

# ST JOHN'S COLLEGE COUNCIL MINUTES

For the Meeting of Wednesday November 29, 2006

**Present:** G. Baldwin, B. Beare (chair), A. Braid, B. Cantelo, I. Froese (acting secretary), J. Hoskins, P. Lampman, D. McLean, P. McLenehan, W. Norton, B. Payne, P. Penner, D. Phillips, B. Pope, H. Richardson, J. Ripley, L. Roberts, J. Stafford, and C. Trott. **Guests Present:** Maria Mendes and Guy Prefontaine (Architects)

**Regrets:** L. Carson, E. Palamar. *p. Cloutier*

## 1. Opening Prayer

P. Lampman opened the meeting with prayer.

## 2. Approval of the Agenda

**MOTION:** That the agenda be approved as circulated.  
B. Pope/B. Cantelo

**CARRIED**

## 3. Approval of the September 27, 2006 minutes (attachment 1 to the agenda)

-Move "B. Pope" from the "regrets" section to the "present" section.

**MOTION:** That the minutes be approved as corrected.  
P. McLenehan/ P. Penner

**CARRIED**

## 4. Presentation of the 99% complete drawings of Robert B. Schultz Lecture Theatre with the "A class" budget

Guy Prefontaine began by presenting the 99% complete drawings and walked through the various elements of the designs. He said that GPP is currently tracking changes in the market. They are looking to be ready in February when the General Contractors are hungry for work. In response to a question raised about the size of the corridor space, he said that the corridor width should be about the same size as the Cross Common Room and about fifty percent longer.

### Budget Presentation

From B+ to A Class drawings, the only difference was an increase from IST for the Audio/Visual from \$45,000 to \$129,000.

The budget info and drawings that were presented are attached.

In response to two questions: So far we have \$2.1 million in pledges and donations and the tender process will be done in phases.

**MOTION:** That College council authorizes GPP Architects to proceed to initiate the tender process on the Robert B. Schultz Lecture Theatre.  
J. Hoskins/D. Phillips

**CARRIED**

## 5. Business Arising from the Minutes

### a) Committee to Develop a Warden's Review, Search and Appointment Policy - Update

B. Beare reported that the committee roster has been set, excluding the member appointed by Dr. Kerr. The Committee will consist of: Kaye Dunlop (Council Rep.), Bernie Beare (Chair of Council), Art Braid (Diocesan Rep.), William Norton (Assembly Rep), Janet Hoskins (Warden), Donald Phillips (Bishop) and the U of M representative appointed by Dr Kerr.

## 6. New Business

### a) Theology Faculty Council Membership

In the Theology Faculty Council By-laws (1,6), the composition of Faculty Council can include "No more than two additional members having special expertise in the practice of ministry appointed by College

Council on the recommendation of the Warden and Chancellor." The Warden and Bishop are making the following recommendation:

**MOTION:** That the Rev. Donna Ball, who is currently the Ministry Placement Supervisor, be appointed to Faculty Council for a term ending May 31, 2009.

J. Hoskins/D. Phillips

**CARRIED**

## 7. Reports

### a) Reports from Council Committees

#### i) Council Executive

B. Beare reported that Council Executive met and discussed the issues raised before us at this meeting.

#### ii) Finance Committee

I. Froese reported that the Finance committee met with the investment managers from Magna Vista, and the committee reviewed the College portfolio and its performance with them.

#### iii) Development Committee

L. Carson submitted the following written report for the minutes (which D. McLean read at the meeting):

The Development Committee met on October 25<sup>th</sup> in the Quiet Room at 4:00. Minutes were approved. Derek reported activities that have been underway since May as well as an update on the funds to date, including interest, as \$2,063,000.00. Costs and drawings for the Lecture Theatre should be available in November for Council's perusal.

The committee discussed various issues related to the recognition of the levels of support for the campaign. This includes donor walls, bricks and lecture theatre seats. The committee agreed that there should be a donor wall that should include all the names from the Capital Campaigns from 2000 to the present. The names could be listed alphabetically within various designated levels of giving. The College needs to start working on the various lists and this will be completed over a period of time but within time for formal celebrations.

Derek reported on various Alumni visits that have been made as well as an update on estate donations, rare books and art acquisitions. He also indicated the possibility of a reunion for sixties Alumni in May 2007. The next Development Committee meeting would likely take place in the Spring of 2007. The meeting was adjourned.

### b) Report from Assembly

W. Norton reported that:

At the October meeting, Assembly:

- Re-appointed Dennis Cooley to the Scholarship Committee for a three year term ending June 30, 2009.
- Approved the Sibyl Inkster Centennial Award term revisions.
- Received the budget summary
- Appointed Assembly reps. Rod Clifton, Dennis Cooley, Patrick McLenehan (student) and member at large, B. Beare to sit on the Fellows' Recognition Award Committee for the 2007 search.
- Received a copy of the Chapel Use Guidelines and Policy that were approved at the September Council meeting.
- During closed session, Reg Horne (Canadian Studies) was elected a Visiting Fellow and Mary-Jane McCallum (History) and Ryan Eyford (history) were elected Research Fellows for the 2006/2007 academic year.
- Received the award recipients report from the Scholarship Committee.
- Received Reports from College Officers

**c) Report from College Officers**

**i) Warden**

The Rev. Dr. Iain Luke has submitted his resignation as Director of the Institute for Anglican Ministry, effective April 30, 2007, in order to take up the position of Dean of Athabasca. Iain has contributed much to the Faculty of Theology and St John's College over the past eight years and I will be sorry to see him leave. I am very pleased, however, that he will be given the opportunity to apply his many talents and considerable experience to this challenging new role. The Dean of Theology and I have had preliminary meetings about staffing and I am confident that we are in a good position to proceed with our programs and curriculum development within the faculty.

On November 1st, we celebrated the 140th anniversary of St John's College. A reception was held in the Cross Common Room and greetings were brought by: our Chancellor, Bishop Donald Phillips; Dr. Emőke Szathmáry, President, University of Manitoba; the Honourable Steve Ashton, Minister of Intergovernmental Affairs, on behalf of the Province of Manitoba; and Councillor Justin Swandel, on behalf of the City of Winnipeg. We also launched the book "St John's College: ~~The Origin of Higher Education~~ in Western Canada" by College Fellow, Dr. Jack Bumsted. *Faith and Education*

Our 140th Annual Convocation was held on Sunday November 5th. The Rev. Canon Peter Flynn received a Doctor of Divinity (Honoris Causa), Dr. Michael Bancroft received a Doctor of Canon Law (Honoris Causa) and Dr. Leo Mol was presented as a candidate for an Honorary Fellowship. Dr. Mol's health, on the day of Convocation, did not permit him to attend. We learned subsequently that he, in fact, would not be able to participate in an event at all. Under the provisions of our Statutes which allow for the presentation of honours, in absentia, under exceptional circumstances and with the agreement of the Chancellor, Dr. Mol was made an Honorary Fellow of St John's College, in absentia.

Dr. Bancroft gave an excellent and very challenging address which will be available on the college website.

On November 10th, Derek McLean and I had a number of meetings with alumni and friends in Toronto and participated in a U of M Alumni Association reception there.

I continue in my role as co-chair (along with Jeff Zabudsky, President of Red River College) of the Universities and Colleges Division of the United Way Campaign. The campaign is coming to an end and promises to be very successful. I have agreed to be on the Cabinet of the 2007 campaign.

**ii) Dean of Theology**

J. Stafford reported that:

At the November Convocation, two students graduated with the Advanced Certificate in Priestly Ministry and three students graduated with the Diploma in Applied Theology.

There <sup>are</sup> 8 students enrolled in the Diploma and Advanced certificate Programs. There are 13 students enrolled in individual courses.

I gave a paper in Salt Lake City in Oct at the Sixteenth century Studies conference. It was well received.

We continue to receive inquiries about the Diploma Program and individual courses which is very encouraging.

**iii) Bursar**

I. Froese submitted the following written report for the minutes:

The Daily Bread Café is having a very <sup>successful</sup> fall term, as evidenced by the following sales numbers:

	2005		2006
September	\$21,248	September	\$23,506
October	\$21,107	October	\$28,499

Year to date, café sales are up \$8,500 over this time last year, and at times we wonder if there will be enough tables to accommodate the heavy lunch crowd.

The cash machine located outside the Café is also very busy, and could very well be contributing to the increase in sales:

	Transactions	Dispensed	Revenue for SJC
October	434	\$19,400	\$324
November	463	\$20,340	\$347

We have also scheduled some work to be done in the General Office, using carry-over funds from last year's University operating budget. The offices will all be re-painted, and the carpet will be replaced. Also, the Cross Common Room and the Quiet Room will be re-painted.

**iv) Dean of Studies**

C. Trott submitted the following written report for the minutes:

Planning is well underway for the annual college Burn's Night Dinner and the date has been scheduled for Friday January 26, 2007. Dr. Birk Sproxtton of Red Deer College, and a former College fellow, has accepted the invitation to give the annual Marjorie Ward Lecture which will be held on March 8, 2007.

**v) Chaplain/Dean of Residence**

P. Lampman submitted the following written report for the minutes:

**Saint John's Residence**

**Vacancies**

At present we have two vacancies. One student withdrew from University and a Dentistry student moved to a residence near the Bannatyne campus.

**Spirit Cup**

For the first time, the residence students are competing with the other University Residences for the Spirit Cup. Students participate in attending Bison sports games and other activities. Points are awarded for participation and attendance. We are now third place in the standings.

**Discipline**

Since our last meeting we had two disciplinary meetings with students. There was a smoking incident, and one incident involving the burning of incense. We take fire hazards very seriously and the behavior has been corrected.

**Winter Hosts / Residence Dons**

Three students have been selected for the Position of Winter Host / Residence Don for the Christmas vacation period. These international students will carry the Dons' cell phone and be available to help students in case of emergency, do some programming of events, etc. while the University is shut down.

We have 34 international students and many of them will stay for a portion of the vacation period.

**Chapel Worship and Activities**

**Study Group**

We have a Chapel study and discussion group. In the past, topics have included the Sunday Bible readings and also *The Purpose Driven Life*. Liberation Theology is the focus of the Wed. 4 p.m. discussion group in (room 211). We are reading selections from *Who Will Roll Away the Stone? Discipleship Questions for First World Christians*. We are partnering with members of the Student Christian Movement for this and for a Monday service at noon.

**Meditation Group**

We have started a silent meditation group every Wednesday at 3 p.m. We have been practicing mindfulness meditation as we sit in silence.

### Memorial Services

We have had two Memorial Services, since our last meeting. The services were in memory of Dr. George Porozny (Sept. 28, 2006) and for Dr. Robert Sloan (Oct. 7, 2006).

#### vi) Development Officer

D. McLean submitted the following written report for the minutes:

We have now raised \$2.127 million for the Lecture Theatre. In addition, we have 'sold' 111 Bricks (most at \$300 each) and 19 Seats in Room 118 (at \$500 each). These are all excellent achievements for a College of this size. However, as we know we still need more funds and we are actively pursuing other prospective donors. We have had a good fall, having received two pledges for \$25,000, one donation of \$35,000 as well as a pledge that we thought was going to be \$50,000 will now be \$100,000.

We have also received \$50,000 from the Ewanchuk estate and expect a further \$10,000-15,000. We thought the Conlin estate would be over \$100,000 and have now been told that it will be over \$150,000. Both of these estate gifts go to the bursaries in those names. We also received a donation of \$10,000 to create a new Theology award in memory of one of our graduates.

During the summer, our summer assistant did a study of estate gifts since 1989. We counted 42 and it appears that we were aware of only one-third of these in advance. The mean average was about \$12,000 (taking out the highest and lowest gifts also) and the median average was \$5,000. Currently we have about 55 'expectancies' (ie estate gifts that we expect will come in the future). If we are aware of only one-third of our expectancies, that means there are about 165 gifts to come, likely over the next 20-40 years. At \$5,000 each, this would be \$825,000 and at \$12,000 each, this would be nearly \$2 million. We thought Council might be interested in these future prospective funds.

Another *In Lumine* is being prepared and should come out in January 2007.

Over 60 of Jack Bumsted's history of the College have been sold internally, at the College only price of \$17 each.

Jan and I had a busy and successful Toronto visit in conjunction with the U of M alumni reception.

As mentioned in the Development Committee report, we have looked at creating a Donor Wall for the Capital campaign, recognizing different levels of giving.

#### vii) Registrar

The Registrar was not at the meeting.

#### 8. Any Other Business

##### a) Report from the Senior Stick

P. McLenehan reported that the fall term went well and the Council is looking forward to a successful winter term.

##### b) Dean of Studies Last Council Meeting

J. Hoskins announced that this is George Baldwin's last Council meeting. Many thanks were given by College Council.

#### 8. Adjournment

**MOTION:** That the meeting be adjourned.

A. Braid/P. Penner

**CARRIED**

Official Copy of the minutes is signed by the chair and secretary and kept in the Registrar's office.

Chair

Secretary

Date

7 Feb 07



**CLASS A CONSTRUCTION COST ESTIMATE ANALYSIS  
PROPOSED NEW 250 SEAT LECTURE THEATRE, ST. JOHN'S COLLEGE**

November 29, 2006

	'B+' Estimate (McEvoy Nov., 2006)	'A' Estimate (McEvoy Nov., 2006)
Lecture Theatre Addition – Base Building	\$2,807,000.00	\$3,043,400.00
	(w/ structural slab)	(w/ structural slab)
Option - Faculty Lounge Expansion & Roof Deck	Included in Base	Included in Base
Option - Partial Basement – Unfinished, Structural Slab	Included in Base	Included in Base
Millwork, Seating and Tables: 250 seats	Included in Base	Included in Base
Site, Sidewalks, Catchbasin, Planting, Orchard	Included in Base	Included in Base
IST Audio/Video Equipment Allowance	45,000.00	129,700.00
<b>* Subtotal – Construction Cost</b>	<b>\$2,852,000.00</b>	<b>\$3,173,100.00</b>
Design/Market/Construction Contingency (10%@B; 5%@A)	285,200.00	158,600.00
Fees, Permits, Surveys, Soils, McEvoy Estimating (say 10%)	<u>285,200.00</u>	<u>317,300.00</u>
<b>* Subtotal – Construction Cost w/Fees, Contingency</b>	<b>\$3,422,400.00</b>	<b>\$3,649,000.00</b>
GST	(6%) <u>205,344.00</u>	(6%) <u>218,940.00</u>
Upgrade electrical service capacity	Included	Included
Upgrade Chilled water infrastructure	Included	Included
Cost saving items	Included	Included
<b>Total Project Budget Cost Estimate</b>	<b>\$3,627,744.00</b>	<b>\$3,867,940.00</b>
<b>Projected Escalation November 2006 – April 2007 (4%)</b>	<b>154,000.00</b>	<b>included</b>
<b>Total Project Budget Cost Estimate</b>	<b>\$3,781,744.00</b>	<b>\$3,867,940 .00</b>
<b>Projected Escalation November 2006 – April 2007 (4%)</b>	<b>\$130,000.00</b>	<b>\$133,300.00</b>

**Phasing Strategy**

Complete 100%	\$3,867,940.00
Construct shell 50%	\$1,933,970.00
Complete corridor 20%	\$773,588.00
Finish Theatre 30%	\$1,160,382.00

Prepared For:

Gaboury Prefontaine Perry Architecture  
310 – 55 Donald Street  
Winnipeg, MB R3C 1L8

**PROPOSED 250 SEAT LECTURE THEATRE ADDITION  
ST. JOHN'S COLLEGE  
UNIVERSITY OF MANITOBA  
WINNIPEG, MANITOBA**

**CLASS "A" (PRE-TENDER STAGE) CONSTRUCTION  
COST ESTIMATE**

Prepared By:

J.W. McEvoy Associates Inc.  
Professional Quantity Surveyors  
202-698 Corydon Avenue  
Winnipeg, Manitoba  
R3M 0X9

November 29, 2006

File No. 06718

SUMMARY

	TOTAL	
Architectural / Site Work	1,279,000	51,600
Structural	703,800	
Mechanical (Per Consultant)	455,700	
Electrical (Per Consultant)	320,500	
Cash Allowances (Testing etc.)	36,000	
G.C.'S Overhead and Fee	248,400	
	<u>\$ 3,043,400</u>	
Market Contingency (10%)	<u>304,300</u>	
<b>TOTAL (CONSTRUCTION COST ONLY)</b> (November 2006 Current Dollars)	<u><b>\$ 3,347,700</b></u>	

Note:

See P3 for exclusions

**Introductory Notes**

<b>Scope of Work</b>	<p>Project Comprises:</p> <ul style="list-style-type: none"><li>- New Single Storey addition plus basement &amp; faculty lounge (1476 m<sup>2</sup>) ( 15,887 s.f.)</li><li>- Site development</li><li>- Site Services</li></ul>
<b>Construction Cost</b>	<p>\$ 3,347,700 (November 2006 Current Dollars)</p>
<b>Design Information</b>	<p>This Class 'A' construction cost estimate was based on pre-tender (95%) stage drawings and specifications prepared by Gaboury Prefontaine Perry Architecture and their Consultants.</p>
<b>Contingencies</b>	<p>A 10% market contingency is included. No other contingencies are included.</p>
<b>Contract</b>	<p>It is assumed the project will be competitively tendered in its entirety on a "Stipulated Sum" basis. Should any other system be used the estimate may require adjusting.</p>

Introductory Notes (Cont'd)

**Taxes**

G.S.T. is excluded.

P.S.T. is included.

R.S.T. is included

**Exclusions**

The following items are excluded from this estimate:

- Consultants fees and disbursements
- Financing, legal, administration costs
- Surveys, etc.
- Construction contingencies
- Hazardous material removal (if applicable).
- Escalation beyond November 2006
- Furnishings, furniture and loose equipment
- Heating and hoarding (if required).
- Utility charges
- G.S.T. (P.S.T & R.S.T. are included)

## Budget Summary @ November 30, 2006

	2005-06	2005-06	2006-07	2006-07
EXPENDITURES	Audited	Year to Date	Year to Date	Budget
Admin & Clerical U of M	449,304	282,277	286,914	423,171
Admin & Clerical SJC	107,901	62,338	50,397	85,444
Academic Programmes	104,487	11,844	7,066	99,244
Registrar's Office	9,080	5,133	8,335	11,235
Conferences & Summer Res	44,280	29,013	29,568	46,667
Residence	168,883	79,861	79,294	190,813
Food Services	632,088	398,534	431,155	686,991
Theology	171,268	102,925	108,913	176,671
Chapel	25,882	16,568	17,467	29,823
Development/Promotions	157,350	99,700	109,097	152,112
Capital Campaign	13,208	2,567	10,466	6,100
<b>TOTAL EXPENDITURES</b>	<b>1,883,731</b>	<b>1,090,760</b>	<b>1,138,672</b>	<b>1,908,271</b>
<b>TOTAL EXPEND. (Ex. Theol.)</b>	<b>1,712,463</b>	<b>987,835</b>	<b>1,029,759</b>	<b>1,731,600</b>
<b>TOTAL EXP (ex.Theol&amp;CapC)</b>	<b>1,699,255</b>	<b>985,268</b>	<b>1,019,293</b>	<b>1,725,500</b>
<b>SOURCES</b>				
<b>Previous Year Trust Revenue</b>				
Theology	91,041	21,332	0	95,252
College Operations	14,952	13,952	14,045	15,045
Academic Programmes	58,693	7,822	0	53,291
Subtotal	164,686	43,106	14,045	163,588
<b>Current Sources</b>				
Admin & Clerical U of M	463,221	419,956	427,939	423,956
Annual Giving (unrestricted)	16,552	16,552	10,000	10,000
Misc. Rev. for College Oper.	15,098	4,094	3,132	13,450
Academic Programs	43,412	7,502	3,547	41,850
Conferences & Summer Res.	101,139	101,139	107,848	107,132
Residence	230,499	118,170	124,881	243,318
Food Services	767,708	488,911	556,836	819,451
Chapel	2,263	1,430	3,031	1,100
Theology	84,862	113,260	39,831	81,419
Total Current Sources:	1,724,754	1,271,014	1,277,045	1,741,676
<b>TOTAL SOURCES</b>	<b>1,889,440</b>	<b>1,314,120</b>	<b>1,291,090</b>	<b>1,905,264</b>
<b>TOTAL SOURCES (ex. Theol.)</b>	<b>1,713,537</b>	<b>1,179,528</b>	<b>1,251,259</b>	<b>1,728,593</b>
" " (ex. Theol.&Cap.C.)	1,713,537	1,179,528	1,251,259	1,728,593
<b>CUR. OP. SURPLUS</b>	<b>5,709</b>	<b>223,360</b>	<b>152,418</b>	<b>-3,007</b>
<b>CUR. OPERATING (ex. Theol.)</b>	<b>1,074</b>	<b>191,693</b>	<b>221,500</b>	<b>-3,007</b>
<b>CUR.OPER. (ex.Th.&amp; Cap.Camp)</b>	<b>14,282</b>	<b>194,260</b>	<b>231,966</b>	<b>3,093</b>
<b>ACCUM. OP. SURPLUS</b>	<b>-44,107</b>	<b>214,287</b>	<b>108,311</b>	<b>-47,114</b>
<b>AC. OP. SUR (ex. Theol.)</b>	<b>-65,359</b>	<b>207,622</b>	<b>156,141</b>	<b>-68,366</b>
<b>Ac.Cp.Sur (ex.Th.&amp;Cap.Camp.)</b>	<b>26,716</b>	<b>288,165</b>	<b>258,682</b>	<b>29,809</b>