ST JOHN'S COLLEGE
ASSEMBLY MINUTES

For the meeting of Thursday September 22, 2005


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

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

3. Approval of the Minutes from the Special Meeting of Assembly on June 28, 2005 (attachment 1)
MOTION: That the minutes be approved as circulated.
E. McShane/J. Hoskins

4. Business Arising from the Minutes
There was no business arising from the minutes.

5. New Business
a) Fellowship Nominations (closed session)
MOTION: That we move into closed session.
B. Cantelo/J. Wolfart

MOTION: That we move out of closed session.
J. Hoskins/S. Alward

Secretary's Note: During closed session, the following motions were approved:

MOTION: That Kent Fowler from the Department of Anthropology be elected as a Junior Fellow for 2005/06.
J. Hoskins on behalf of the membership committee

MOTION: That Tom Holens be elected as a Retired Fellow.
J. Hoskins on behalf of the membership committee

b) Theology Graduate Recommendation
MOTION: That Mr. Simon Blaikie and Mr. Rodney Sprange, having completed the examinations and having gained the necessary standing as prescribed, be recommended to Council to receive the Diploma in Applied Theology.
J. Stafford on behalf of Assembly Executive

CARRIED

c) By Law Changes (attachment 2)
i) Finance Committee
G. Baldwin circulated the following information with the agenda:
BACKGROUND: G. Baldwin has proposed these amendments regarding the Finance Committee to increase membership from six to eight, making it easier for this small committee to get a legitimate quorum. The extra members are the Warden and one Fellow elected by Assembly. The other amendment is to replace the statement “The function of this committee shall be to assist the Warden in the final preparation of the budgets for submission to Assembly” with the section under “The duties of the Committee shall include…”.
Section C. (3) Finance Committee of the By-Laws
The Committee shall consist of eight members, including the Warden, the Dean of Studies, the Dean of Theology, the Chair of the Administrative Committee, the Bursar, and three Fellows elected by Assembly for a 3-year term. The terms shall be staggered such that one Fellow shall be elected in each year. In the event of a resignation or retirement by a Fellow, Assembly shall elect a replacement to complete the term of that Fellow.

The duties of the Committee shall include:
1. assisting the Warden in the preparation of the annual College budget to Assembly
2. reviewing, at least quarterly, the financial statements of the College, including those of the Trust Funds
3. meeting jointly with the Finance Committee of College Council,
   a) to recommend the audited statements to Council for approval
   b) to recommend to Council the appointment of the Auditor
   c) to recommend to Council capital expenditures

MOTION: That the revisions in section C. (3) ‘Finance Committee’ of the By-Laws be approved.
J. Hoskins on behalf of Assembly Executive CARRIED

i) Scholarship Committee
G. Baldwin circulated the following information with the agenda:
BACKGROUND: G. Baldwin has proposed these amendments regarding the Scholarship Committee to increase membership from seven to eight, making it easier for this small committee to get a legitimate quorum. In order to have college scholarships appear on transcripts, a majority of the members involved in the decision must be university employees.

Section C. (6) Scholarship Committee
The Committee shall consist of eight members, including the Warden, the Dean of Studies, the Registrar, one member elected by the Faculty of Theology, and four Fellows elected by Assembly. The Awards Clerk and Development Officer shall be non-voting members of the Committee; the Awards Clerk shall act as secretary to the Committee.

The duties of the Committee shall include:
1. selecting, on behalf of Assembly, the recipients of Awards, Bursaries, Fellowships, and Prizes awarded by St John’s College, and reporting these names to Assembly
2. recommending to Assembly the terms and conditions of Awards, Fellowships, and prizes

MOTION: That the revisions in section C. (6) ‘Scholarship Committee’ of the By-Laws be approved.
J. Hoskins on behalf of Assembly Executive CARRIED

d) The Helen & Bill Battershill Scholarship (attachment 3)
MOTION: That the revisions to the terms of the Helen & Bill Battershill Scholarship be approved.
E. McShane on behalf of Assembly Executive CARRIED

e) The Uganda Bursary (attachment 4)
Assembly Ex. MOTION: That the revisions to the terms of the Uganda Bursary be approved.
E. McShane on behalf of Assembly Executive CARRIED

6. Reports from College Committees
a) Scholarship Committee (attachments 5 & 6)
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. Attached are two reports.

7. Reports from College Officers
a) Warden
J. Hoskins reported that (see attachment)

b) Dean of Studies
G. Baldwin sent regrets to the meeting but circulated the attached report with the agenda:
The Art-Music-Social events at the College
The first exhibition for 2003-06 in the Quiet Room Gallery is “my Beautiful War”, a works by Paul Robles based on variations on origami. The exhibition opened September 13 with a well-attended reception and will close October 20. The show is curated by Sharon Alward and supported by the Winnipeg Arts Council. Paul has donated the title work of the show to the College.

The opening-of-term BBQ was Thursday, September 15, and was attended by 150 students, Fellows and staff. The opening-of-term reception for Fellows and staff was Friday, September 16.

To honor Tom Holens on his retirement after 43 years at the University, 42 at St John’s, we are having a dining-in tomorrow, 23 September. I hope you all have signed up both to congratulate Tom, and to spend a convivial evening with colleagues and friends.

Reports from the committees that I sit on are included in other agenda items, so I will leave them to others. However, I would like to comment again on the College’s art collection. We have applied for a Student Work position to continue the upgrading of our records of the collection, documenting all of the pieces in terms of value, size, media, donor, etc. Over the years, several lists have been made of the collection, some duplicates have crept in, which we need to identify, but other pieces are clearly missing. It is essential that if a Fellow or a staff member wishes to move or replace a piece (regardless of where it is currently hung, or where they wish it to be hung) that prior approval be obtained from the art curator, Sharon Alward, or assistant Amy Karlinsky, or the Awards Clerk, Lesley Cowan.

c) Dean of Theology
There are 6 new students in first year of the Diploma in Applied Theology program and 3 students in second year of the program. We have 2 students graduating from the Diploma in Applied Theology program at Convocation this November.

The Currents Conference 2005 will be held September 30 – October 1, 2005. The topic is “The Role of Theology on the Campus; Does the Academic Need the Study of Theology?” It is expected that there will be a good turnout for this conference.

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

Summer Conferences/Residence
As of the end of August, Conference revenue for both room and board came in slightly ahead of the budgeted amounts. This is particularly gratifying considering the Intensive English Program was unable to provide us with the number of students we had anticipated, a result of decreased enrollment in their program. The shortfall was made up in part by aggressively selling our meal plan to summer resident students and booking other short term guests. The Food Services manager, the Facilities manager, and other office staff worked very hard to keep our Residence full and busy in spite of the cancelled bookings. Major groups and bookings included:

- Winnipeg Woodcarvers
- Team Canada Volleyball
- Intensive English Program
- Summer Students
- High School Math Camp

Entering the fall Academic term in a positive position takes some of the stress off and doesn’t force us to play “catch up”. This bodes well for the rest of our fiscal year.

Building/Maintenance items
Starting in October construction will begin on the Men’s and Women’s washrooms across from the Cross Common room. We submitted a request to the University to have them upgraded so that they are handicap accessible and this will now finally be done. The result will be one less stall in each washroom, one lowered sink, automatic doors, and some changes to the entrances to facilitate wheelchair access. The washrooms will also be painted and look much less institutional. This project is being fully funded by the University.
An Engineering firm has also installed a monitoring system in the tunnel outside the Daily Bread Café to observe the floor and walls. The tunnel experienced some significant shifting as a result of the heavy rainfall this summer. An Engineer’s Report was done, and the monitoring system is in place to determine if at some point repairs are needed to maintain its structural integrity. This is also being funded by the University.

We also had some flooding through the eastern entrance of the Academic wing after a heavy rainfall, causing water damage to the carpet and drywall. The cleanup and repair costs fell under the University’s insurance policy were not at our expense.

**Chapel Organ**
We have had another incident of theft in the Chapel. Three Gemshorn pipes and a Principle 8 were taken, and have a replacement cost of $793. We have of course reported this to Campus Security and the Winnipeg Police, and I am being kept apprised of their investigation. Because the Chapel doors are not locked, the organ is quite vulnerable. The Facilities Manager is looking into methods of securing it with either a gate or shutter system, with the hope of preserving the look and style of the Chapel décor. There is a possibility the repairs can be made before Convocation.

e) Chaplain & Dean of Residence
Saint John’s Residence
P. Lampman submitted the following report for the minutes:

We have 98 residents, with one married couple in a suite. Our return rate has improved. There are 61 new students and 37 returning residents. This year we increased the number of single rooms from 95 to 96 by turning a double suite into a single suite. The 2nd bedroom is now a residence room. One of our regular residents will be moving into this single apartment for 2nd term. We have four students who will be with us for one term only, but one of these may stay for 2nd term. We have a good mix of International (18) and Canadian students. We have one non-resident who has paid for the meal plan.

The Dons’ Team joined with the Residence Associates from U of M Housing and Student Life for a two day Non-Violent Crisis Intervention training event. This was followed by our annual retreat to a cabin on Breezy Point. This is the second year that we have an International Student Representative on the Dons’ Team. This student’s job is to help integrate the international students into residence and community life. We are working on improving the “buddy system,” which brings together Canadian and International students.

The cycle of orientation events went well, especially JumpStart. We had the highest enrolment ever for this. There were 36 new students at this event. This is a student led, student organized event, with support from Administration Staff. Community spirit is high and is developing well. The Fall Banquet and House Meeting attendance were excellent. Based on the number of students who have signed up, interest in sports and intramural events is very high. We have a very good group of students this year, and we have had no discipline problems.

**Chapel Worship and Activities**

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<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>4 pm</td>
<td>Holy Communion (Holy Eucharist)</td>
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<td></td>
<td>7 pm</td>
<td>Choral Evensong (1st Sun. each month with “All the King’s Men”)</td>
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<tr>
<td>Monday</td>
<td>9 am</td>
<td>Morning Prayer, 11:45 Mid-Day Prayer</td>
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<tr>
<td>Tuesday</td>
<td>9 am</td>
<td>Morning Prayer, 11:45 Mid-Day Prayer; 9:40 PM Compline</td>
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<tr>
<td>Wednesday</td>
<td>9 am</td>
<td>Morning Prayer, 11:45 Holy Communion (Eucharist)</td>
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<tr>
<td>Thursday</td>
<td>9 am</td>
<td>Morning Prayer, 11:45 Mid-Day Prayer</td>
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The Rev. Dr. John Stafford is Honorary Assistant for the Chapel Community, and the Rev. Dr. Iain Luke continues to assist in Chaplaincy. Michael Cutler is our Chapel Music Group Director again. Our Chapel music group “Holy Smoke!” has several new members. Prof. Charles Horton is the Music Director of All the King’s Men and Mark McLellan is the Cantor.

f) Development Office
There was no report from the Development Officer as he sent regrets to the meeting.
g) Librarian
   There was no report from the librarian as he sent regrets to the meeting.

h) Registrar
   E. McShane reported that first year enrollment is up.

8. Any Other Business

   a) Report from the Senior Stick
      Breanne Reinfort submitted the following written report for the minutes:
      - JumpStart, our annual orientation programme for first-year students was successfully held on September 1 and 2, 2005. We had a record of 36 participants, comprised of both Day and Residence students. Events included the Photo Safari, Glow-Bingo Bowling, a Bonfire, and a Q&A session.
      - The SJCSA’s Treasurer (Carey-Anne Koutecky), elected in March, 2005 has resigned her position. Therefore, on September 5, 2005, the SJCSA approved the appointment of Manjit Jassal as the Treasurer for the 2005-06 academic term.
      - Nominations for the vacant Council positions of Programming Director(s), First Year Day Representative and First Year Residence Representative were received September 16, 2005. Since only one candidate ran for each position (with the exception of Programmers, where the position can be shared by two people), they have assumed their positions by acclamation. Our new Programming Directors are Neil Bailey and Carla White; the new First Year Day Representative is Christine Reinfort; and the new First Year Residence Representative is Alyssa Dyck.
      - The annual “Giv’r on the River” Boat Cruise Social was held on September 17, 2005. The event was a great success, with 118 tickets sold.
      - The SICSA Constitution is undergoing revisions to break the document into a Constitution and Bylaws. The motion will be entertained at the next meeting of Student Council.

9. Adjournment

MOTION: That the meeting be adjourned.
I. Froese/S. Alward

CARRIED

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

Chair: [Signature]  Secretary: [Signature]  Date: Jan 19, 2006
The Warden's report was inadvertently left out of the September 22, 2005 minutes. Below is the missing report.

7. Report from College Officers
   a) Warden

   J. Hoskins reported that at this stage, we have been informed by the VP Academic that a Strategic Initiatives Fund Proposal for Canadian Studies from the College will not be considered. It would have to be put forward by a faculty, presumably the Faculty of Arts. I have met with Dean Richard Sigurdson and have indicated our continuing interest in Canadian Studies and have asked to be kept informed of developments in this regard.

   Dr Mark Whitmore, Dean of the Faculty of Science has been charged with chairing a committee to consider ways in which the U of M can be made more attractive to "high achievers" by which is understood, entering students with a high entering average. I have indicated an interest in being part of this initiative.

On September 20, St John's College was a major host of a United Way leadership breakfast. This year, I am the chair of the University Division of the United Way (University of Manitoba, University of Winnipeg, St Boniface College and the Canadian Mennonite University) and organized the breakfast for donors to the United Way who contribute $100 or more per Month. I owe a debt of gratitude to all of the Staff who helped with this event but most especially to Ian Park, who secured donations from our food suppliers to cover our costs. The breakfast was a good event for the United Way and showcased St John's College very well. We are also contributing a package to the United Way rainbow auction, consisting of SJC clothing, mugs and gift certificates for the Daily Bead Café. The U of M Press contributed a number of books to the packages as well. Its retail value is $500.