

ST JOHN'S COLLEGE COUNCIL MINUTES

From the Meeting of Wednesday October 3, 2007

Present: B. Beare (chair), S. Blaikie, A. Braid, L. Carson, P. Cloutier, K. Dunlop, G. Friesen, I. Froese, B. Hallman, J. Hoskins, P. Lampman, G. Lukács, E. Palamar, P. Penner, B. Pope, B. Norton, J. Ripley, H. Shepherd, J. Stafford and C. Trott,
Regrets: B. Payne, D. Phillip and H. Richardson
Absent: Development Officer (vacancy), and Diocesan Council Rep (vacancy)

1. Opening Prayer

P. Lampman opened the meeting with prayer.

2. Approval of the Agenda

Add a new item 5. i) "Appointment of A Development Officer" and letter the remaining item i as item j.

MOTION: That the agenda be approved as amended.

C. Trott/B. Hallman

CARRIED

3. a) Approval of the March 28, 2007 minutes (attachment 1 to the agenda)

Delete "B. Pope" from the regrets section at the top of the minutes.

MOTION: That the minutes of the March 28, 2007, be approved as corrected.

J. Hoskins/P. Lampman

CARRIED

b) Approval of the May 23, 2007 meeting notes (attachment 2 to the agenda)

In the last point under item 3. h) i), correct "whished" to read "wished".

MOTION: That the notes of the May 23, 2007, be approved as corrected.

J. Hoskins/P. Lampman

CARRIED

4. Business Arising from the Minutes

a) Robert B. Schultz Lecture Theatre Update

J. Hoskins circulated and went over the highlights of the attached agreement between The University of Manitoba and St John's College regarding the Robert B. Schultz Lecture Theatre. She thanked our college solicitor, Jim Ripley for his help with the document. There was a discussion about the agreement.

I. Froese reported that he and our facility manager, B. Mahaffy, meet with the contractor, the architects and U of M physical plant every two weeks for updates. The construction is proceeding however; they are about eight weeks behind due to a punctured water line, a water main break, and rain. The contractors plan to install the doorway into the faculty lounge during reading week, rather than the Christmas break. The Bursar and Warden have met with the architect to pick out colours and carpet. The development office staff is working on the donor wall for the lecture theatre. It is hoped that the project will be complete by the third week of March 2008.

5. New Business

a) Membership on Council

Friend of St John's College Representative

MOTION: That Heather Richardson be re-appointed to Council, for a three-year term ending June 30, 2010, as one of the three members appointed by Council from amongst the graduates of the College, former members of the College and members of the community who support the College.

J. Hoskins/B. Payne Pope

CARRIED

- b) **By-law of Council Revisions – Adding an Indemnity of Directors and Officers Clause** (*attachment 3 to the agenda*)
MOTION: That Council approves the addition of the Indemnity of Directors and Officers clause to the College By-laws as item F and the re-lettering of the existing item F as new item G.
 B. Beare on behalf of Council Executive **CARRIED**
- c) **By-law of Council Revisions, Section D. (2)** (*attachment 4 to the agenda*)
MOTION 1: That the Planning and Development Committee in section D. 3. of the Council by-laws be removed.
 B. Beare on behalf of Council Executive **CARRIED**
- MOTION 2:** That section D. 2. of the Council by-laws be replaced with the revised D. 2 Finance and Administration Committee as noted in the attachment.
 B. Beare on behalf of Council Executive **CARRIED**
- d) **Theology Grad Recommendations**
- i) **MOTION:** That Ms. Margaret Scott, and Ms Valerie Sayers having completed the examinations and having gained the necessary standing as prescribed, be approved to receive the Diploma in Applied Theology.
 G. Friesen on behalf of Assembly **CARRIED**
- ii) **MOTION:** That Mr. Donald McKenzie, having completed the examinations and having gained the necessary standing as prescribed, be approved to receive the Advanced Certificate in Priestly Ministry.
 G. Friesen on behalf of Assembly **CARRIED**
- e) **Appoint Auditors**
 I. Froese reported that normally the auditors report and the audited financial statements would come forward at this meeting but our auditor is away and we do not have the complete set of documents for Council to review at this time. Since we do not have these documents, it seemed as though we should wait until we have them before we consider appointing auditors for the 2007/08 year. He asked if item 5. e) could be tabled to the next meeting of Council.
AGREED: That we table this item to our next meeting.
- f) **Audited Financial Statements**
 I. Froese reported that normally the auditors report and the audited financial statements would come forward at this meeting but our auditor is away and we do not have the complete set of documents for Council to review at this time. He asked if item 5. f) could be tabled to the next meeting of Council.
AGREED: That we table this item to our next meeting.
- g) **Finance Committee Membership Appointment**
MOTION: That George Baldwin be appointed to sit on the Finance and Administration Committee as a Council representative.
 J. Hoskins on behalf of Council Executive **CARRIED**
- ACTION:** Remove G. Baldwin from the Finance and Administration Committee as an Assembly representative.
- h) **Development Direction** (*attachment 5 to the agenda*)
 Now that the Robert B. Schultz Lecture Theatre is being built, we need to discuss a new fundraising direction. It was thought that it is too soon to raise money for any new buildings but perhaps we could do something that would take the pressure off of the operating budget and would be interesting to our donors.

It was suggested that we turn our attention to targeted endowments. We could create a menu of choices for donors (possible examples: chaplaincy, programming for residence, alumni communications (*InLumine*), a faculty position in Theology, endowed lectures).

There was a considerable discussion regarding the first two motions, after which, the third motion was made.

- i) **Motion 1:** That Council makes raising funds to endow Chaplaincy a priority.
L. Carson on behalf of the Development Committee (1 opposed) **CARRIED**
- ii) **Motion 2:** That Council makes raising funds to endow the Marjorie Ward Lecture a priority.
L. Carson on behalf of the Development Committee **CARRIED**
- ii) **Motion 3:** That Council makes raising funds for residence infrastructure a priority.
C. Trott/G. Lukács **CARRIED**

i) Appointment of A Development Officer

J. Hoskins reported that the long time Development officer, Derek McLean, gave his notice three weeks ago that he was leaving his position at St John's College to take up a new position.

The Warden, Bursar, and the Chair of Council met to consider how to fill the position. They decided that the best way would be to appoint Maureen Kolodie, the Assistant to the Development Officer, as the Development Officer until the end of next year. During that time the college can look conducting the review of the development office and reassess the duties of the development office in order to prepare to advertise the position in the fall of next year.

Maureen has worked at St John's College, as the Assistant to the Development Officer for nine years. This followed her seventeen year career at the University of Manitoba at the Elizabeth Dafoe Library and in the Human Resource Management Department.

In addition, to her substantial experience in working with donors and donor records, Maureen has extensive education and training in areas such as Mediation Skills, Organizational Behaviour and Performance Appraisals. During her time at the University of Manitoba, Maureen served in many capacities, including the following committees. She was a member of the Review of the Presidency in 1989, a member of the Staff Benefits committee from 1986-1990, and the Job Classification Review Committee (which she chaired) from 1990-1996. Maureen spent three years as a Mediator for the University of Manitoba and four years as the AESES Union Contract Administrator. She was responsible for having a Support Staff assessor position added to the Board of Governors.

Maureen received an AESES Life Time Membership Award for outstanding contribution and dedication, as well as a Distinguished Service Award from the U of M.

MOTION: That Maureen Kolodie be appointed as the Development Officer from October 4, 2007 until December 31, 2008.
J. Hoskins/C. Trott **CARRIED**

j) Draft meeting dates for the 2007-2008 year (attachment 6 to the agenda)

Council Executive

Wednesday	September 12, 2007	@ 2:30 p.m.
Wednesday	November 14, 2007	@ 2:30 p.m.
Wednesday	January 9, 2008	@ 2:30 p.m.
Wednesday	March 5, 2008	@ 2:30 p.m.
Wednesday	May 7, 2008	@ 2:30 p.m.

Council

Wednesday	Oct 3, 2007	@ 5:30 pm
-----------	-------------	-----------

Wednesday	November 28, 2007	@ 5:30 pm
Wednesday	January 30, 2008	@ 5:30 pm
Wednesday	March 19, 2008	@ 5:30 pm
Tuesday	April 22, 2008	(Thank-you Dinner, no meeting)
Wednesday	May 21, 2008	@ 5:30 pm

MOTION: That the draft 2007/08 meeting dates be approved with the understanding that the dates can be changed at a later time if need be.

B. Beare on behalf of Council Executive

CARRIED

6. Reports

a) Reports from Committees

i) Council Executive

B. Beare reported that Council Executive met on September 12th and discussed the issues raised before us at this meeting.

ii) Development Committee

The development committee has not met since our last meeting.

b) Report from Assembly

G. Friesen reported that at its September 18, 2007 meeting, Assembly:

1. Approved nominations of Assembly members to sit on the Committees of Assembly.
2. Made a recommendation to Council to approve the prospective Theology graduates.
3. Received a report from the Scholarship Committee listing award recipients and alternates.
4. Received reports from College Committees

c) Report from College Officers & Student Council

i) Warden

J. Hoskins submitted the following written report for the minutes:

The first meeting of the Dean of Theology review committee has been held and there is a second one scheduled for October 18th. It is anticipated that the committee will be in a position to make a recommendation to me in time for the November 28th Council meeting.

On Sunday, September 16th, I participated in a workshop which the Dean of Residence organized on the subject of Suicide Intervention. This workshop was organized mainly for the Dons of Residence and the co-presidents and was led by an outside facilitator. It was an excellent workshop and the student participation in this event was impressive.

My work with the Presidential Search committee continues this fall and I am again a co-chair of the Universities and Colleges division of the United Way cabinet.

On September 24th, I represented St John's College at the installation of Dr. Dennis Bracken as Rector of St Paul's College.

ii) Dean of Theology

The Dean of Theology reported on enrolments for the current academic year: in the Diploma, 5 new first year students, 4 returning for second year. 1 enrolled in the Advanced Certificate. 20 Special Students, mainly from the UW are also enrolled in individual courses. The present first year is unique in that each student already has a first degree and one has a doctorate. Courses are proceeding very well and the use of a larger than usual number of sessional instructors has not been an excessively complicating factor.

In addition we are consulting on Faculty membership following Iain Luke's departure in April.

iii) Bursar

The College had a very busy summer conference season, with the following results:

Conferences

<u>Actual</u>	<u>Budget</u>
120,032	118,877

Food Service

	<u>Actual</u>	<u>Budget</u>
Conferences	153,994	155,836
	<u>YTD</u>	<u>YTD 06-07</u>
Café	76,171	63,126
Catering	30,012	22,522

Residence

The College Residence experienced some drainage backup at the beginning of the term, forcing students to eat in the café for one day, after which they returned to their normal location in the Residence.

Currently there is excavation being done to repair the problem underneath the kitchen and dining room. We are working in tandem with Physical Plant in all areas of this project and are currently in the process of determining what can be claimed through insurance. The University has agreed to pay for the project initially, and once it is complete we will work with them to determine any cost sharing that might occur.

iv) Dean of Studies

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

Since the beginning of term much of my time has been spent organizing various activities for the upcoming term. The Dean of Studies has participated in/organized the following events:

- 1) Jumpstart – offered the welcome to the new students on behalf of the Warden and gave the “Prof Talk” on professors’ expectations of students.
- 2) The Opening of Term Reception was held for the Fellows on Thursday September 13. About 30 Fellows attended the event which gave us an opportunity to introduce and welcome the new fellows.
- 3) Sherry Reception to honour Dr. Anthony Waterman as the recipient of a Distinguished Life Fellowship in the Economic History Society. About 20 Fellows attended this event.
- 4) The Fourth Prairies Conference – this event was well attended and well received with about 60 people registering for the conference as well as numerous graduate and undergraduate students who took advantage of the free registration to attend sessions. Drs. Len Findlay and Valerie Korinek gave stimulating and interesting keynote addresses.

Upcoming Events:

- 1) George Baldwin’s Retirement – on October 9 the College along with the Chemistry Department will host a retirement party for Dr. George Baldwin.
- 2) Dr. Susan Lobo, distinguished Visiting Lecturer will be with us beginning on Thursday October 25 and will be giving a public lecture on Tuesday October 30 at 8 p.m. in Room 118.

v) Chaplain/Dean of Residence

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

Saint John's Residence

We have 95 residents, and 5 vacancies with 96 single rooms, two single apartments and a two bedroom apartment. We are not at capacity, and we have two students who are with us for one term only. I have been recruiting aggressively. All of the University of Manitoba residences have vacancies this year.

We have fewer international students in residence (approximately 25) than last year (34). This number includes 16 Intensive English Program students. Our number of returning residents is very good, and it is similar to last year's number (45).

Training for the Residence Leadership Team has been improved this year. Topics included FirstAid and CPR, Non-Violent Crisis Intervention, Respectful Environment, University Fire and Emergency procedures, Dealing with Sexual Assault, Suicide Awareness and Prevention, and Helping Students in Distress. Randy Greiser, Director of the Crisis and Trauma Resource Institute, came to the College this past weekend and taught suicide intervention skills to the Residence Leadership Team, and we were joined by Dr. Janet Hoskins for the event. The Residence Dons joined with the Residence Associates from U of M Housing and Student Life for some of this training. This was followed by our annual retreat to a cabin on Breezy Point. This is the fourth academic 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. The international students are meeting at least once per month with the ISR.

Community spirit is high and is developing well. We have joined with Housing and Student Life in a number of residence events through the Spirit Cup competition. The Fall Banquet and House Meeting attendance were excellent.

We have a very good group of students this year, with few discipline problems.

Chapel Worship and Activities

Sunday	4 pm Holy Communion (Holy Eucharist) 7 pm Choral Evensong (1 st Sun. each month with "All the King's Men")
Monday	9 am Morning Prayer, 12 p.m. Mid-Day Prayer
Tuesday	9 am Morning Prayer, 12 p.m. Mid-Day Prayer; 9:40 PM Compline
Wednesday	9 am Morning Prayer, 12 p.m. Holy Communion (Eucharist) 3:30 Study Group (time to be confirmed)
Thursday	9 am Morning Prayer, 12 p.m. Mid-Day Prayer

The Rev. Dr. John Stafford is Honorary Assistant for the Chapel Community. Michael Cutler is our Chapel Music Group Director again. Our Chapel music group "Holy Smoke!" is looking for new members. Prof. Charles Horton is the Music Director of All the King's Men and Mark McLellan is the Cantor.

vi) Development Officer

No report, position vacant

vii) Registrar

Membership Stats (*attachment 7 to the agenda*)

E. Palamar referred council members to the membership stats attachment. We have 69 more members than last year.

Convocation

Plans for the 141st annual college convocation are well underway. Convocation will be held on Sunday November 4th. The invitations have been mailed out and the RSVP deadline is October 11.

Recruitment

E. Palamar, L. Cowan and some student volunteers manned a St John's College booth that was set up at the U of M homecoming and open house. We had the following people visit our booth: a student and her parents who wanted a residence tour, a family of 5 visited our booth and wanted to know if they could look around the college as their great grandfather taught here, and one alumni who works on campus now. This was the first year the U of M put held homecoming and open house on the same day, so they may do it a little different next year. We may even consider setting up a booth in our college rather than outside at University Centre as was done this year.

viii) Senior Stick

H. Shepherd submitted the following written report for the minutes:

1. The student council has approved the following nominations to College Assembly:

Christine Reinfort
Derek Hamilton
Faisal Albagmi
Heather Bartley
Julie Perepeluk
Mandy Einarson
Mandy Mou
Mike Fehr
Renee Alexander
There is still 1 vacancy.

2. Elections were held September 20, 2007 for the position of Co-Programmer. Voter turnout was 5.78%. Mitchell Kolt was elected with 85% of the total votes. Andrei Mardli was acclaimed as Sports Representative. Carollyne Fehr was acclaimed First Year Residence Representative. The First Year Day Student Representative position is still vacant.

3. Study Carrels have been filled. Student Council will look at purchasing more carrels for Room 110.
Lockers have yet to be assigned.

4. Residence Student Council has filled all of its positions and is working to make more events and activities.

5. Boat cruise was a success and enjoyed by all who were able to attend.

7. Any Other Business

B. Beare reported that he received a letter of resignation from Bruce Owen. Bruce is stepping down from his position on council because of the nature of his job. He said it is unfair to the college to commit to attend council meetings when the demands of his job prevent him from doing so. Bruce was a Diocesan Council representative on Council so Diocesan Council will appoint a new representative to fill the vacancy.

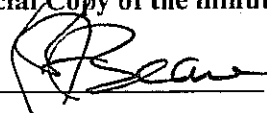
8. Adjournment

MOTION: That the meeting be adjourned.

C. Trott/I. Froese

CARRIED

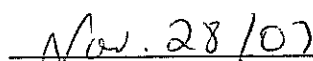
Official Copy of the minutes is signed by the chair and secretary and kept in the Registrar's office.



Chair



Secretary



Date