ST JOHN’S COLLEGE COUNCIL
MINUTES

For the Meeting of Wednesday May 26, 2010
Meal at 5:30, Meeting from 6:00 in the Cross Common Room (#108)


1. Opening Prayer

J. Stafford opened the meeting with prayer. A special prayer was said for Erin Palamar, former Registrar of St John’s College, who passed away this week.

2. Approval of the Agenda

MOTION: That the agenda be approved as circulated.
J. Hoskins/G. Friesen  CARRIED

3. Approval of the March 24, 2010 Minutes

MOTION: That the March 24, 2010 Minutes be approved as circulated.
J. Hoskins/W. Regehr  CARRIED

4. Business Arising from the Minutes

a) Report from Future Visioning, Development and Strategic Planning Steering Committee

I. Froese presented a written report on the status of the work of the steering committee. B. Beare addressed the issue of possible timelines for the hiring of a new Warden as it relates to the ongoing visioning process, and suggested that an interim Warden might have to be appointed until the work of the steering committee is completed. After some discussion, Council decided to start the search for a new permanent Warden immediately, to ensure that one would be in place when J. Hoskins completes her tenure as Warden on June 30, 2011. To expedite that process, the following motion was approved:

MOTION: That Council ask the Chair of Assembly to strike a search committee for a new Warden by June 30, 2010.
G. Friesen/B. Payne  CARRIED

5. New Business

a) Budget Summary

The budget for 2010-2011 which was approved by Assembly on May 18, 2010, was presented to Council. I. Froese reported that the 2010-2011 budget forecasts a modest operating surplus (excluding Theology) of $285.
b) Appointment of an Acting Chaplain

**Motion 1:** That Council move into closed session.
J. Hoskins/J. Ripley

**MOTION 2:** That J. Stafford be appointed Chaplain of St John’s College for the period of May 27, 2010 to June 30, 2012.
J. Hoskins/J. Ripley

**MOTION 3:** That Council move out of closed session
J. Hoskins/G. Friesen

**CARRIED**

c) Report on Membership
B. Beare reported that B. Pope and S. Blaikie have been re-appointed as Diocesan Representatives to Council for a period of three years effective July 1, 2010.

**MOTION:** That H. Richardson be re-appointed to Council as a Friends of St John’s College Representative for a period of three years effective July 1, 2010.

J. Ripley/A. Braid

**CARRIED**

d) 2010-2011 Meeting Dates
The 2010-2011 Council meeting dates were presented for information. B. Beare noted that these dates are subject to change if conditions warrant.

**St John’s College**

**2010/2011 Council Meeting Dates**

*Council Executive*
*(Chancellor, Warden, Dean of Studies, Dean of Theology, Chair of Council and Chair of Assembly).* **Meetings are held in the Quiet Room - #111 St John’s College**

- **Tuesday** September 14, 2010 @ 2:30 p.m.
- **Tuesday** November 16, 2010 @ 2:30 p.m.
- **Tuesday** January 18, 2011 @ 2:30 p.m.
- **Tuesday** March 8, 2011 @ 2:30 p.m.
- **Tuesday** May 10, 2011 @ 2:30 p.m.

*Council*
*Dioesan Council representatives on SJC Council are members of SJC Assembly.* **Meetings are held in the Cross Common Room - #108 St John’s College**

- **Wednesday** September 29, 2010 @ 5:30 pm
- **Wednesday** November 24, 2010 @ 5:30 pm
- **Wednesday** February 2, 2011 @ 5:30 pm
- **Wednesday** March 23, 2011 @ 5:30 pm
- **Wednesday** May 25, 2011 @ 5:30 pm
f) **2009-2010 SJC Enrollment Statistics**  
The 2009-2010 SJC Academic Year End Enrollment Statistics were presented to Council for information.

6. **Reports from Committees, College Officers and Student Council**

a) **Reports from Committees**

   **Council Executive**
   Council Executive met last month, and brought the matters forward that are present in the agenda tonight.

   **Development Committee**
   No report.

   **Finance & Administration Committee**
   No report.

b) **Report from Assembly**

   S. Close presented the following report on behalf of Assembly:

   St. John's College (SJC) Assembly met on Tuesday, May 18, 2010. Thank you to Rod Clifton who chaired this meeting, as I was unavailable. The following issues were considered:

   1. R. Clifton presented the final report of the Ad Hoc Committee on Providence College. After discussion, a motion was carried that a new committee be struck to fully discuss the question of the relationship between SJC and Providence College.

   2. The 2010-2011 Assembly meeting dates were circulated for information.

   3. Nominations for membership on the Standing Committees were approved as presented.

   4. Fellowship nominations were approved.

   5. Assembly representative nominations for the Dean of Residence and the Registrar's hiring committees were approved.

   6. The 2010-2011 Operating Budget was approved.

   7. Amendments to terms of the James Cross Memorial Trophy and the C.A.E. Jensen Scholarship were approved. The terms of the Erin Palamar Award were approved.

   8. The academic year statistical report was received from Acting Registrar, T. Suffield.

   9. Reports were received from College Officers.

c) **Reports from College Officers and Student Council.**

   **Warden**

   Warden's Report to Council:  
   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.

The Registrar’s position has been posted by the U of M on its website, with a closing date of May 31, and meetings of a search committee should commence the first week of June. The Dean of Residence position is on the College website. An ad was in the Free Press on May 15 and it is on websites targeted at potential applicants. The closing date is May 28 and we hope to begin search committees for this position in early June as well.

The new Chancellor of the University of Manitoba, Harvey Secter, will be installed on June 1 and I will be taking greetings on behalf of St John’s.

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

It was noted that J. Hoskins has been nominated to serve on the University of Manitoba’s Board of Governors for a period of one year.

Owing to time constraints the following motion was approved by Council:
MOTION: That Council Executive be allowed to act on Council’s behalf in approving successful candidates for the Dean of Residence and the Registrar’s positions.
A. Braid/G. Friesen
CARRIED

Dean of Theology

J. Stafford presented the following report: (awaiting written report)

Bursar

Bursar’s Report to Council – May 26, 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.
Dean of Studies

St John's College Council - May 26, 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 118. We now have a schedule for which faculties have which time slots in each lecture theatre.

Chaplain & Dean of Residence
Report to Council - May 26, 2010

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

Development Officer

Fundraising

Ended last year with close to $180,000 raised. So far this year we have raised $47,550. 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.

We received a bequest from the Estate of Dr. Miriam Hutton, an Honorary Fellow of the College since 2001, in the amount of $5,000. Dr. Hutton directed her gift to Theology. She passed away last December.

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 was mailed to over 3,000 alumni and friends towards the end of last week.

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. Jarett Myskiw was the successful candidate for the position.

**Registrar’s Report**

1. The SJC 2009 Annual Report is now completed. Draft copies are in the mail to all Council members for review before the final print copy is prepared. Would you please send me any requests for changes to the report by May 31, 2010. Thanks to all who contributed to the report, and to our team of 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.
Senior Stick

No report available.

7. Any Other Business
A. Braid noted that he did not receive the e-mail re: Erin Palamar. T. Suffield will check the e-mail list to ensure A. Braid’s e-mail address is included

8. Adjournment
MOTION: That the meeting be adjourned.
J. Stafford/A. Braid CARRIED


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

Chair Secretary Date

June 9, 2010