ST JOHN’S COLLEGE
ASSEMBLY MINUTES

For the meeting of May 18, 2010


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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.  
   S. Alward/ C. Trott  CARRIED

3. Approval of the Minutes from the Meetings of March 16, 2010 and April 13, 2010
   MOTION 1: That the minutes of the March 16, 2010 meeting be approved as circulated.  
   B. Regehr/J. Markstrom  CARRIED

   MOTION 2: That the minutes of the April 13, 2010 meeting be approved as circulated.  
   B. Cantelo/B. Payne  CARRIED

4. Business Arising from Minutes
   a) Report of the Ad Hoc Committee on Providence College
      R. Clifton presented the final report of the Ad Hoc Committee on Providence College.
      After some discussion, the following motion was approved by Assembly:
      MOTION; That a new committee be struck to fully discuss the question of the relationship between St John’s College and Providence College.
      E. Jones/A. Perry  CARRIED

5. New Business
   a) 2010-2011 Assembly Meeting Dates
      The 2010-2011 Assembly meeting dates were circulated for information.

   b) Membership Committees of Assembly
      MOTION: That the nominations for membership on the Assembly Executive, Council Representatives and Finance and Administration Standing Committees for 2010-2011 be approved as presented.
      C. Trott on behalf of the Membership Committee  CARRIED

   c) Fellowship Nominations
      MOTION 1: That we move into closed session.  
      P. Lampman/B. Norton  CARRIED

      MOTION 2: That we move out of closed session.  
      B. Norton/C. Trott  CARRIED

      During closed session the following motions were approved:
      MOTION 3: That David Watt be appointed as a Visiting Fellow (in consideration for Senior Fellowship) for one year.
      C. Trott on behalf of the Membership Committee  CARRIED
MOTION 4: That Dr. Sherry Farrell-Racette be appointed as a Visiting Fellow (in consideration for Senior Fellowship) for one year.  
C. Trott on behalf of the Membership Committee  
CARRIED

MOTION 5: That Egil Grislis, David Punter, and Anthony Waterman be appointed as Visiting Fellows for one year.  
C. Trott on behalf of the Membership Committee

MOTION 6: That Dennis Cooley be appointed as a Visiting Fellow/Writer in Residence for one year.  
C. Trott on behalf of the Membership Committee

MOTION 7: That Sheila Simonson be renewed as a Research Fellow for one year.  
C. Trott on behalf of the Membership Committee

d) Assembly Representatives for the Hiring Committees  
MOTION 1: That B. Cantelo be nominated as Assembly representative for the Dean of Residence Hiring Committee.  
J. Hoskins/A. Waterman  
CARRIED

MOTION 2: That That B. Norton be nominated as Assembly representative for the Registrar's Hiring Committee.  
J. Hoskins/A. Waterman  
CARRIED
e) Approval of the 2010-2011 Operating Budget  
MOTION: That the 2010-2011 SJC Operating Budget be approved as presented.  
I. Froese on behalf of the Finance and Administration Committee  
CARRIED

f) Scholarship Committee Motions  
MOTION 1: That the following amendment to the terms of the James Cross Memorial Trophy under criteria be approved: "and to have made a significant contribution to the welfare of the College and his/her fellow students in the current academic year".  
C. Trott on behalf of the Scholarship Committee  
CARRIED

MOTION 2: That the terms of the C.A.E. Jensen Scholarship be approved.  
C. Trott on behalf of the Scholarship Committee

MOTION 3: That Assembly authorize the Scholarship Committee to approve the terms of the Erin Palamar Award.  
C. Trott on behalf of the Scholarship Committee  
CARRIED
g) Academic Year End Statistical Report  
The 2009-2010 Academic Year End Statistical Report on SJC Enrollment was received for information.

6. Other Business

a) Reports from College Officers

1) Warden  
Warden's Report to Assembly – May 18, 2010

On April 27, Diocesan Council, a committee on which I'm an ex officio member, held a special meeting to consult with Rosalyn Howard about the relationship with St John's College.

The Strategic Enrolment Management committee and its Retention sub-committee continue to meet bi-weekly and hope to have draft reports prepared in June. The SEM committee is a part of the OARs project.
We are in the process of striking search committees for the Registrar and Dean of Residence positions and hope to have them filled as soon after the end of May as possible.

Janet A. Hoskins, Ph.D.
Warden & Vice Chancellor
St John’s College

2) Dean of Studies

St John’s College Assembly - May 18, 2010
Report of the Dean of Studies

1. I have continued to attend the meetings of the Associate Deans Undergraduate, where the report of the Strategic Enrolment Committee was discussed.

2. I participated in the Don’s Selection Committee for the Residence Dons.

3. The College Bar-B-Q for students, Fellows and staff was held on April 7 and an end of term reception was held for the Fellows after the Special Assembly on April 13.

4. Dr. Roger Wilson gave the last Soup and Bread Lecture on “Why Zebras Don’t Suffer Stress” on Wednesday April 21. About 15 Fellows and staff attended and got quite stressed out over the issues.

5. I continue to represent the College on the Arts Academic Rules Appeals Committee which met on April 28.

6. I attended the Churches’ Council on Theological Education Conference called “Doing Theology in a Fair Land” and presented a workshop. As a result I have been asked to participate in the Truth and Reconciliation Commission Event in June.

7. Both the Membership Committee and the Scholarship Committee met. The results of these meeting were presented to Assembly, and the Chair of Assembly will report.

8. Diana DeFoort and I met with representatives from the Faculty of Arts to sort out the bookings for the Schultz Lecture Theatre and Room 110. We now have a schedule for which faculties have which time slots in each lecture theatre.

3) Dean of Theology

No Report

4) Bursar

Bursar’s Report to Assembly – May 18, 2010
Staffing
Currently, we are in the process of hiring a new Dean of Residence, and a Registrar. Both vacancies have been posted, and the composition of the search committees has been determined. Also, Shelly Tomchuk is no longer employed by the University, so we will be posting that position as quickly as possible. Significant change is underway from an admin perspective, but I’m very optimistic about the new people we will be bringing in, and what they will add to the College.

Summer Residence
Summer Residence and Conference season is well underway. We have already hosted the Woodcarvers group, and are currently busy with regular resident students as well as the Intensive English Program. As was previously reported, all meals are being served in the Daily Bread Café, and so far the feedback has been positive. It has been an adjustment for the Food Service staff, but they are handling it very well. Overall, the number of students living in the Residence is lower compared to last year, but the number of students we are feeding has gone up. We have three excellent summer Don’s on staff, and they are very much appreciated.
5) Chaplain and Dean of Residence

Residence
We had a very good year in the residence and second term we had only two vacancies.

Chaplaincy
Laura Stafford and Gerry Pacheco were married on May 1, 2010. We had Sung Evening Prayer May 2 and Ascension Day Eucharist on May 12 with the choir All the King’s Men. Farewell service is Thursday May 20 at 1 pm followed by a reception. Last service is Mid Day prayer at noon on Friday.

Peace,
Paul Lampman
Chaplain/Dean of Residence

6) Development Officer

Development Officer Report to Assembly
18th May, 2010

Fundraising

Ended last year with close to $150,000 raised. So far this year we have raised $40,520. Our target is $700,000 over 3 years.

Three new scholarships/bursaries are in the works having gone before the Scholarship Committee last week. This will result in a minimum of $1,500 added to our scholarship/bursaries disbursements.

The Development Committee will be working on an MSBI matching funds policy.

Stewardship

I have met with several donors over the past couple of months. Maureen and I are continuing to call and thank every donor when their donation is received.

I will be developing a stewardship plan over the summer.

Alumni/Marketing/Communications

The In Lumine newsletter is currently being mailed to over 3,000 alumni and friends.

The University is setting up an Alumni Council with a mandate to encourage collaboration, consultation and sharing of ideas between colleges, schools, faculties, etc. and I will be the SJC rep.

Letter of congratulations has been sent to all 2010 grads.

Staffing

Maureen and I attended an education session on setting up a legacy circle.

We have received a grant from Services Canada to hire a summer student for 6 weeks. Resumes have been received and we are in the process of reviewing and setting up interviews for candidates.

Submitted by:

Jackie Markstrom
14th May, 2010
7) Librarian

1. Staff: Richard Ellis retired as Head, St. John’s College Library in August, 2009. He leaves a legacy of commitment and service. Lyle Ford held the position of Acting Head until March 31, 2010. Thanks to Lyle for maintaining the Library’s services until the appointment of a new Head, Georgina Lewis, on April 1, 2010.

2. Public Services: The Libraries are introducing a “One Stop Search” box that will bring together information from a variety of sources in the Libraries’ collections with a single search. This feature is still under development and is expected to be fully functional in time for the beginning of classes in September. Although there will be limitations on the information retrieved by the one stop search, it is primarily designed to satisfy undergraduate research needs.

3. Acquisitions: Ordering of resources for the collections has resumed. Pending the approval of the University’s budget, unit libraries have been advised that they may place orders to a maximum of one-half of the 2009/2010 allocation.

The Libraries have acquired the ATLA Historical Monograph Series 2; 1894 to 1923. This database offers a comprehensive digital collection of books on religion in North America, primarily the United States, during the period covered. Subjects addressed include the conflict between religion and science, the growing interest in Eastern religions and other world religions, and significant shifts in the religious identification of Americans.

8) Registrar

1. The SJC 2009 Annual Report is now completed. Thanks to all who contributed to the report, and to our team proofreaders for their fine work.

2. Work continues on the 2010-2011 SJC Promotional Booklet. It is hoped that the booklet will be completed and ready for distribution in the coming weeks.

3. The Council “Thank You Dinner” was held on April 21, 2010 in the Cross Common Room. The 26 people in attendance had a choice of three wonderful entrees prepared by Food Services Manager Ian Park and his staff.

4. A number of planning meetings were held in April and May in preparation for the 2010 SJC JumpStart program, which is scheduled for September 2nd and 3rd at the College.

b) Report from Senior Stick

No report

c) Report from College Committees

Assembly Executive
C. Trott reported that the items that were addressed at the May 4, 2010 Assembly Executive meeting were brought forward to today’s Council meeting.
Finance and Administration
I. Froese reported that the Finance and Administration Committee met last week with the College's Investment managers to review the SJC investment portfolio.

7. Adjournment

MOTION: That the meeting be adjourned.
p. Lampman/C. Trott  CARRIED