

26 March 1997

MEMO TO: Abbot Timothy Kelly, OSB

FROM: Dietrich Reinhart, OSB

RE: Revised Arboretum Documents for Senior Council

Abbot Timothy, I have revised the document "Proposed Leadership Structure for the Saint John's Arboretum" in light of the Senior Council's discussion on March 25, 1997. I have separated the document into two documents:

"Basic Principles for the Saint John's Arboretum"

"Organizational Context for the Saint John's Arboretum"

the first document is what Fr. Paul Schwietz will include in a small packet of information for the special **Chapter discussion on April 8, 1997**. I would recommend that the Senior Council resolution be shaped primarily in terms of the first document. The second one is something which we can update by administrative action once we get further into the project.

I will not be able to attend the April 8 meeting of the Chapter or the preceding meeting of the Senior Council (which is not yet scheduled). Fr. Paul and I have discussed the materials which he will distribute to the Chapter. I am confident that he will give a very effective presentation.
DR/mjb

Enclosure

cc: Benedict Leuthner, OSB

Paul Schwietz, OSB

Clark Hendley

Basic Principles for the St. John's Arboretum

March 25, 1997 Draft

1. The Saint John's Arboretum will have a statement of mission and purpose, as well as broader statements of philosophy, all to be reviewed periodically for improvements.
2. The Saint John's Arboretum will be structured as an educational program within the University. This will facilitate integration into the curriculum of CSB/SJU and support necessary fundraising. Like many other parts of the University (e.g., Computing Services, the Dining Service), the Arboretum will facilitate whatever educational programs Saint John's Preparatory School or Saint John's Abbey might choose to sponsor. Development of the Arboretum programmatic, budgetary and fundraising programs will be overseen by the University's Board of Regents. Relevant issues will be under the purview of the Board's Committees for academic Affairs, Building and Grounds, Finance, and Resource Development. Administrative responsibility for the Saint John's Arboretum will reside with the Provost for Academic Affairs.
3. Many aspects of the Saint John's Arboretum will entail use of resource of the University (the herbarium and natural history holdings; laboratories; media and information technology resources¹) or resources entrusted to the management of the University (the lands of the inner campus). However, the aspects of Saint John's which are truly most distinctive are the prairie, savanna, wetlands, wetlands, lakes and steams, and especially the forest surrounding the inner campus. These resources are owned and managed by Saint John's Abbey. **The development and operation of Arboretum programs outside of the inner campus shall at all times be subject to final confirmation and review by the relevant decision-making bodies f the Abbey according to principles established and kept current by the Abby.** Ordinarily, these principles are under the purview of the Abbey's Forest and Lands Committee (which advises the Corporate Land Manager) and the Senior Council (which sets overall policy). Administrative responsibility for the prairie, savanna, wetlands, lakes and streams, and the forest surrounding the inner campus will reside with the Corporate Treasurer.
4. The president, with the Abbots approval, will appoint members to an advisory council for the Saint John's Arboretum. The purpose of this body and its procedures will be outlined in a separate document.
5. The Saint John's Arboretum will be headed by a director who reports to the Provost for Academic Affairs. The relationship of this position to the Corporate Land Manager, as well as the Design Committee, will be outlined in a separate document.

¹ In actuality many of these are shared resources with the College of Saint Benedict

Organizational Context for the Saint John's Arboretum

March 25, 1997 Draft

1. This document is subordinate to the document "Basic Principles for the Saint John's Arboretum" and is to be reviewed periodically for improvements.
2. The purpose and procedures of the Saint John's Arboretum Advisory Council:
 - a. The Advisory Council's primary purpose will be to guide the development of the arboretum's facilities and programs. The council will help shape policies and oversee the implementation of the vision for the arboretum. It will evaluate how the arboretum serves our constituents. Finally, its members will help to raise funds.
 - b. The advisory Council will recommend major educational policies and programs to the administration of the University for consideration, as appropriate, by the Board of Regents. To facilitate that communication, the council will most likely include one of more current or past members of the Board among its members.
 - c. The Advisory Council will recommend major usage policies and programs to the Abbey Forest and Lands Committee for consideration, as appropriate, by the Senior Council.
 - d. The Advisory Council will consult as appropriate with the Corporate Design Committee on any proposed programs involving the campus master plan.
 - e. The Advisory Council will be made up of ten to fifteen members including representatives of the Abbey, University, Prep School, other professional and academic institutions, and elementary schools. Ideally one representative from the following will be included: a member of the Forest and Lands Committee, and a member of the Biology Department or Environmental Studies.
 - f. The members will be appointed by the President of Saint John's University with the Abbot's approval.
 - g. The Advisory Council will meet four times a year. If more frequent meetings turn out to be needed, an executive committee will be created.

3. The organizational context for the Director of the Saint John's Arboretum:
 - a. The Director of the Arboretum, a professionally qualified individual (i.e., someone formally trained in forestry, ecology, or related fields), will be appointed by the President of the University, with the Abbot's approval. The Director will report to the Provost for Academic Affairs within the University.
 - b. The Corporate Land Manager manages all Saint John's Owned lands outside the inner campus. The Land manager is appointed by the Abbot and reports to the Corporate Treasure.
 - c. Ideally the Director of the Arboretum and the Land Manager will be one and the same person. But whether one of two persons hold those positions, careful oversight will be required by the Provost and the Corporate Treasurer. Explicit understandings will need to be developed in order to facilitate the smooth functioning of administrative and supervisory relationships.
 - d. The landscaping and grounds of the University parts of the inner campus are tended by the Director of Buildings and Grounds and the Land Manager, acting in concert. The Arboretum Director will be responsible for articulation the program needs to be incorporated into the inner campus landscaping. Explicit attention to administrative and supervisory effectiveness will be required to relate arboretum goals to the landscaping and grounds of the inner campus.
 - e. The Design Committee is responsible for addressing the landscape design of the inner campus (to assure compatibility with the Master Plan and design philosophy). In addressing landscape issues on the inner campus, the design committee will continue to be sensitive to and protective of the values, and places, of solitude, quiet, and prayerful reflection. Hence, some parts of the inner campus (such as "monastic areas") will not be available for tours nor open to larger groups. Similarly, some portions of the property outside the inner campus may also have special needs or uses requiring some limitations of general accessibility (for example, preserves of old growth vegetation, or regeneration areas).
 - f. The Design Committee will continue to interpret and be guided by the development of the Master Plan, "Saint John's Design Philosophy," and the "Philosophy of Landscape Art at Saint John's" in making its recommendations to appropriate corporate bodies.