

**ST JOHN'S COLLEGE
ASSEMBLY
Minutes (Amended)**

For the meeting of May 15, 2018 @ 2:30 pm in Room 108 St John's College

Present: J. James, L. Wilkinson, D. Punter, R. Thomas, C. Penner, J. Markstrom, I Froese, K. Fowler, A. Ng, H. Enns, I. Froese, M. Hughes, C. Trott (Acting Chair), S. Peters (Secretary), E. Millions, R. Thomas, D. Watt, B. Pope, R. Coutts, D. Carr, M. Minor, K. Markstrom, F. Hasan, M. Evans
Regrets: B. Ferguson, S. Close, D. McCance, B. Collins, J. Weimer, J. Dueck, B. Hallman, E. Jones, D. Brydon, D. Phillips

1. Approval of the Agenda

MOTION: That the agenda be approved as distributed.

L. Wilkinson / B. Pope

CARRIED

2. Approval of the Minutes of the meeting on March 20, 2018.

MOTION: That the minutes of the meeting on March 20, 2018 be approved as distributed.

D. Watt / M. Minor

CARRIED

3. Business arising from the Minutes of the March 20, 2018 meeting

None

4. New Business

- a) Nominate Chair of Assembly for 2018/2019 academic year – MOTION from Assembly Executive: That Lisa Alexandrin be elected Chair of Assembly for the 2018/2019 academic year.
CARRIED

- b) Fellowship nominations – MOTION: That Assembly move into closed session
L. Wilkinson / K. Fowler
CARRIED
MOTION: That Assembly move out of closed session
L. Wilkinson / K. Fowler
CARRIED
In closed session, Liv Valmestad and Julie Gibbings were elected as Visiting Fellows.

- c) Development Committee – The new Development Committee needs to have two members elected from Assembly. Robert Coutts and Diana Brydon have agreed. MOTION: That Robert Coutts and Diana Brydon be elected as Assembly representatives on the Development Committee.
J. Markstrom / D. Watt
CARRIED

- d) Call for Honorary Degree Nominations
MOTION: That Assembly move into closed session.
L. Wilkinson / K. Fowler
CARRIED
MOTION: That Assembly move out of closed session.
J. James / K. Fowler
CARRIED
In Closed session, Assembly voted to award Thomas Denton an Honorary Fellowship; Ellen V. Cook the Honorary Doctor of Canon Law (honoris causa), and Ann Davis the Honorary

Doctor of Canon Law (honoris causa), to be awarded at the College Convocation on November 4, 2018.

- e) Revised Fellowship Categories - The Warden reviewed the new categorization of fellows. This will affect quorum as quorum is determined by percentage of fellows. For fellows going on secondment, the new categories mean they are still a member of the college. This is a change to the statutes and by-laws. MOTION from Assembly Executive: That the revised fellowship categories be adopted and the statutes and by-laws amended accordingly.
CARRIED

A Senior Fellow is one:

- 1) Who is a member of the College engaged in teaching, and/or research, and who holds a year-round or permanent appointment in the professoriate or as an instructor, or who holds a sessional or temporary appointment, in St John's College and/or the University of Manitoba;
- 2) Who is obliged to:
 - a) Take part in College governance by attendance at Convocation and Assembly meetings, and by service on such committees as he/she may reasonably be asked to join;
 - b) Initiate or support such social, cultural and academic programmes as are appropriate to the College;
 - c) Teach as many of his/her classes in the College as is appropriate;
 - d) Participate so far as possible in such distinctive College academic programmes as are approved by Assembly;
 - e) Locate his/her main office in the College;
 - f) Advise the College Library concerning acquisitions and holdings; and
 - g) Acknowledge his/her College membership in all publications and academic consultation.
- 3) Who is entitled to:
 - a) Such remuneration as the governing body of the College may from time to time decide;
 - b) Occupancy of an office and reasonable use of support services in the College;
 - c) Use of such amenities as the governing body of the College may from time to time provide.
- 4) Who will be elected by Assembly upon nomination of the Membership Committee for one probationary year as a Visiting Fellow. At the end of the year who will be elected by Assembly to Senior Fellow.
- 5) Who is elected by Assembly upon nomination of the Membership Committee in light of the following criteria:
 - a) Commitment to the principle that Colleges are a desirable element within the larger University;
 - b) Excellence in teaching and scholarship;
 - c) Expressed willingness to accept the obligations set out in (2) above.
- 6) Who upon administrative secondment to another unit retains their Fellowship but not their office. Upon completion of the secondment, they are entitled to return to an office at the College.
- 7) Who ceases to be a Senior Fellow upon resignation, termination of appointment at the College and/or the University, or by reason of actions reflecting gross discredit upon the College as recognized by two-thirds vote of Assembly at a meeting deemed to be extraordinary.

A Visiting Fellow is one:

- 1) Who is elected to a fellowship in College for reasons deemed appropriate by Assembly; or
Who holds or a postretirement appointment at St John's College and/or The University of Manitoba,
or
Who is a full-time doctoral student having completed the candidacy or comprehensive examinations,
or post-doctoral fellow at the University of Manitoba;
- 2) Whose obligations are as for College Fellows;

- 3) Whose entitlement are as for College Fellows;
- 4) Who is elected by Assembly for a term of one year, upon nomination by the Membership Committee, on account of his/her fitness for community with those in College, on the basis of academic interests or other relevant considerations; Who is eligible to apply for re-election for a maximum of *two* further one-year terms;
- 5) Who ceases to be a Visiting Fellow by expiry of term, by resignation, or by reason of actions reflecting gross discredit upon the College as recognized by two-thirds vote of Assembly, at a meeting deemed to be extraordinary.

An *Adjunct Fellow* is one:

- 1) Who desires to participate in the social, cultural and academic life of the College but who is unable to maintain an office at the College;
- 2) Whose obligations are as for College Fellows, except the requirement to maintain an office at the College;
- 3) Whose entitlement are as for College Fellows, except the provision of an office;
- 4) Who is elected by Assembly for a five-year term (renewable), upon nomination by the Membership Committee, in light of the following criteria:
 - a) Commitment to the principle that Colleges are a desirable element within the larger University;
 - b) Excellence in teaching and scholarship;
 - c) Expressed willingness to accept the obligations set out in (2) above.
- 5) Who ceases to be an *Adjunct Fellow* by expiry of term, by resignation, or by reason of actions reflecting gross discredit upon the College as recognized by two-thirds vote of Assembly, at a meeting deemed to be extraordinary.

There can be no more than *10 Adjunct Fellows* at any time.

A *Retired Fellow* is anyone:

- 1) Who is a former Senior Fellow and who is no longer engaged in full-time teaching or research; and
- 2) Who becomes a *Retired Fellow* either at such time as he/she is no longer engaged in full-time teaching or research, or on the date of his/her retirement from all College and/or University appointments;
- 3) *Retired Fellows* do not include those sessional or temporary Senior Fellows for whom their contract with the University of Manitoba has terminated.
- 4) Who has no specific obligations to the College;
- 5) Who is entitled to attend Convocation, Assembly and other College functions open to Fellows, and to make use of such amenities as the governing body of the College may from time to time decide. Such amenities may include the use of an office. If a *Retired Fellow* wishes to apply for an office, he or she shall apply before 31 January and include a brief (two-page) description of an academic project on which he/she intends to work and for which office space at St John's College would be of value. The office would be made available for a term not exceeding two years. The *Retired Fellow* may reapply, again submitting a proposal for an academic project. In each year, the Membership Committee would determine the number of offices available for the use of *Retired Fellows*;
- 6) Who is eligible for appointment to College Council under Part IIA, section 1, subsections (h) and (i) of the of the Statutes; but
- 7) Who shall have no vote in meetings of Assembly;
- 8) Who ceases to be a *Retired Fellow* upon resignation, or by reason of actions reflecting gross discredit upon the College as recognized by a two-thirds vote of Assembly, at a meeting deemed to be extraordinary.

- f) Draft meeting dates for upcoming year – The Registrar distributed the meeting dates for the upcoming year. MOTION: That the meeting dates for the upcoming academic year be approved.
M. Minor / J. James
CARRIED
- g) Membership Stats – The Registrar updated Assembly on the membership stats from the past year for information.

5. Other Business

None

6. Reports

a) Reports from College Officers

Warden

St John's College Warden's Report to Assembly May 15, 2018

As term rolled to an end there were many end of term activities to attend. I have been working with the Diocese to prepare workshops and courses on Indigenous Awareness for all employees of the Diocese. We have been very proud that three Johnnians competed in the 3MT competition and Jill Beuddefeld won the Peoples' Choice Award. We are also proud that graduate Dr. Shayne Reitmeier won the Outstanding Young Alumni award. We have continued working on the residence file putting together an appropriate nomination for an architectural firm. I am now looking forward to Convocation season and the excitement of seeing all our students who have completed their programs. I have been appointed the Chair of the Board of the University of Manitoba Press and co-chair of the Anglican-Mennonite dialogue.

- 1) Attended the Bach's Birthday concert and reception, March 21
- 2) Attended the 3MT finals in the Schultz Lecture Theatre, March 21
- 3) Attended College Grad Farewell Dinner, March 24
- 4) Participated in the Journey toward Passiontide service, March 25
- 5) Attended ReconciliAction campaign launch, March 27
- 6) Attended Emerging Leaders Reception, March 28
- 7) Attended farewell dinner for Maylanne Maybee, April 3
- 8) Attended End of Term Bar-B-Q and Reception, April 4
- 9) Attended SJC Art Competition Final Reception, April 5
- 10) Attended Residence end of term banquet, April 6
- 11) Attended Charitable Sector Insights Workshop, April 11
- 12) Attended Centre for Christian Studies Graduation Dinner, April 14
- 13) Attended Centre for Christian Studies Annual Service of Celebration, April 15
- 14) Chaired first meeting of Diocesan Theological Education Council, April 17
- 15) Participated in the U of M Press unit review, April 23
- 16) Represented the College at the Booth University College Convocation, April 29
- 17) Attended Senior Executive Retreat, May 3
- 18) Attended Alumni Awards Gala, May 10

Dean of Studies

Dean of Studies: Report to Assembly May 15, 2018

Thanks to everyone who attended our End of Term Reception in April, and to Ian Park and his staff.

Fellows Research and Travel Fund

A reminder that this academic year we have established a fund in support of Fellows' research and travel. As you undertake your spring and summer conference travel and research, please consider applying to the fund, which can provide up to \$300. Applications to me will be evaluated on a first-come-first-served basis, until the budget is depleted.

Applicants should provide a rationale and budget in an email to me, copied to Diana DeFoort.

Western Canadian Studies Visiting Researcher and Conference Support

Please find attached the DRAFT posting for the new Visiting Researcher program, for your information and feedback. It was prepared with input from SJC Senior Fellow Barry Ferguson. The Dean of Arts has agreed to provide \$2500 towards support of the Fellowship in 2017-2018, which increases this year's maximum funding to \$7500.

The advertisement will be circulated shortly. Please help us to promote the Fellowship by sharing with your colleagues inside and outside of UM. If you have advice about where to circulate it, or have suggestions for recruitment, kindly get in touch with me.

THRIVE Student Support

I am currently working with the Academic Learning Centre and our library to establish the SJC Writing Tutor Program, which has received funding in this year's College budget. I will circulate more information when the details are finalized.

Bursar

Financial

Our annual audit is scheduled to begin June 11th, so we are currently busy preparing for that. Summer residence has begun and we have approximately 50 students living in the College. Other groups are scheduled to arrive in July and August. This represents occupancy levels that were budgeted for which will put us in a good position going into September.

Building items

- All of the new equipment that was installed during the hood exhaust project, as well as the hood exhaust itself, has passed inspection and is fully operational.
- Construction in classroom 201 is scheduled to begin shortly and will last throughout the summer.
- We have put in requests to replace all of the remaining chalkboards in our classrooms with white boards, and are hopeful this will happen during the summer.
- Both the General Office, and Faculty photocopiers have been replaced

Dean of Residence

Residence Projects

There are no major projects happening in the residence right now. We're focusing on maintenance for residence rooms.

Summer Semester

We have 50 rooms filled as of today. Historically we have depended on summer conference groups to fill rooms in the summer. This year we would like to turn our focus to regular students for the summer. This would be ideal since regular students typically stay for almost the whole summer or may sign up for the upcoming academic year too! With increasing numbers of international students filling the campus, I believe we can have success with this plan.

We still have about 5 conference groups that are staying with us at different time periods during the summer.

Residence Activity

No activities planned for the summer.

The new dons successfully completed their training and are performing excellent in their positions so far.

Thank you.

Development Officer

Fundraising

- MSBI remainder revenue and Heath Career Quest Camp sponsorship was deferred to the 2018 year. Total raised for 2017 fiscal year was \$288,752. This is the most we have raised since 2010.
- Recently mailed out the Chaplaincy/Refugee request to a targeted group – clergy/church. Response has been not as positive in previous years with just over \$1,000 raised to date
- Currently working on evaluation of all revenue sources over the past couple of years.

Alumni/Stewardship

- Continuing to visit with Johnians.
- Working with Fayeze, Dean of Residence, to set a Kenora visit. Fayeze will visit the high school and we will have a luncheon for Johnians.

Special Events

- Lunch and Lively with Gerry Friesen was very well received. The next LL will be during Homecoming and will feature grad student Jill Bueddefeld who won the Peoples Choice award at the 3MT competition. She will be speaking to ecotourism.

Marketing/Communications

- In Lumine was mailed during April. Many positive comments received.
- Working on the Annual Report to Donors to be mailed early June.
- Will start on the Trust endowment reports to be mailed later in June.

Staffing

- Our Summer Jobs application was approved for 9 weeks. Ade was the successful candidate for this position and he will be working 10 hours a week for Development. The rest of his time will be taken up by the College.

Capital Campaign

- Development Committee is currently reviewing its Terms of Reference.

Registrar

June 2 – HeadStart, formerly the Parent’s Program, where incoming students attend sessions with their parents. Probably one of our best recruitment events.

University Orientation – Has been reduced to a single day event this year. We will again have an information table. This is also a great recruitment day for us.

b) Report from Senior Stick

c) Reports from College Committees

7. Adjournment

J. James / F. Hasan

CARRIED