

ST JOHN'S COLLEGE ASSEMBLY Agenda

For the meeting of November 18, 2020 @ 2:30 pm via Zoom

1. Approval of the Agenda

2. Approval of the Minutes of the meeting on September 22, 2020.

3. Business arising from the Minutes of the September 22, 2020 meeting

4. New Business

- a) Budget Summary
- b) Scholarship Update
- c) Appointment of Chaplain
- d) Appointment of Development Coordinator
- e) Report from Theological Education Council
- f) Warden's Search

5. Other Business

6. Reports

a) Reports from College Officers

Warden

Dean of Studies

Chaplain

Bursar

Dean of Residence

Development Officer

Registrar

b) Report from Senior Stick

7. Adjournment

**ST JOHN'S COLLEGE
ASSEMBLY
Minutes**

For the meeting of September 22, 2020 @ 2:30 pm via Zoom

Present: C. Trott, D. McCance, M. Evans, C. Penner, J. James, I. Froese, M. Benbow, D. Oliver, B. Pope, H. Enns, J. Markstrom, J. Weimer (Chair), M. Minor, L. Valmestad, A. Rampton, D. Watt, D. Carr, K. Markstrom, K. Levasseur, L. Kuffert, L. Wilkinson, M. Hughes, B. Collins, A. Desmarais, S. Peters (Secretary)

Regrets: D. Brydon, G. Bak, C. Piotrowski, K. Fowler, B. Hallman, A. Perry, W. Cariou, B. Erickson, B. Cantelo,

1. Approval of the Agenda

MOTION: That the agenda be approved as distributed.

D. Oliver / A. Desmarais

CARRIED

2. Approval of the Minutes of the meeting on May 4, 2020.

MOTION: That the minutes of the meeting of May 4, 2020 be approved as distributed.

L. Valmestad / I. Froese

CARRIED

3. Business arising from the Minutes of the May 4, 2020 meeting

None

4. New Business

- a) Operations Update – The Bursar informed Assembly that operations continue as they had during the summer, with a limited number of residents (33) in residence. We have a limited number of staff in the office with one or two every day. The Daily Bread Café has reopened and people are eating there, with proper social distancing. We are using just the patio entrance to the café. People are welcome to come and pick up food, there is some eating in as well. We are continuing to employ all our staff thanks to having reduced expenses and taking advantage of the Canada Emergency Wage Subsidy program which continues until the end of December. We will reassess the situation then. Some fellows have been coming in to their offices. If you wish to do so, please check the schedule Chris had sent around to see who is in to let you in to the building. If you want to have regular access, please contact the Warden to be placed on the schedule. For the student carrel rooms, we purchased new furniture in February and were not able to get it installed until early September. We are well positioned for when the students come back, and the rooms will be new and fresh and the study space will be extra attractive.
- b) Financial Update – The Bursar noted that we haven't drawn on any of our income trusts yet, meaning we have been able to manage our revenues, scholarships will continue as usual. We missed our catering and conference budget by \$25k because of the pandemic, but it could have been a lot worse. There will be more revenue and expenses for residence beginning September. Food services is a little bit behind where we were last year. All things considered, and the fact that we are still employing everyone, we are very fortunate.

- c) Membership on Standing Committees of Assembly – MOTION from Assembly Executive: That Assembly continue the memberships of the standing committees from 2019-20 to the 2020-21 academic year.
It was noted that the few vacant spots will be filled
AMMENDED MOTION: That memberships on standing committees be extended by one year.
CARRIED
- d) Scholarships – The Registrar distributed a list of scholarship and bursary recipients from the April 1 application deadline.
- e) Stafford Terms of reference – MOTION: That the change to the terms of reference to the John and Jilleen Stafford Bursary be approved.
D. Oliver / A. Rampton
CARRIED
- f) Hiring Updates
 - a. Chaplain – The search for a new chaplain has begun. 22 applications were received. 11 were from outside of Canada and therefore will not be considered. 8 from Winnipeg. 1 from Brandon, 1 from Steinbach, and 1 from Sudbury. The committee will be meeting shortly to shortlist candidates.
 - b. Awards Clerk – Administration has decided to not move ahead with this position for the time being because it is difficult to train someone from a distance. Therefore, hiring for this position is on hold until we are more reasonably back in the office.
 - c. Development Coordinator – The position was advertised it in August but we did not get a good response. We have re-advertised it and are waiting for applications to come in and have received a few applications so far. Deadline is October 2.
 - d. Warden Search – The Committee met and is updating the job description and advertisement.

5. Other Business

Thanks to Andrew Rampton for all of his work as Chaplain. We wish you the best in your new position, but you will be missed.

6. Reports

a) Reports from College Officers

Warden

St John's College Warden's Report to Assembly September 22, 2020

There have been three overarching concerns since we last met in May: 1) government-imposed budget reductions on the University. This was a very difficult struggle during May, but in the end the College was able to cover our share of the cuts through reductions in office supplies, travel and the like. We did not have to lay anyone off or lose positions. 2) the University has made two serious attempts to shut down our residence which I have resisted. I have yet to play our trump card which is that the residence is entirely owned and operated by the College and they have no say in the matter. 3) the planning for and submission of the Phase 2 and Phase 3 recovery plans.

My other activities include:

- 1) Working on the search committee for a new editor for the Rupert's Land News
- 2) 4 webinars on online teaching and Microsoft Teams
- 3) Attended the Zoom retirement party for Fred Shore, May 21
- 4) Taught online for the Indigenous Awareness Summer Institute, May 26
- 5) Participated in the Anglican-Mennonite dialogue, May 29, 30
- 6) Participated in Equity Diversity and Inclusion webinar, June 2
- 7) Attended Provost's Council, June 11
- 8) Participated in Zoom conference on Racism and the Church, June 13
- 9) Met with the committee to work on consolidating the Anglican Archives in Rupert's Land, June 23
- 10) Chaired the U of M Press Board, June 23
- 11) Attended Senate and special meetings of Senate, June 24, August 5, September 2
- 12) Attended two meetings of the sub-committee to look at Indigenous Representation on University governance, July 15, July 20
- 13) Examined a M.A. thesis in religion, August 6
- 14) Chaired the defence of a M.A. in Native Studies, August 13
- 15) Examined a M.S.W. thesis, August 13
- 16) Attended Arts Faculty Council, August 26
- 17) Attended Native Studies Department Retreat, September 3, 4
- 18) Alumni visit to Falcon Lake, September 8
- 19) Alumni visit to Selkirk, September 14.
- 20) Gave a paper at and attended the "Indigenous and Anglican in the Diocese of Rupert's Land" Conference, September 16, 17
- 21) Hosted the Wilmot Lecture given by the Rev. Dr. Ray Aldred – we had 94 participants on the Zoom call, the largest attendance to date.

During this time, we have also been working on searches for a new Chaplain as well as the Development Coordinator. There have been a number of meetings with Jackie, Kat Kupca and myself concerning the capital campaign as well as meetings with major donors. I have had three meetings with the new President.

Dean of Studies

Acting Dean of Studies Report to Assembly:

I am currently A/ Dean of Studies while Dr. Esyllt Jones is on Research leave for the Fall Term 2020. As well, I am also Associate Dean (Academic) and Chair of the Environmental Design Program for the Faculty of Architecture for the 2020-21 Academic year (1-year term position). Some of the committees, activities and meetings I am involved with relate to both of these positions, such as the Associate Dean Undergraduate Committee.

Here is a list of activities undertaken this summer and fall that relate to my role as A/Dean of Studies:

Committees Attended:

Associate Dean Undergraduate Committee: September 4

SJC Scholarship Committee Meeting: July 26 Reviewed scholarship applications, discussed and selected recipients

U of M Workshops Attended:

Orientation for Dept. Heads
Orientation for New Administrators
Remote Teaching Workshop at CATL

Meetings:

SJC Staff meeting: September 1
SJC Assembly Executive meeting: September 15
SJC Council Executive meeting: September 15
SJC Assembly: September 22

Reception:

Human Rights Centre for Adele Perry: September 22

Training:

Learning how to use basics of various online Platforms including Microsoft Teams and Zoom
Learned basics about reading Excel spreadsheets
Learned basics about Office 365 and Outlook

Other:

Prepared video clip on the role of the Dean of Studies for JumpStart: September 9 for
September 12 JumpStart.

Submitted by Susan Close
September 17, 2020

Chaplain

Chaplain's Report to SJC Assembly

20 September 2020

Activity in the chaplaincy since May's meeting has been limited, both by the pandemic-related campus restrictions and the typical summer slowdown. My study leave and annual holiday occupied much of the early summer time, though a few important meetings and events relating to ongoing work with students occurred during this time.

In early July it was announced that 5 October 2020 will be my last day as college chaplain. On 6 October I become priest in charge of Holy Trinity Anglican Church, Winnipeg, an appointment which takes me from both SJC and St Bartholomew's Parish in Windsor Park.

Major points of work since our last meeting include:

- Assisted with an online interfaith prayer service for the university on 14 May
- Assisted with planning and executing an online prayer vigil for victims of racism on 6 June
- Facilitated a recording session in the college chapel for a student applying to doctoral programmes in music
- Planned and presided at the wedding of Ann Ding and Andrew Weber on 2 August
 - Andrew has been one of our residence dons the past couple of years
- Planned and presided at the memorial service for Dr Laura Taylor, Faculty of Social Work, on 17 September in the college chapel

- Assisting SJCSA with fall event planning and establishing work patterns and systems for a year that will be primarily online
- Worked with representatives from St Paul's College and UManitoba to supply material about SJC, college membership, and college life for the online orientation sessions and websites
- Hosting a game of SJC Jeopardy! for the Jumpstart programme on 16 September
- Maintained contact with college students, staff, and fellows to provide ongoing pastoral care and support
- Participated in Sunday morning worship for the diocese as the chaplain of St John's College until 6 September, livestreamed from diocesan office

Bursar

Bursars' Report to Assembly September 22nd, 2020

Financial

The Impact of COVID-19 on the operations of the College continued over the course of the summer. Courses were delivered remotely, and the Fort Garry Campus was officially closed. Our only revenues have been from the international St John's members we had living in our Residence. Fortunately, the College was deemed eligible to qualify for the Federal CEWS program (Emergency Wage Subsidy), which has offset 75% of our employment costs. This, along with our residence operations and eliminating all discretionary spending, has allowed us to keep all our staff employed and provide a safe and secure place for our students to live. In addition, we ended the 2019-20 fiscal year in a strong position with a modest surplus so that has strengthened our ability to weather these unprecedented circumstances.

Right now, the CEWS program is scheduled to continue to the end of 2019. We have also not yet had to access our investment income budgeted for operating this year, so we remain in a stable position.

Our annual audit was completed over the summer and although it was challenging to go through the entire process remotely, it was successful. The entire process took longer than normal but draft statements will be presented to the Finance & Admin Committee on September 23rd.

Residence / Operations

Due to COVID-19 all our summer groups were cancelled. We maintained an occupancy level of 35-50 students during the entire summer. Given all the inherent challenges brought on by the pandemic, affecting both students and staff, everything went very well. Safety measures and enhanced cleaning was enacted, and students were very responsible and cooperative in adhering to physical distancing protocols, hygiene, and now the addition of mandatory masks.

Beginning in September, some students moved out and 3 moved in – all local, from either Winnipeg or the surrounding area – so our current occupancy is 34. The health and safety of our students and staff remains our top priority, and we are continuing with all our enhanced protocols including additional washroom cleaning, individually served meals, mandatory masks in public spaces, and ongoing physical distancing. We have kept two of our apartments vacant to be used as quarantine space should the need arise.

On September 14th we re-opened the Daily Bread Café. The Café is accessed exclusively through the Patio Entrance to minimize any traffic through the rest of the College. The Café has been fitted with safety glass in all serving areas, physical distancing signs have been displayed on the floor, and seating has been drastically reduced and properly spaced to conform to all Provincial safety standards.

Dean of Residence

See Bursar's Report

Development Officer

Development Officer Report to Assembly
May 2020

Fundraising

- To date raised: \$16,514.
- Working on the Annual Appeal.
- There are two estates that should be coming in over the next 6 months.
- There is a \$50k gift due to come in for the New Residence over the next 6 months.

Alumni/Stewardship

- Have been visiting with a few alumni/donors with Chris and Andrew
- Continuing to make phone call and email connections to alumni/donors.

Special Events

All special events have been cancelled for the foreseeable future. Consideration is being given to hosting the Lunch and Lively via a zoom call.

Marketing/Communications

- Consideration is being given to a Fall Update Newsletter and currently working on a Fall issue of the In Lumine.

Staffing

- We have applied and were successful in receiving a Work Study placement this Fall term. Applications are still being received.
- We have advertised for the position of Development Coordinator.
- Elnora Wiebe has taken on the task of inputting donations, generating tax receipts and reports.

Capital Campaign

- Meeting weekly with the consultant, Kat Kupca.
- The Case for Support is with the designer.
- We are looking at potential supporters and putting together information to present to those individuals/corporations.

Respectfully submitted by:
Jackie Markstrom

Registrar

Registrar's Report September 2020

It has been a busy summer as acting Awards Clerk.

For the April 1 deadline there were 455 applications from 92 Applicants.

23 of Applicants are International students

16 of Applicants are Permanent residents

1 Applicant is a refugee

1 student applied for 26 scholarships and bursaries

1 student applied for 24 scholarships and bursaries

91 of the applications are for the July 31 deadline

Averages to 5 applications per student

For the July 31 deadline, 395 applications were received, plus the 91 that came in on April 1 means there are 486 applications from 119 applicants.

These are, I believe, record numbers. It is good to see students finally taking advantage of this part of their membership, and yet the amount of financial need, and knowing that we won't be able to help everyone makes it a bitter-sweet situation.

The other important item to note is that we have begun the process of migrating the College website over to the new U of M format. That is to say, we have begun discussions and some of the early leg work of documenting pages and links. It is going to take some time, but I will be very, very happy once the transition is complete.

Sherry Peters
Registrar

b) Report from Senior Stick

Report

Position Openings

We have two openings on council for the below positions!

Sustainability Coordinator

- Finding sustainable solutions to help improve environmental initiatives
- Maintain and organize the compost bins
- Promote awareness of environmental initiatives throughout the college
- Examples in the past (i.e. clothes drive, compost bins)

Assembly Representative

- Attending Assembly meetings and reporting information to the college

- If the representative cannot attend, they are responsible of finding a proxy, to take their place

Email accounts

We have created new emails accounts for each of the position i.e. Programmer.sjcsa@gmail.com, Sports.sjcsa@gmail.com, Treasurer.sjcsa@gmail.com, etc

Events

We had our Jumpstart event, it happened and turned out well! We were very worried about turn-out due the event normally being held in person. We had a lot of fun with events such as: Let's Make A Deal, Charades, Jeopardy and more! Andrew attended part of the event, and chaired the Jeopardy aspect of the game. We were able to still get to know the attendees and gave out prizes! Those who did attend heavily participated! We are looking forward to the next event!

Upcoming Events

Community Outreach is running: A virtual 5K walk/fun run on the 27th. All proceeds will be donated to Manitoba Mutts animal rescue.

This week (up until the 27th), go for a walk or run broken up into as many days as you like until you've reached 5K! Register at <https://www.eventbrite.ca/e/st-johns-college-virtual-5k-runwalk-for-manitoba-mutts-tickets-121563079443> and you will receive a SJC 5K medal!

Thanks,
Breanna Duncan

Senior Stick
St. John's College Student Council

7. Adjournment

MOTION: That the meeting be adjourned.

D. Oliver / D. Watt

CARRIED

St John's College
Warden's Report to Assembly
November 18, 2020

One of the things about working in a pandemic is that everything seems to take so much longer. I want to thank the College staff for their ongoing commitment and diligence in their work. They have been keeping the wheels turning while working in difficult times. I have continued teaching my one course but have taken on the additional responsibility of one of the graduate courses in my Department when the instructor injured herself.

- 1) Chaired the University of Manitoba Press Board, September 24
- 2) Attended Diocesan Council, September 25
- 3) Hosted the launch of the book "Words of the Inuit", September 28
- 4) Hosted on-line Matriculation, October 4
- 5) Attended Native Studies Department Meeting, October 5
- 6) Chaplain's Search committee meetings and interviews October 12, 20, 21, November 2
- 7) Chaired Theological Education Council, October 13
- 8) Attended the Indigenous Representation on University Governance Committee, October 16
- 9) Attended Diocesan Synod, October 17
- 10) Development Coordinator hiring meetings and interviews, October 20, 26
- 11) Attended Native Studies Department Council, October 22
- 12) Attended Rupert's Land News Board meeting, October 27
- 13) Attended Heads of Anglican Colleges Meeting, October 27
- 14) Participated in Virtual Open House for University, October 28
- 15) Attended Diocesan Council, October 28
- 16) Attended Senate, November 4
- 17) Attended Senior Executive Retreat, November 5

Acting Dean of Studies Report to Assembly:

I am currently A/ Dean of Studies while Dr. Esyllt Jones is on Research leave for the Fall Term 2020. As well, I am also Associate Dean (Academic) and Chair of the Environmental Design Program for the Faculty of Architecture for the 2020-21 Academic year (1-year term position). Some of the committees, activities and meetings I am involved with relate to both of these positions, such as the Associate Dean Undergraduate Committee.

Here is a list of activities undertaken since my last report that relate to my role as A/Dean of Studies:

Committees Attended:

Associate Dean Undergraduate Committee: October 5
November 2

SJC Scholarship Committee Meeting: October 9 Chaired the selection meeting.

U of M Workshops Attended:

Attended Budgeting Process Workshop September 25
Attended Sexual Violence Policy & Positive Culture Workshop October 23
Attended Search Committee Workshop October 2
Attended Diversity presentation October 30

Meetings:

SJC Staff meeting: November 3
SJC Assembly Executive meeting: November 3
SJC Council Executive meeting: November 3
SJC Council: September 30

Matriculation: October 4 Participated in Matriculation and meet new College members

Other:

Attended Farewell for Chaplain Andrew Rampton October 5

Submitted by Susan Close
November 9, 2020

Bursars' Report to Assembly, November 18th, 2020

Financial

As of the end of September, here is some relevant financial data that will hopefully provide some context to where we are amid the pandemic:

Overall we are approximately \$35,000 behind where we were last year at this time. Given the circumstances and considering how successful our previous year was, that is a positive position to be in – and this is taking into account the cost to provide all of our Residents with a new laptop for their online studies. We have been able to achieve this by limiting our discretionary spending as much as possible and utilizing the Canada Emergency Wage Subsidy Program. Also, the number of summer residents we had provided us with a baseline of revenue. Our residence numbers have dropped slightly for the fall term and may decrease for the winter term as well.

Our goal moving forward is to minimize our losses as much as possible and operate as efficiently as we can, continuing to rely on and benefit from the CEWS program. This should allow us to emerge relatively intact by the time activities on campus resume some sort of normalcy and our operations are able to rebound to a level near where they were before the pandemic.

Residence / Operations

As previously stated, the health and safety of our students and staff remains our top priority, and we are continuing with all our enhanced protocols including additional washroom cleaning, individually served meals, mandatory masks in public spaces, and ongoing physical distancing. We have kept two of our apartments vacant to be used as quarantine space should the need arise.

A few students have returned to their home outside of Canada, but our numbers remain relatively stable. As mentioned above, we were able to give each Resident who will be staying with us for the fall and winter term a brand new quality Dell laptop so they can maximize their chances of success while they study online. I was able to give these out to students personally, and it was extremely rewarding to witness their appreciation and hear how grateful they were to the College. One student made a point of telling me that he could feel how genuinely the College cares about its students and how much that meant to him. I cannot think of a better measure of the College's success than that.

Due to the recent increased restrictions in Winnipeg, the Daily Bread Café has reduced its service to take-out only. Our Food Service and Housekeeping staff continue to do their work safely and at a high level. Everything is running very well, and St John's is so appreciative of the work they have done.

Development Officer Report to Assembly
November 2020

Fundraising

- The Fall campaign will be mailed over the next couple of weeks.
- Total raised to date is \$24,845
- There is a stock transfer coming in of \$50,000 which is to be directed to Chaplaincy and the new residence.
- We have been advised that a sizeable portion of the estate will likely be received prior to the end of this year. Probate has been granted. This will be directed to the new residence including naming opportunity.
- We are to receive \$100,000 from a second bequest. Also, likely before the end of this year.

Capital Campaign

- Continuing to work with the consultant, Kat Kupca.
- Setting up a steering committee for fundraising for the campaign.

Alumni/Stewardship

- Continuing to call/zoom with Johnians.

Marketing/Communications

- The next issue of In Lumine will be mailed in the new year.
- Working on the Christmas e-newsletter and card.

Staffing

- We have hired Theresa Morgan as the Development Coordinator. Theresa is to start in the Development Office on the 16th November.

Misc

- We have been advised (informally) that we will be receiving Manitoba Scholarship and Bursary Initiative (MSBI) for the 2020/2021 fiscal year. We are awaiting to hear the exact amount and when we will receive the funds.

Respectfully submitted by:

Jackie Markstrom
9th November, 2020



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report November 2020

I continue as Acting Awards Clerk. Recipients have all been notified and we are in the process of sending out the awards, etc.

On October 28, Chris and I, and Mercy, our vice-stick, participated in the University of Manitoba's Virtual Open House. This was in place of the usual Evening of Excellence. We shared a virtual booth with St. Paul's College and St. Andrew's College. Overall, I would say this was a bust, especially in terms of speaking with local students, and rural Manitoba students about the Residence. However, Chris and I each spoke with an international student (or parent of), who were interested in the Residence.

The migration to the new website continues. The structure is being built, and I will be assisting with the writing of content. I am to meet with the transition team the week of November 16, to discuss and find out more about the progress.

Sherry Peters
Registrar

Assembly Report – Nov 18th

By: Breanna Duncan

Position Openings

We have a new sustainability coordinator, Mark Livingston! We are still looking for an Assembly Representative.

Assembly Representative

- Attending Assembly meetings and reporting information to the college
- If the representative cannot attend, they are responsible of finding a proxy, to take their place

UMSU Strike Board of Director Meeting

We are a member of UMSU's Board of Directors, BOD, and we had a vote on the motion that they were attempting to pass regarding the strike.

The council voted to support all three of these motions, and all three motion were also passed at the conclusion of the UMSU BOD meeting. UMSU also created an open letter condemning the government's response to UMFA.

Adapting to Covid-19 Restrictions

- I have meet and discussed incorporating potential new possibilities with each position about how to adapt to new Covid-19 restrictions and how-to increasing use online platforms and implement social distancing.
 - Examples: Sports Representative will be creating post about exercising and how incorporate healthy lifestyle tips!
- We continue to meet weekly which serves as a community builder and to foster greater communication and synergy amongst council members.

Past Events

Manitoba Mutts 5k Run

Community Outreach organized a virtual 5K walk/run on October 27th. Participants went for a walk or run that they could break up into as many days as they liked, until they reached 5K! Participants registered and they each received an SJC 5K medal! All proceeds were donated to Manitoba Mutts animal rescue. We raised \$ 307 of net profit! Pictures included below:

Upcoming Events

Hosting Office Hours

We are looking at the possibility of potentially hosting virtual office hours starting in Winter semester of 2021! We believe that this will be fruitful, as it will allow us to include more members-at-large, especially targeting those in their first year; with studies online, students are more isolated at home than ever, so hopefully we can increase engagement through this! We are going to create a guide for students to discuss any information they may want to know about SJC life and the opportunities and activities that the college provides!

Netflix and Chill Event

We are going to be hosting a Netflix Party, where participants can join us in watching Enola Holmes, we will be including prizes, trivia and more at this event to promote engagement and foster community.

Sustainable Christmas

We are going to do an online series via our social media accounts regarding how to make Christmas less wasteful moving towards being more sustainable! This will also include council members being featured in videos, and posting their own tips and tricks!

Virtual Paint Night

More details to come soon!

Thanks,
Breanna Duncan

Senior Stick
St. John's College Student Council



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