ST JOHN'S COLLEGE ASSEMBLY
MINUTES

For the meeting of Thursday September 12, 2002


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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.
   E. McShane/G. Woodcroft
   CARRIED

3. Approval of the Minutes of May 15, 2002 (circulated with the agenda)
   MOTION: That the minutes be approved as circulated.
   E. McShane/G. Woodcroft
   CARRIED

4. Business Arising from the Minutes
   a) Fellowship Nomination
      In the spring of 2002, the Membership Committee forwarded a motion to Assembly that B. Cantelo be nominated a Junior Fellow for the academic year 2002/03. At the same time, B. Cantelo was appointed as the Dean of Studies; subsequently her Junior Fellowship was approved with the term to coincide with her term as Dean of Studies.

      Since that time, Brenda resigned as the Dean of Studies to take up a position in the Department of Religion and a new Dean has been elected. As a result, B. Cantelo currently doesn't hold a fellowship. Assembly Executive requested that the Membership Committee address this at the September meeting of Assembly.

      MOTION: That B. Cantelo be elected a Junior Fellow for the academic year 2002/03.
      R. Clifton on behalf of the Membership Committee
      CARRIED

   b) Review of the Development Office Update
      In May 2002, N. Cameron and R. Clifton were asked to conduct a program evaluation of the Development Office, and to report back to Assembly Executive in September 2002. R. Clifton reported that he and N. Cameron have almost completed the evaluation and will be prepared to report at the next meeting of Assembly.

   c) University of Manitoba Press Update
      In May 2002, Assembly Executive formed a sub-committee to review and clarify the terms of accommodating the U of M Press, including preserving the number of existing offices. A proposal was presented to members of Assembly that adhered to the terms stipulated in the attached agreement, and was voted on by mail ballot. 28 ballots out of a possible 51 were received. 20 voted "yes", and there were 7 "no" votes.

      The renovations to the office spaces in the new wing started later than requested, but it is to be completed by the end of next week. When the painting has been done, equipment will be put in its place and things restored, to normal as quickly as possible.
The "shared" printer will be in the same vicinity as the photocopier so that fellows can access it at any time. The hallways are secured overnight, but we will attempt to find other ways of securing the printer to its station as well. If highly confidential material needs to be printed, please see Ivan Froese in the General Office. He will enable you to share Lynn's printer for the duration.

Any construction on the third floor of the old wing will be delayed until the Christmas break, after the end of first term classes. If construction cannot be done over the break, it will not commence until the end of second term, in the spring. Only quieter work, like painting and carpeting may be done in the interim.

d) Membership vacancies on committees of Assembly
The roster of membership on Committees of Assembly has vacancies that need to be filled. At the Assembly Executive it was agreed that the Dean of Studies, G. Baldwin, should be asked to find people to fill the membership vacancies, and that the student vacancies be filled in consultation with the Senior Stick of the St John's College Students Association. These nominations should come to the next meeting of Assembly.

5. New Business
a) Election of Junior Dons as Voting Members of Assembly
MOTION: That Junior Dons Don Fedus, Allison Nelson and Jocelyn Andrew be given voting privileges on Assembly for the duration of their terms as Dons of Residence in the 2002/03 year.
M. Steeds/G. Woodcroft

b) Membership on the Dean of Theology Review Committee
J. Stafford's 3-year term as the Dean of Theology ends on June 30, 2003. When he was appointed, he was appointed with the understanding that should he wish to be considered for a further term, he would be formally reviewed in this third year. J. Stafford wishes to be considered for a further term, which means that a formal review will need to be conducted.

Assembly Executive made the following motion, in anticipation of Council approving a Council Executive motion going to the next meeting of Council: "That a Dean of Theology review committee be struck, consisting of the Bishop, Warden, a member elected by Assembly and a member elected by the Faculty Council of Theology."

MOTION: That Assembly empower Assembly Executive to appoint an Assembly representative to the Dean of Theology Review Committee, if Council request Assembly to do so.
J. Hoskins on behalf of Assembly Executive

Policy Decision re: the Number of Fellows in Each Fellowship Category
The membership committee often struggles, when appointing fellows, with how many fellows should be in each category. It would be useful if there were guidelines for filling fellowships, with more explicate criteria addressing hierarchy. A possible example given was to limit the number of visiting fellowships to the number of Senior Fellows going on sabbatical for the relevant year. Assembly Executive thought that the best committee to come up with guidelines would be the Membership Committee and made a motion requesting them to do so.

MOTION: That the Membership Committee be asked to develop policy guidelines on the number of Fellows in each fellowship category, and report back to Assembly.
R. Clifton on behalf of Assembly Executive

Executive Committee of the Friends of St John's College
At the June meeting of the Friends of St John's College, they inquired about the possibility of having a faculty person (possibly from the Art Music and Social Committee of Assembly) sitting on the Executive Committee of the Friends of St John's College. They meet about three times a year. As a result, Assembly Executive made the following motion:

MOTION: That the Dean of Studies nominate a Fellow to sit on the Executive Committee of the Friends of St John's College.
R. Clifton on behalf of Assembly Executive

See note below
AMENDED MOTION 1.2: That the above motion be amended to read: That the Dean of Studies appoint a Fellow to sit on the Executive Committee of the Friends of St John's College. M. McLean/G. Woodcroft

CARRIED

NOTE: The substantive amended motion was carried as shown in motion 1.2 above.

6. Report from College Committees
   a) Assembly Executive
      i) Review of the Dean of Studies Position
         There are a number of inconsistencies in the Statutes and By Laws regarding the role of the Dean of Studies and the actual practice of the Dean of Studies. Assembly Executive felt it would be useful to review the actual role of the Dean of Studies. The following motion was approved at the Executive meeting:
         “That the review of the responsibilities of the Dean of Studies be referred to the PP&D committee, and that the PP&D committee report back to Assembly Executive by April 2003.”

      ii) Guiding Principles for Food Services
         A mission statement and guiding principles for St John’s College Food Services need to be developed. Food Services is an ancillary service. There is sometimes conflict between activities that will promote community and those that will generate revenue. There is also a need to establish the true cost of the Food Services operation so that they can be included in strategic planning for Food Services. As a result Assembly Executive approved the following motion: “That the Administrative Committee, in consultation with the Finance Committee, develop guiding principles for Food Services and report back to Assembly Executive by January 2003.”

   b) Scholarship Committee - Report & Motions (attached to the agenda)
      i) Guidelines for the selection of automatic award recipients.
         The Scholarship forwarded the following motions to Assembly for approval as guidelines to assist in the selection of automatic award recipients.

         MOTION 1: That, as a general guideline for the selection of automatic award winners, all students considered for automatic awards must have registered in a minimum of 18 credit hours in the relevant academic year.
        E. McShane on behalf of the Scholarship Committee
        CARRIED

         MOTION 2: That, as a general guideline for the selection of automatic award winners, all students considered for automatic awards must have a minimum sessional GPA of 3.0.
        E. McShane on behalf of the Scholarship Committee
        SEE NOTE BELOW

         MOTION 2.1: That the previous motion be amended to read: That, as a general guideline for the selection of automatic award winners, any student considered for automatic award must have a minimum qualifying grade of “B”.
        M. McLean/D. Cooley
        CARRIED

         NOTE: The substantive amended motion was carried as shown in motion 2.1 above.

         MOTION 3: That, as a general guideline for the selection of automatic award winners, all students considered for automatic awards must have been College members in the relevant academic year.
        E. McShane on behalf of the Scholarship Committee
        CARRIED

      ii) Scholarship Committee Guidelines for the selection of automatic award winners
         The following two motions were approved by the Scholarship Committee solely for the Scholarship Committee to use as guidelines for selecting automatic award winners, and are being reported to Assembly as information only.
"That where two or more candidates for automatic awards have the same grade the Scholarship Committee shall take into account credit hours in the subject area, total sessional credit hours, and sessional GPA."

"That the Committee does not recommend subdividing awards of $300 or less."

### iii) Report of 2002 Award Winners to Date

January 16, 2001, Assembly authorized its Scholarship Committee to act in its name with respect to final selection of recipients of individual scholarship, bursaries, awards and prizes, and to report its actions at the following meeting of Assembly. This information was reported on the backside of the report from the Scholarship Committee (attached to the agenda) and is also listed below.

<table>
<thead>
<tr>
<th>Award</th>
<th>Amount</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marion Abra Memorial Bursary</td>
<td>$ 550.00</td>
<td>Sandra Martens</td>
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<tr>
<td>Marion Abra Memorial Bursary</td>
<td>alternate</td>
<td>Barbara Hewitt</td>
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<tr>
<td>The Helen &amp; Bill Battershill Scholarship</td>
<td>$ 500.00</td>
<td>No applicants</td>
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<tr>
<td>Burman/Drewry Scholarship</td>
<td>$ 675.00</td>
<td>Breanne Reinfert</td>
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<tr>
<td>Burman/Drewry Scholarship</td>
<td>alternate</td>
<td>Omolayo Famuyide</td>
</tr>
<tr>
<td>The Canadian Shield Scholarship</td>
<td>$ 1,500.00</td>
<td>Niki Ashton</td>
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<tr>
<td>The Canadian Shield Scholarship</td>
<td>alternate</td>
<td>Kirsten Wirth</td>
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<tr>
<td>The Arthur Uniake Chipman Entrance Scholarship</td>
<td>$ 1,375.00</td>
<td>Nebjose Lekic</td>
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<td>The Arthur Uniake Chipman Entrance Scholarship</td>
<td>alternate</td>
<td>Krista Boese</td>
</tr>
<tr>
<td>Arthur Uniake Chipman Graduate Scholarship</td>
<td>$ 1,975.00</td>
<td>Pak Man Au</td>
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<tr>
<td>Arthur Uniake Chipman Graduate Scholarship</td>
<td>$ 1,975.00</td>
<td>Lori Nordland</td>
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<tr>
<td>The James Frost Cross Memorial Trophy</td>
<td>$ 125.00</td>
<td>Amanda Fortier</td>
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<tr>
<td>Dance Bursary</td>
<td>$ 175.00</td>
<td>Admas Mahdere</td>
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<td>Dance Bursary</td>
<td>alternate</td>
<td>Christine Hagyard</td>
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<tr>
<td>Henry Irvine Graham Entrance Scholarship</td>
<td>$ 1,531.25</td>
<td>Gregory Watling</td>
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<td>Henry Irvine Graham Entrance Scholarship</td>
<td>$ 1,531.25</td>
<td>Theresa De Konninck</td>
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<tr>
<td>Henry Irvine Graham Entrance Scholarship</td>
<td>$ 1,531.25</td>
<td>Francis Okoli</td>
</tr>
<tr>
<td>Henry Irvine Graham Entrance Scholarship</td>
<td>1st alternate</td>
<td>Katherine Potter</td>
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<td>Henry Irvine Graham Entrance Scholarship</td>
<td>2nd alternate</td>
<td>Krista Boese</td>
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<tr>
<td>Henry Irvine Graham Undergraduate Scholarship</td>
<td>$ 1,531.25</td>
<td>Cassie Leclaire</td>
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<td>alternate</td>
<td>Vincent Okoli</td>
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<tr>
<td>The Wendy Hansen Memorial Scholarship</td>
<td>$ 1,325.00</td>
<td>Melanie Othuis</td>
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<td>The Wendy Hansen Memorial Scholarship</td>
<td>alternate</td>
<td>Darren Boese</td>
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<tr>
<td>The Arthur H. Hoole Bursary</td>
<td>$ 475.00</td>
<td>Leanne Vercaigne</td>
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<td>The Arthur H. Hoole Bursary</td>
<td>alternate</td>
<td>Brett Madill</td>
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<tr>
<td>The Hoskins Scholarship</td>
<td>$ 275.00</td>
<td>Cassie Leclaire</td>
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<td>The Hoskins Scholarship</td>
<td>alternate</td>
<td>Omolayo Famuyide</td>
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<tr>
<td>The Hudson's Bay Company Scholarship</td>
<td>$ 1,670.00</td>
<td>Keren Froman</td>
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<td>The Hudson's Bay Company Scholarship</td>
<td>alternate</td>
<td>Elsie Crate</td>
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<tr>
<td>Colin Inkster Memorial Awards</td>
<td>tba (Oct 02)</td>
<td>Kelly Legge</td>
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<td>Colin Inkster Memorial Awards</td>
<td>alternate</td>
<td>David Ebert</td>
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<tr>
<td>Murdith McLean Scholarship</td>
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<td>Leanne Vercaigne</td>
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<td>Murdith McLean Scholarship</td>
<td>alternate</td>
<td>Brett Madill</td>
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<tr>
<td>The Partners in Education Awards</td>
<td>$ 475.00</td>
<td>Darren Boese</td>
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<td>The Partners in Education Awards</td>
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<td>Melanie Othuis</td>
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<tr>
<td>Gordon O. Rothney Scholarship for Study in Modern World History</td>
<td>$ 725.00</td>
<td>Dean Foster</td>
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<tr>
<td>Alfred H. Shephard Bursary</td>
<td>$ 1,400.00</td>
<td>Wendy Warren</td>
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<tr>
<td>Alfred H. Shephard Bursary</td>
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<td>Jenny Shearmar</td>
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<tr>
<td>St John's College Residence Association Bursary</td>
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<td>Jenn Halsaed</td>
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<td>St John's College Residence Association Bursary</td>
<td>$ 50.00</td>
<td>Brett Madill</td>
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<tr>
<td>The St John's College Student Exchange Scholarship</td>
<td>$ 2,000.00</td>
<td>Carle White</td>
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<td>The St John's College Student Exchange Scholarship</td>
<td>alternate</td>
<td>Michael Gousseau</td>
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<tr>
<td>St John's College Student Travel Fellowship</td>
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<td>Barbara Hewitt</td>
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<td>St John's College Student Travel Fellowship</td>
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<td>Heather Gill-Robinson</td>
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<tr>
<td>The Anthony Waterman Fellowship</td>
<td>$ -</td>
<td>No applicants</td>
</tr>
<tr>
<td>---------------------------------</td>
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</tr>
<tr>
<td>Laurence Frank Wilmot Entrance Scholarship</td>
<td>$ 1,500.00</td>
<td>Stewart Dutfield</td>
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<tr>
<td>Laurence Frank Wilmot Entrance Scholarship</td>
<td>$ 1,500.00</td>
<td>Zia Hameed</td>
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<tr>
<td>Laurence Frank Wilmot Entrance Scholarship</td>
<td>1st alternate</td>
<td>Katherine Potter</td>
</tr>
<tr>
<td>Laurence Frank Wilmot Entrance Scholarship</td>
<td>2nd alternate</td>
<td>Krista Boese</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 27,245.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

c) **Other Committee Reports**
There were no other committee reports.

7. **Report from College Officers**
a) **Warden**
   **Jane Franklin College**
   J. Hoskins received an Email from David Daintree, Principal of our Sister College, Jane Franklin Hall, in Tasmania, Australia. He is leaving Jane to accept the position of Rector at St John’s College, University of Sydney.

   **UofM President Review Committee**
   J. Hoskins was appointed to sit on the Committee to review the President, as a Board of Governors Representative. The review committee will make a recommendation to the Board of Governors in November 2002.

b) **Dean of Studies**
   Away with regrets.

c) **Dean of Theology**
   **Summer Institute**
   - The Summer Institute was a success again this year. It was held from June 17th to 21st and Dr. William Willimon from Duke University held two public lectures while he was here to teach a course in the Summer Institute.
   - J. Stafford found a good model for the Summer Institute.
   - Plans are already underway for the Summer Institute 2003.

   **Currents 2001 & 2003 Academic Conferences**
   - World-class papers were presented at The Currents 2001 Academic Conference. They will be available for viewing and sale in the College and St John’s College Library.
   - Plans are already underway for the Currents 2003 Academic Conference.

   **Theology Courses**
   - Three courses will be offered this fall: Principles of Preaching, Contemporary Anglican Theology, and New Testament Greek.
   - Three courses will be offered in the winter: Theology & Economics; Pre-introduction to Hebrew, Wisdom Literature; and Systematic Theology.

d) **Bursar**
   There was no report from the Bursar.

e) **Chaplain**
   **Chapel**
   - There was continued but sparse attendance at Sunday Chapel throughout the summer.
   - We have two School of Music students in Chapel this year who will play at services.
   - The Chapel Schedule was emailed to all the fellows and staff at the beginning of term.
   - There is ecumenical worship in the Chapel every Friday at noon.

   **All the King’s Men**
   All the King’s Men conduct a sung Evensong in the Chapel the first Sunday of every month at 7:00pm.

f) **Dean of Residence**
   **Residence**
   Residence is at 100% capacity.
JumpStart
JumpStart, the College orientation, was a great success. There were 22 participants this year.

Residence Peer Review Committee
C. Trott has agreed to serve as the Chair of the Residence Peer Review Committee.

Residence Appeals Committee
J. Hoskins reported that D. Ebert and L. Roberts agreed to serve on the Residence Appeals Committee.

g) Development Officer
Capital Campaign
-have a total of $750,000 in pledges and donations.
-letter of challenge was sent out. One of our grads will match donation towards the lecture theater, up to a maximum of $25,000. The maximum match on a single donation is $2,500.

Friends of St John's College
The Friends of St John's College has sent out a letter detailing upcoming events at the college.

InLumine
The latest edition of InLumine has been distributed.

h) Registrar
Jumpstart
E. McShane thanked Sr. Stick, Maryann Ferris for all the hard work she did, behind the scenes, planning and preparing to make JumpStart such a huge success.

i) Librarian
There was no report from the Librarian.

8. Any Other Business
There was no other business.

9. Adjournment
MOTION: That the meeting be adjourned.
G. Woodcroft/M. Steeds
AGREEMENT BETWEEN ST JOHN'S COLLEGE AND THE UNIVERSITY OF MANITOBA PRESS

This agreement is being made for the mutual benefit of St John's College ("the College") and the University of Manitoba Press ("the Press").

1. Physical Lay-out

The College will make available a set of offices in the south-east corner of the Old Wing, rooms 301, 302, 303. These rooms may be renovated by the Press to provide suitable facilities for its operations, including the construction of a self-contained suite of offices. In the estimation of the Press, this configuration provides the most suitable facilities in the College now and for the foreseeable future.

The Press will ensure the replacement of offices 302 and 303 by arranging construction of two standard faculty offices in the current room 242 and modifications to room 244 as well as repairs to rooms 314 and 315. In addition, Room 304 will be modified for use as shared space.

Moreover, the Press will ensure that room 316 is renovated in order to serve as a reading room for Canadian Studies and a new room 3XX will be formed in the south-west corner of the Old Wing, adjacent to the elevator to serve as a meeting room, with priority to Canadian Studies and the Press.

2. Mutual Benefits and Obligations

The College will provide such assistance as may be necessary to aid in the normal operations of the Press, including access to the building, cleaning services, heating, telephone/computer services and mail and other delivery facilities, as made available by the University to the College. In addition, the College will involve Press staff in the College’s academic and cultural life.

The College has no obligation to provide financial support for the Press operations and activities and it will not ask the Press to participate in the governance of the College.

The Press will contribute to the College through the use of College facilities for author events and receptions, and joint sponsorship of academic events, where feasible. The Press will provide its backlist of publications for the College Library and make the College Library a depository for all future publications. The Press will endeavour to ensure the appointment of one College Fellow to serve as a member of the Press's editorial advisory board. The Press will provide preferential consideration to College students for occasional employment and for internship employment opportunities, where appropriate.

3. Length of Press Residency in the College

The initial period of tenancy by the Press is expected to be for seven years with a review during the seventh year. This review will be conducted jointly by Assembly Executive and the Press. A one-year notice to terminate the residency may be given by either the Press or the College. There may be a renewal of the residency for further periods with the same conditions pertaining to a review after the penultimate year and termination that applied to the first length of tenancy.

4. General

The cost of renovations and relocations will be borne by the Press.
The College will not make any rental charge for the duration of the tenancy.