

ST JOHN'S COLLEGE COUNCIL MINUTES

For the Meeting of Wednesday September 29, 2010
Meal at 5:30, Meeting from 6:00 in the Cross Common Room (#108)

Present: S. Alward, B. Beare (chair), A. Braid, S. Close, G. Friesen, I. Froese, J. Hoskins, J. Markstrom, J. McConnell, D. Phillips, J. Ripley, J. Stafford, T. Suffield (acting secretary) and C. Trott

Regrets: B. Pope, B. Regehr, and H. Richardson.

1. Opening Prayer

J. Stafford opened the meeting with prayer. A moment of silence was observed in honour of SJC colleagues and friends who had recently passed away.

2. Approval of the Agenda

MOTION: That the agenda be approved with the following amendments:

- a) Delete 4. a) Appointment of the new Registrar
 - b) Delete /Dean of Residence from 6. c) v
- S. Alward/J. Stafford

CARRIED

3. Approval of the May 26, 2010 Minutes

MOTION: That the May 26, 2010 Minutes be approved as circulated.
G. Friesen/J. McConnell

CARRIED

4. Business Arising from the Minutes

- a) Appointment of the new Registrar – item deleted
- b) Dean of Residence

MOTION 1: That Council move into closed session.
J. Hoskins/C. Trott

CARRIED

MOTION 2: That Sean Taubner be appointed the new Dean of Residence effective October 4, 2010, contingent upon satisfactory criminal and child abuse record checks.
J. Hoskins/C. Trott

CARRIED

MOTION 3: That Council move out of closed session.
J. Hoskins/C. Trott

CARRIED

5. New Business

a) Finance Committee

I. Froese reviewed the 2009-2010 audited financial statements with Council members.

MOTION: That the 2009-2010 audited financial statements be approved as presented.
J. Hoskins on behalf of the Finance and Administration Committee

CARRIED

b) Appointment of Auditors

Motion : That the firm of BDO Dunwoody be retained as SJC auditors for the 2009-2010 fiscal year.

C. Trott/J. Hoskins

CARRIED

c) Vacancy on Council – Diocesan Representative

B. Beare reported that one vacancy on Council exists for a Diocesan representative. D Phillips advised that the new Diocesan Council will make a selection for a new representative at their Council meeting in October 2010.

d) Appoint/Elect Chair for the Development Committee

B. Beare advised that the Development Committee will be making their own decision regarding the chair of this committee.

e) Strategic Planning

I. Froese gave an update on the status of the Steering Committee responsible for the strategic planning process. L. Roberts and I. Froese will be working on a new survey which will be made available to different constituent groups of the College this fall.

f) Chapel Guidelines and Policies

J. Stafford distributed copies of the amended Chapel guidelines and policies to Council members.

MOTION: That the amended Chapel Guidelines and Policies be approved as presented.

J. Stafford/D. Phillips

CARRIED

g) Approval of Theology Graduates

MOTION: That Lisa Pacarynuk, Bryan Rivers and Steven Scribner be awarded the Advanced Certificate in Theology, having met all the requirements of the program.

S. Close on behalf of Assembly

CARRIED

h) Terms of Reference for the Warden's Search Committee

MOTION 1: That College Council establish a committee to formulate terms of reference for an Incoming Warden, and which the committee will communicate its' recommendations to the Warden's Search Committee as expeditiously as possible. The committee will report its' deliberations and actions at the November meeting of Council.

S. Close/C. Trott

CARRIED

MOTION 2: That the following individuals be nominated for the Warden's terms of reference Search committee: S. Blake, A. Braid, G. Friesen, J. McConnell, D. Phillips (ex officio), J. Ripley, L. Roberts and J. Stafford.

S. Alward/D. Phillips

CARRIED

The committee will elect its' own chair. C. Trott will call the first meeting.

6. Reports from Committees, College Officers and Student Council

a) Reports from Committees

Council Executive

Council Executive met on September 14, 2010, 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 September 29, 2010

Since the last Council 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. Former Chancellor of St John's College, the Right Rev. Patrick Lee, passed away on September 26. There will be a funeral service in Winnipeg toward the end of October. Details will be in an obituary in the Winnipeg Free Press.

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 has reprised his role as Acting Registrar. He began his work here today and will take us through Convocation. His last day will be November 9. In the

meantime, we have contacted Human Resources and have received permission to advertise and fill this position.

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 a 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 Kearsy. 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 Monday and Tuesday of this week, I participated in a Senior Executive Retreat. 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.

Janet A. Hoskins, Ph.D.
Warden & Vice-Chancellor
St John's College
University of Manitoba
Winnipeg, MB R3T 2M5

Dean of Theology & Chaplain

Awaiting written report from John Stafford.

Bursar

Awaiting written report from Ivan.Froese.

Dean of Studies

Awaiting written report from Chris Trott.

Dean of Residence

No report

Development Officer

Development Officer Report to Council

29th September, 2010

Fundraising

Funds raised to date = \$289,703.11. The College has received \$88,750.40 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 confident that the first Bursary will be awarded this Fall.

Janice and Gary Filmon added \$5,000 to the Janice Filmon Bursary. We are working on the terms of reference.

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. And, we have just heard of a \$10,000 bequest to the R. Kelly McGinnis Memorial Scholarship that we will be receiving this Friday.

The Annual Appeal will be mailed out in late October. The University of Manitoba will be providing telemarketing services to the College beginning on the 14th February, 2011.

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. And, we have visited several Winnipeg donors.

Trust letters outlining the performance of the endowed funds held by the College were mailed in August to either the person who set up the fund or next of kin. Even though these are a stewardship/accountability piece they have generated renewed interest and a couple of donations have been 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.

Report to Council

29th September, 2010

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.

Submitted by:

Jackie Markstrom

29th September, 2010.

Registrar's Report

Awaiting written report from Tom Suffield.

Senior Stick

No report available.

7. Any Other Business

None

8. Adjournment

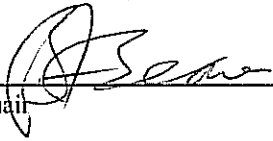
MOTION: That the meeting be adjourned.

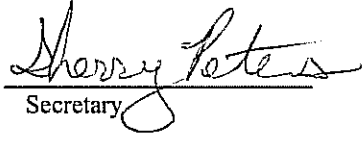
J. Stafford/J. McConnell

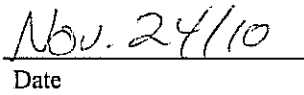
CARRIED

Council Members: S. Alward, B. Beare (Chair), S. Blaikie, A. Braid, L. Carson, S. Close G. Friesen, I. Froese, J. Hoskins, J. Markstrom, J. McConnell, D. Phillips, B. Pope, J. Powell, W. Regehr, H. Richardson, J. Ripley, L. Roberts, J. Stafford, T. Suffield (Acting Secretary), C. Trott, B. Norton (Chair of Finance and Administration) and J. Persson (Student Representative). 1 Assembly Vacancy.

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


Chair


Secretary


Date