ST JOHN'S COLLEGE
ASSEMBLY MINUTES

For the meeting of September 21st, 2010


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

2. Approval of the Agenda
   MOTION: That the agenda be approved as circulated.
   B. Beare/ B. Cantelo
   CARRIED

3. Approval of the Minutes from the Meetings of May 18th, 2010
   MOTION 1: That the minutes of the May 18th, 2010 meeting be approved as circulated.
   B. Hallman/ C. Trott
   CARRIED

4. Business Arising from Minutes
   None

5. New Business
   a) Vote on members of the Warden’s search committee
   MOTION: That the structure of the Search Committee for the new Warden be comprised of the following representatives from the St John’s College community:

   1. College Administration- 2 representatives
   2. College Alumni- 2 representatives
   3. Diocese- 2 representatives
   4. Fellows- 4 representatives
   5. Students- 2 representatives
   6. Representative from the University of Manitoba to be appointed by the university administration- 1 representative

   Assembly Executive strives to adhere to the University of Manitoba’s policies on gender representation.
   C. Trott on behalf of Assembly Executive
   DEFEATED

AMENDED MOTION: That the structure of the Search Committee for the new Warden be comprised of the following representatives from the St John’s College community:

   1. College Administration- 2 representatives
   2. Diocese- 2 representatives
   3. Fellows- 4 representatives
   4. Students- 2 representatives
   5. Representative from the University of Manitoba to be appointed by the university administration- 1 representative
A.Waterman/ B.Hallman  

In Favour 11, Opposed 5 Abstentions 2 - CARRIED

AMENDMENT TO THE AMENDED MOTION: That the structure of the Search Committee for the new Warden be comprised of the following representatives from the St John’s College community:

1. College Administration- 1 representatives
2. Diocese- 1 representatives
3. Fellows- 2 representatives
4. Students- 1 representatives
5. Representative from the University of Manitoba to be appointed by the university administration- 1 representative

C.Trott/A.Waterman  

CARRIED, Abstentions 1

MOTION: That the following people serve on the Search Committee for the new Warden:

1. College Administration- I. Froese and J. Markstrom
2. College Alumni- T.Poultier
3. Diocese- B. Regehr
4. Fellows- R. Clifton, D.Cooley and B. Hallman
5. Students- H. Shepherd and L.A Vermette
6. Representative from the University of Manitoba to be appointed by the university administration

Assembly Executive

Substitute motion: Refer the composition of the Warden’s Search Committee back to Assembly Executive. 

A.Waterman/G. Friesen  

CARRIED, Abstentions 1

MOTION: Request that Council establish the terms of reference for the Warden’s search committee at their next meeting. 

C. Trott/B. Hallman  

CARRIED, Abstentions 1

b) Faculty Lounge

MOTION: That the membership and use of the Faculty Lounge be governed by a St John’s College Common Room Committee. Membership shall include College fellows (including retired College fellows), College officers and administrative staff (including Library staff), University of Manitoba Press staff, and members of College Council. The Committee’s first meeting will take place during the first weeks of class in September 2010. Thereafter it will be self-governing.

G. Friesen/ R. Clifton  

CARRIED

c) Membership Committee

MOTION: That the committee move into closed session

C. Trott/ J. Hoskins  

CARRIED

MOTION: That the committee move out of closed session

C. Trott/ J. Hoskins  

CARRIED

During closed session the following motion was approved:

MOTION:: That Dr. Ernie Keenes be elected as a Junior Fellow for the 2010-2011 Academic year. Membership Committee  

CARRIED

d) Erin Palamar Busary
For information: The Scholarship Committee approved the terms of the Erin Palamar Bursary. (attachment 2) As per the motion passed at the May 18th, 2010 Assembly meeting, "That Assembly authorize the Scholarship Committee to approve the terms of the Erin Palamar Award".

NOTE: The committee made the clarification that it is the Erin Palamar Bursary as stated in the terms of reference, not Erin Palamar Award as previously noted in Assembly minutes.

e) Theology Faculty Council
MOTION: To approve the recommendation of Theology Faculty Council that Lisa Pacarynuk, Bryan Rivers, and Steven Scribner be awarded the Advanced Certificate, they having met all the requirements of the program.
Theology Faculty Council

CARRIED

f) Assembly Representative on Theology Faculty Council
A replacement is needed for Karen Smith who is no longer with the college. Karen was the previous Assembly rep on Theology Faculty Council.

MOTION: That R. Clifton be nominated to be the Assembly representative on Theology Faculty Council.
C. Trott/ J. Hoskins

CARRIED

MOTION: That nominations close.
A. Waterman/ C. Trott

CARRIED

R. Clifton is an Assembly representative on Theology Faculty Council by acclamation.

6. Other Business
a) Reports from College Officers

Warden
Since the last Assembly meeting, St John's College has undergone a number of changes, particularly in terms of personnel. Sadly on May 24, Erin Palamar, our long-time and much loved Registrar and Confidential Secretary to the Warden, passed away. She had been on long term disability and her duties were being covered by an Acting Registrar, Tom Suffield. Erin was a valued colleague and a true inspiration to me and to so many others. Her loss is deeply felt. On the same sad note, Retired Fellow, Barbara Payne passed away on September 17, following a short illness. Her memorial service is on Saturday, September 25 at 4:00 at Neil Bardal, Inc. (3030 Notre Dame Avenue).

We received permission to post the Registrar position in June and appointed Tammy Boutet to this position, beginning July 19. On September 20, Tammy tendered her resignation to take up a new position on campus. Her last day will be October 1. We are fortunate that Tom Suffield will reprise his role as Acting Registrar. He will begin on September 29 and will take us through Convocation. His last day will be November 9. In the meantime, we have contacted Human Resources and requested permission to advertise and fill this position.

The Rev. Paul Lampman, Chaplain and Dean of Residence, left on May 21 to take up the position of Rector of St Luke's Anglican Church. Having carefully reviewed this position, we decided to split it into a full-time live-in Dean of Residence and a part-time Chaplain. On May 26, College Council appointed our Dean of Theology, the Rev. Dr. John Stafford, Chaplain, for the period of May 27, 2010 to June 30, 2012. His Faculty of Theology duties and schedule will be rearranged to accommodate these new responsibilities.

Throughout the summer we conducted a search for the Dean of Residence. The search committee met yesterday to review applications and will interview this week. We are hopeful that we will be able to make an appointment shortly. In the meantime, our Senior Don, Harley Shepherd, has assumed the responsibility for organizing the leadership team. He has been given the authority to recommend on
disciplinary actions directly to me. Harley organized a retreat for the Dons just before term started and served, along with Chris Trott, Jackie Markstrom and me, on a selection committee for a fourth (male) Don. We have been very fortunate to have had a Senior Don, as capable as Harley, to take on these added responsibilities and I am very grateful. The Dons are taking turns holding office hours in the Dean of Residence office on Monday, Wednesday and Friday.

On that note, the Development Office has moved across the hall to where the Chaplain/Dean of Residence was located, Ian Park has moved to the office which Maureen Kolodie occupied and the Dean of Residence office is the one which used to be occupied by Jackie Markstrom. The outer office, which used to be used by Development Office volunteers, has been set up for Residence leadership team meetings.

This has been a very stressful and busy time for the administrative staff of the College and I would like to acknowledge their dedication in taking on many duties beyond their own while we have been in this transition and hiring phase. They are an outstanding group of colleagues.

In June, our Development Officer and I took time out of our respective vacations in the UK and spent three days visiting Johnians in Guernsey and in Cambridge. On September 17, I represented SJC at the William and Catherine Booth University College Convocation. This occasion celebrated the Act of the Provincial Legislature which added “University” to their name.

During the summer I met with the new Vice-Provost (Students), Ms Susan Gotheill, the new (to the position) Vice-Provost (Academic Planning), Dr. David Collins and (along with Jackie Markstrom) the new Vice-President (External), Mr. John Kearsey. I joined the committee to consider applications to the Knight Lecture Fund and continue my membership on the Strategic Enrollment Management (SEM) sub-committee of the Optimizing Academic Resources (OARs) committee and its student retention sub-committee, as well the University Honorary Degrees Committee. In May, I was elected by Senate to serve as one of its three representatives on the Board of Governors. On October 22, the Rector of St Paul’s College, Dr. Denis Bracken, and I will meet with the Dr. Barnard, Dr. Kesselman and Dr. Collins to discuss academic programming at the colleges, in relation to the 1970 agreement.

Many of the other events and my activities will be reported by other College Officers.

**Dean of Studies**

We had a very busy start up to the term this year with a lot of activity at the College:

1) I participated in the Jumpstart program giving the Profs talk on September 2.

2) The Opening of Term Reception was held on Thursday September 9 and was well attended. We were able to introduce the new staff and Fellows.

3) We had Dr. Geoffrey Brennan, who gave the Knight Distinguished Lecture for the University, as a guest of the College from September 13 to September 17. He gave an informal Soup and Bread talk in the Faculty Lounge on Tuesday September 14.

4) The Opening of Term Bar-B-Q was held on Wednesday September 15 and was well attended. We were privileged to be able to give out the Pouler Scholarship on the occasion.

5) The College hosted the Place and Replace Conference on September 16 to September 18. I am extremely grateful to Drs. Adele Perry and Dennis Cooley for organizing this. Dr. Perry submitted the following report:

"Place and Replace: A Joint Meeting of Western Canadian Studies and the St John’s Prairies Conference: met from 16-18 September. It combined the historical strength of the Prairies conference with a wider scholarly mandate and community of the newly-reformed Western..."
Canadian Studies Group. The heart of the conference was more than sixty papers presented by scholars from as far away as France, Australia, and Germany, dealing with history, literature, women’s studies, Native Studies, sociology and city planning. Attendance was excellent: there were over 120 delegates registered. The conference features book displays from UBC Press, the University of Manitoba Press, The University of Alberta Press, and Athabasca University Press and two tours of local history and culture. We hope to produce a volume of essays out of the conference. I appreciate the support of fellows and staff, who sat on the committee, were disrupted by visiting scholars in the faculty lounge, and assisted with the considerable logistical work of coordinating an event of this size during term."

As Dean of Studies I represent the College on the Associate Deans Undergraduate Committee, the Arts Academic Appeals Committee, and for my sins have been appointed Chair of the University 1 Appeals Committee.

Dean of Theology
The Dean reported that two students were currently enrolled in Anglican History (3 credits) and two in Intro. to New Testament Greek (6 credits).

Bursar
Residence
The residence was full for most of the summer, and food service was very busy throughout. We had a large contingent of international students staying in the residence, and an even higher number were being fed at St John’s (both those living at St John’s, as well as others staying at other venues on campus).

We had three outstanding summer dons, who were very involved and engaged (Sarah Mitchell, Kieran Moolchan, and Andrew Race).

Also, a number of maintenance/renovation projects were completed:
- The large tv room, and games room received new flooring and paint
- Light fixtures in common areas and stairwells were replaced
- Windows, screens, and frames were fixed or replaced in a number of rooms and common areas

Staff
Amy Craddock, our new receptionist, started on September 6th. Amy had previously worked on campus for Recreational Services in a similar capacity.

Wireless coverage
The process to rollout University wireless in the College has begun. It will be a major project, and is expected to be completed in a year.

Chaplain
The Chaplain indicated that regular Sunday services had begun on September 12. Service time is 10.30 am. The Chaplain performed the blessing of a civil marriage on September 11. Bryan Rivers (theology grad) will preach at the Founders and Benefactors Service on November 7th.

Development Officer

Fundraising
Funds raised to date = $289,398.11. The College has received $88,445.40 in donations. $200,952.71 is directed to the University of Manitoba for the Lecture Theatre.
The Erin Palamar Bursary in Nursing has received 71 donations totally $11,361.51. Thank you to the staff and faculty who have contributed to this fund. We are hopeful that the first Bursary will be awarded this Fall.

We anticipate three bequests: we have received notification about the estate of Eva Rogers but with no amount. Funds will be directed to theology as outlined in Eva’s will. Marjorie Dance passed away in August and Bill Battershill a couple of weeks ago. Both were Johnians and strong supporters of the College. There is an indication that they have both left something to the College in their wills.

The Annual Appeal will be mailed out in late October. The University of Manitoba will be providing telemarketing services to the College next spring.

**Stewardship**
I have met with several donors over the past couple of months. In the summer, whilst on vacation in England, Janet and I met up with a couple of donors. Maureen and I are continuing to call and thank every donor when their donation is received.

**Alumni/Marketing/Communications**
The In Lumine newsletter was mailed to over 3,000 alumni and friends. Please send me any news that you would like included in the next issue — to be published in December.

I am in the process of updating Development and Alumni webpages on the College website.

A “giving” brochure has been printed up which will be sent out with the Appeal.

**Staffing**
Maureen and I have moved our offices to across the hallway into the previous Dean of Residence space. We welcome visitors!

Jarett Myskiw was hired as a summer student and has set up an archival data base for the photos.

Currently, we have 2 volunteers helping us: Maddie Hoskins is continuing on with the photo archiving project and Mika is helping us update the database.

**Development Committee**
A new chair needs to be selected for the committee. The committee will continue to work on terms for the MSBI funds.

**Librarian**
1. The Library was closed from 12:00 p.m. to 1:00 p.m. during the summer break in order to provide for staff lunch breaks. We received no complaints from students or faculty.

2. The Library’s welcome reception for staff and students was held on Friday, Sept. 17. Several classes as well as individual students were welcomed to the Library. Thanks go to Cathy Mudry for organizing a successful event.

3. The Director of Libraries has contracted with an external management consulting firm to undertake an organizational review of the University Libraries. The R2 Consulting will be at the Libraries on October 12-13 and a report will be presented to Libraries’ staff in November.

4. The Librarian noted that the lack of wireless service in the Library has a negative impact of the number of patrons, especially students, who use the Library’s facilities.

8) **Registrar**
1. JumpStart went over successfully this past summer. Enrollment was on the lower side but student have a great time and indicated that they were pleased with the event on their evaluations.

2. Matriculation will be held next week Tuesday September 28th from 3-4pm.

3. Convocation planning is underway and will be passed along to Tom when he arrives.

b) Report from Senior Stick

  No report

c) Report from College Committees

Assembly Executive
The items that were addressed at the September 7th, 2010 Assembly Executive meeting were brought forward to today’s Council meeting.

Finance and Administration
W. Norton reported that the Finance and Administration Committee had their first meeting of the academic year on September 1st, 2010. The major piece of business was to move a recommendation to College Council that the 2009-2010 Audited Financial Statements be approved.

7. Adjournment

  MOTION: That the meeting be adjourned.
  I. Froese/C. Trott

  CARRIED

The official copy of the minutes is signed by the Chair and Secretary and kept in the Registrar’s Office.

SUSAN K. CLOSE

J. SUFFIELD

October 19, 2010

Chair
Secretary
Date