for customers. As with St Andrew's, I (along with the Warden and Food Services Manager) feel that those concerns have been addressed and will not be
an issue. From a business plan perspective, this opportunity will also provide additional revenue to the College, which will benefit the College community.

We have submitted our response to their Request for Proposals, and are awaiting word on whether we will be awarded the contract. The start date was January 1, 2006.

**Espresso 101**

Espresso 101 is gaining in popularity as students and staff become more aware of its presence and incorporates it into their coffee routine. Because of construction delays, and the smaller number of days it will open generating revenue, our original budget forecast will be difficult to meet. We are hopeful that the additional revenue centres of St Andrews, and The Freshwater Institute will make up for this potential shortfall.

**Walkway**

The new railing for the walkway between the Chapel and Residence has been fabricated, and is awaiting powder coat and paint. Physical Plant estimates they will be installed in the next couple of weeks.

**Student Carrels**

As a result of the upcoming network cabling project that is due to begin in February, a voice data room will be required. As a result, room 110 (formerly the student lounge) will be decreased in size by an area of approximately 6’x12’ When the decision was made to locate the voice data room in 110, we agreed to assist the students in purchasing some new student carrels to compensate them for their lost space. We have ordered 24 new carrels for them, and hope to have them installed following the academic term.

**Budgets**

Budget preparation for 09-10 is underway. We have received first drafts back from Department heads and will now begin the process of detailed salary calculations and other adjustments to ensure we remain within the budget parameters given to us.

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

**Residence**

We have one vacancy. We have new wireless routers installed for the common rooms network and we are waiting for MTS to get it online. We have ordered leather sofas and matching love seats for the big TV room. They should be in place by the end of January.

I wish to thank all the students living in residence for their patience during the renovations last term. Due to this work under the residence there were planned power outages and the plumbing was shut down on several occasions when the basement pipes were replaced. An ice cream with sprinkles and Smarties night was held as a small thank you to the students.

**Chapel**

No report

f) **Development Officer**

M. Kolodie submitted the following written report for the minutes:

**Staffing**

We have hired Tom Suffield to work in the Development Office. This is a term position that will end March 31, 2009. His duties will include adding approximately 300 student names onto the database, searching for “lost” alumni, updating various kinds of information on the database and calling some of alumni/friends in relation to this.
Lecture Theatre Donor Wall
Jarett Myskiw is working on a project of verifying the names of Capital Campaign donors that will appear on the Robert B. Schultz Lecture Theatre donor wall. This is very labour intensive and involves comparing 1336 names on our database with the information from the UM database, and then with actual donation forms, for any inconsistencies. Once this is completed letters will be sent to each donor, to ensure, once again, that the information we have is correct.

Staff Development
I attended a very informative workshop on December 12, 2008 dealing with bequests (wills, life insurance, etc.), as well as stewardship of the donors.

Annual solicitation
Our annual solicitation letters have been mailed and responses have been coming in and will likely continue up until March 2009. Our phone centre operated for part of October and all of November, but many people are cutting back on their giving. Our regular donors have told us that due to the downturn in the economy, they either can’t donate, or have reduced the amount normally given. The good news is that we have picked up 29 new donors, people who have never donated in the past.

Total donations received April 1, 2008 – January 20, 2009 total $335,116. This number will increase for the time period stated, as we have not received our donation report from Development & Advancement Services for December 2008-January 20, 2009. For the same period in the previous fiscal year (April 1, 2007 – January 20, 2008) the total donations were $321,635, so right now we are up $13,481 or 4.2%, plus whatever comes in the UM reports for December up to January 20, 2009. Though our numbers for this time period are up from the last fiscal year, I do not expect that this trend will continue.

A separate solicitation by Prot Anthony Waterman, for the Chaplaincy endowment, was sent to a specific group of people (57) in November 2008. From this solicitation there has been $432 received in donations, with a stock gift yet to be received, and pledges totaling $30,000 to be paid over a five year period.

Other
In November 2008 Janet and I attended an Alumni event in Ottawa. Aside from that event, we visited with some SJC alumni/friends for lunch and coffee, and also took a side trip to Perth to visit with Patrick & Mary Lee.

On February 11, I will be attending a session on: Strategies for Weathering the Economic Storm. Janet and I are planning to attend a University Alumni event in Toronto in April.

The Development Office will be applying for a grant to hire a student for the summer.

g) Librarian
R. Ellis sent regrets to the meeting but asked the secretary to circulate the following written report:

1. The Library has been asked to vacate its storage space in the basement of the Engineering Building by May 2009. About 20,000 volumes will have to be moved. In preparation for the move, Library staff has discarded some books duplicated in other of the University of Manitoba Libraries and are awaiting a decision as to where the remainder of the collection will be moved. The two likely possibilities are the Storage Annex to the east of the Dafoe Library and the basement of the Schultz Theatre.

2. Once the College computer network has been upgraded (College authorities have been told that this is to happen in the winter 2009 semester), the Library expects to be able to add two new public workstations. Work is now underway to discard some books duplicated in other of the University of Manitoba Libraries and move some others to provide space for the anticipated arrival of the two workstations.

3. It is expected that the network upgrade mentioned in 2. above will be followed shortly by the installation of wireless nodes in key spots in the College, including the Library. This will hopefully encourage the increasing number of students who come to the campus with their own wireless-
enabled laptops to use the Library. Library staff are therefore engaged in yet a third project involving discard and shifting of materials, this time to create space in Main Level reading room for installation of another large study table or two complete with the requisite seating.

4. The drop in value of Canadian currency vis a vie U. S. currency during the last half of 2008 really cut into the U. of M. Libraries purchasing power. Thus acquisition of new books was curtailed for all units within the Libraries in late November of 2008. Money should start to flow again in March, 2009.

Secretary's Note:
At the September meeting of Assembly, R. Ellis reported a search was underway to fill the Library Supervisor position as C. Goodlow retired. Cathy Mudry was the successful applicant and she started working in the College library in October.

h) Registrar
E. Palamar reported that she and P. Lampman would be recruiting at the U of M Info Days in February and at the Brandon Career Symposium in March.

8. Any Other Business
a) Report from the Senior Stick
D. Draper submitted the following written report for the minutes:

Item 1
The SJCSA is excited that there are carrel improvements underway in Rooms 105 and 127. We've added some posters to make the room a little livelier and attractive - additionally, we are looking forward to improvements from the College.

Item 2
Events coming up include:

Pirates of the Caribbean Marathon Extravaganza (Jan 24th at 1:30)
Celebration Week (January 28 - 31)
Amazing Race Activity (February)
Never. Stop. Milk. Activity (Third Week of March)
Graduation Dinner (April 4 at 8:30 p.m.)

9. Adjournment
MOTION: That the meeting be adjourned.
B. Hallman/I. Froese

CARRIED

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

[Signatures: Chair, Secretary, Date]
Actual cost to maintain and run St John's College Residence

<table>
<thead>
<tr>
<th>Expenses</th>
<th>08-09 Operating Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence</td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; benefits</td>
<td></td>
</tr>
<tr>
<td>Dean of Residence/Chaplain, &amp; housekeeping &amp; maintenance during reg. session</td>
<td>116,648</td>
</tr>
<tr>
<td>Dona Stipends (Senior Don stipend plus room &amp; board for 4)</td>
<td>28,588</td>
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<tr>
<td>Housekeeping supplies (during reg. session)</td>
<td>2,300</td>
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<tr>
<td>Res repairs &amp; Maint.</td>
<td>10,000</td>
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<tr>
<td>Residence supplies</td>
<td>500</td>
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<tr>
<td>Residence furnishings</td>
<td>2,000</td>
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<tr>
<td>Residence phones</td>
<td>4,500</td>
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<tr>
<td>Travel/admin/hospitality, etc.</td>
<td>6,600</td>
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<td>Utilities</td>
<td>34,500</td>
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<td>Insurance</td>
<td>2,595</td>
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<td><strong>Food Services</strong></td>
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<tr>
<td>Salaries &amp; Benefits (75% of labour costs (excluding conferences))</td>
<td>203,682</td>
</tr>
<tr>
<td>Food Costs (55% of the total food costs during reg. session)</td>
<td>128,053</td>
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<td>Food Service Maint</td>
<td>8,000</td>
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<tr>
<td>Food Service Equip</td>
<td>0</td>
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<tr>
<td>Utilities (75% of total food service utilities)</td>
<td>13,550</td>
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<tr>
<td>Insurance (75% of total food service insurance)</td>
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<td>General Supplies</td>
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<td><strong>Chapel</strong></td>
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<tr>
<td>Chapel Ins. &amp; Utilities (50% of total charges)</td>
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<td><strong>Admin</strong></td>
<td></td>
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<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
</tr>
<tr>
<td>Assistant Bursar, Facilities Mgr, &amp; Receptionist (all at 50%)</td>
<td>67,043</td>
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<td>Admin Costs (5% of total admin costs)</td>
<td>660</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>644,708</strong></td>
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</tbody>
</table>

Possible projected costs for 09-10:

08-09 expenses plus 3% increase in general costs, & 1% capital reserve 666,246

Effect of the proposed increase

Current 08-09 Rates (based on 90 Residence rooms and 3 Suites)

| Returning | 6,797 |
| New       | 6,697 |

(90 rooms, 3 suites) 641,373

Proposed 09-10 rates (3.9% increase) (based on 90 Residence rooms and 3 Suites)

| Returning | 7,092 | *(641,373)(3.9%)* |
| New       | 7,186 | 666,356          |

* 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 $666,246 for 2009-2010
Proposed
STUDENT EXCHANGE AGREEMENT
BETWEEN:

ST JOHN’S COLLEGE, CANADA

-and-

JANE FRANKLIN HALL, AUSTRALIA

WHEREAS the parties believe that the educational process at their respective institutions would be enriched and the learning experience of their respective students deepened through the establishment of a student exchange agreement;

NOW THEREFORE in consideration of the following terms and conditions, the parties hereby agree as follows:

1.0 Definitions

exchange shall mean reciprocal exchange of students from each institution;

student shall mean an undergraduate or graduate student;

home institution shall mean the institution in which the student is enrolled as a candidate for a degree;

host institution shall mean the institution, which has agreed to receive the exchange student/s from the home institution;

home college shall mean the college which the student is currently a member;

host college shall mean the college which has agreed to receive the exchange student/s from the home college;

home residence shall mean the residence at the home college;

host residence shall mean the residence which has agreed to receive the exchange student/s from the home residence;

SJC shall mean St John’s College;

JFH shall mean Jane Franklin Hall;

U of M shall mean the University of Manitoba; and

U of T shall mean the University of Tasmania.

2.0 Purpose and Scope

The purpose of this Agreement is to encourage students who are visiting the host university under the University of Manitoba and University of Tasmania Exchange Agreement, to live in the host college and participate fully in the academic and social life of the college. There will be no restrictions on the academic program of the selected student/s.
3.0 Commencement and Duration

3.1 Exchange period extends from September 2006 to December 2007. The agreements between the participating institutions will be in place for a minimum of three years.

3.2 As of the date on the final signature affixed, SJC owes one JFH student two semesters or two JFH students one semester.

3.3 The balance of semesters owing by either college should not exceed two semesters. (If a college owes two semesters, it cannot send any students on exchange until the other college sends at least one student for at least one semester to the owing college.)

4.0 Selection of Students

4.1 The student must have been accepted by the host university under the University of Manitoba and University of Tasmania Exchange Agreement.

4.2 The student must satisfy all admission requirements of the host institution.

4.3 The student must have completed a minimum of one (1) year of study at the home institution prior to enrollment in the exchange program.

4.4 The student must have been a member of the home college for a minimum of one (1) year prior to enrollment in the exchange program.

4.5 The student can inquire about the agreement through their home college. The home college will make the initial contact with the host college with respect to this exchange.

5.0 Terms

5.1 In accordance with items 4.1 – 4.4 above, the host residence will host an exchange student, providing room and board, with the residence fees to be paid by the student to the home residence, with the exception of items 7.2, 7.4, 7.5 and 7.6 and 6.2.

6.0 Institutional Student Fees

6.1 As per the U of M and U of T Exchange Agreement, exchange students will pay normal tuition fees, based on their registered course load, to the home institution.

6.2 As per the U of M and U of T Exchange Agreement, exchange students will be responsible for paying other fees required by the host institution such as student union fees, college membership fees, club memberships, specialized sports facility fees, the costs for books, course material and excursion fees.

6.3 As per the U of M and U of T Exchange Agreement, exchange students must purchase the University of Manitoba International Health Plan. This is payable upon registration for courses at the University of Manitoba. The cost per year in 2006 was $2129.

6.4 As per the U of M and U of T Exchange Agreement, exchange students to the University of Tasmania are required to purchase the Overseas Student Health Coverage required by the Department of Immigration prior to obtaining a student visa. The cost per year for 2006 was $385, payable with return of the Acceptance form from the University of Tasmania.
7.0 Residence/College Fees
7.1 Exchange students must pay to the home residence normal residence fees for room and board.

7.2 Exchange students are required to pay any membership fees of the host college.

7.3 Exchange students are not required to pay any application fee to the host residence.

7.4 Exchange students to the University of Tasmania must place $1000.00 in a bank account with Jane Franklin Hall. This deposit is fully refundable minus any debts incurred by the exchange resident for any costs associated with the cleaning, damage or unpaid bills which are the responsibility of the exchange resident. In 2004 the $1000.00 is AUD.

7.5 Exchange students to the University of Tasmania must have an academic gown for formal functions. Jane Franklin Hall sells new and second-hand gowns and will repurchase the gown if it is in a reasonable condition.

7.6 Exchange students to St John's College Residence will be required to pay for loss or damage to any residence property as set out in the residence contract.

8.0 Exchange Student Rights and Responsibilities
8.1 Exchange students will have the same privileges accorded to regular full-time students of the host College and residence for the duration of the exchange.

8.2 Exchange students to SJC must sign and abide by the Residence Contract.

8.3 Exchange students will be subject to the rules, regulations and discipline of the host College and residence while on the exchange program.

8.4 Exchange students are responsible for all arrangements and costs relating to travel to and from the host institution.

8.5 Exchange students are responsible for conforming to the immigration requirements of the country in which the host institution is located and obtaining the necessary and appropriate visas for the duration of the exchange.

8.6 With the exception of residence room and board, all costs of living will be the responsibility of the exchange student.

9.0 Host University Student Assistance
9.1 The home college will make the initial contact with the host college with respect to this exchange.

9.2 The host college will ensure that adequate reception and orientation to the college and residence is provided for exchange students.

9.3 The host college will provide ongoing advice and support for exchange students through the contact person, as required.
10.0 Contact Persons
The designated contact persons for this Agreement are:

<table>
<thead>
<tr>
<th>For SJC, Canada</th>
<th>For JFH, Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Chaplain and Dean of Residence</td>
<td>Principal</td>
</tr>
<tr>
<td>Address: 92 Dysart Road</td>
<td>6 Elboden St Sth</td>
</tr>
<tr>
<td>Winnipeg Manitoba</td>
<td>Hobart Tasmania</td>
</tr>
<tr>
<td>R3T 2M5      CANADA</td>
<td>AUSTRALIA 7004</td>
</tr>
<tr>
<td>Telephone: (204) 474 8363</td>
<td>(613) 6223 2000</td>
</tr>
<tr>
<td>Facsimile: (204) 474 7610</td>
<td>(613) 6224 0598</td>
</tr>
<tr>
<td>E-Mail <a href="mailto:Stjohns_college@umanitoba.ca">Stjohns_college@umanitoba.ca</a></td>
<td><a href="mailto:secretary@janefh.coll.utas.edu.au">secretary@janefh.coll.utas.edu.au</a></td>
</tr>
</tbody>
</table>

Notification of any change in contact persons may be made by letter without amendment to this agreement.

Signed on behalf of:

St John's College                                Jane Franklin Hall

Dr Janet Hoskins
Warden and Vice-Chancellor

Witness

Date

Notes:

[The text of the Agreement was moved by SJC Assembly on January 22, 2004 and reissued March 2004]