

**ST JOHN'S COLLEGE
ASSEMBLY
MINUTES**

For the meeting of May 4, 2020 @ 2:30 pm via Zoom

Present: B. Hallman, C. Trott, J. Weimer (Chair), E. Jones, S. Peters (Secretary), J. Markstrom, I. Froese, A. Rampton, C. Penner, L. Valmestad, J. James, B. Cantelo, D. Watt, K. Fowler, B. Pope, A. Perry, A. Desmarais, B. Collins, B. Erickson, D. Carr, D. McCance, L. Alexandrin, G. Bak, H. Enns, J. Dueck, K. Markstrom, L. Kuffert, L. Wilkinson, M. Evans

Regrets: S. Close, B. Ferguson, A. Ng

1. Approval of the Agenda

MOTION: That the agenda be approved as distributed.

B. Hallman / C. Penner

CARRIED

2. Approval of the Minutes of the meeting on November 20, 2019.

MOTION: That the minutes of the Meeting of November 20, 2019 be approved as distributed with the following amendments: add J. James to the regrets.

L. Valmestad / E. Jones

CARRIED

3. Business arising from the Minutes of the November 20, 2019 meeting

None

4. New Business

- a) Nominate new Chair – MOTION from Assembly Executive: That Jade be re-elected Chair of Assembly for the upcoming academic year.
CARRIED
- b) Re-appoint Dean of Studies – MOTION from Assembly Executive: That Esyllt Jones be re-appointed Dean of Studies for a three-year term from July 1 2020 to June 30 2023
CARRIED
MOTION: That Susan Close be appointed Acting Dean of Studies from July 1 2020 to December 31, 2020.
CARRIED
- c) Budget – The Bursar informed Assembly that a draft budget had been prepared for Assembly in March, 2020, but given the circumstances of the impact of COVID 19, that was not brought to Assembly and the College has been operating under the previous fiscal year's budget.
MOTION: That Assembly table the budget proposal from Finance and Admin. Until the September 2020 Assembly meeting.
C. Trott / B. Hallman
CARRIED
MOTION: That Administration continue operate on the basis of the 2019/2020 budget
C. Trott / J. James
CARRIED

- d) Motions from Membership Committee – The Dean of Studies presented the nominations for Carolyn Piotrowski on track to be a senior fellow, Shelise Klassen, and Anne Lindsey as visiting fellows. CARRIED
MOTION to Promote Annette Desmarais and Karine Levasseur to Senior Fellows
CARRIED
- e) Honorary Degrees Nominations – Assembly approved Art Miki and Geoffrey James to receive the honorary degree of Doctor of Canon Law (honoris causa) at the next convocation. At this time it is presumed that we will still be holding Convocation in November 2020.
CARRIED
Assembly approved Don Phillips as the recipient for Honorary Fellow at the next Convocation.
CARRIED
- f) Fellows Recognition Award – The Dean of Studies presented the nomination for the Fellows Recognition Award to be given at Convocation. MOTION: That Brenda Cantelo to receive the Fellows Recognition Award.
CARRIED
- g) Warden Search Committee – The Warden informed Assembly that he has submitted his letter of retirement to the Chair of Council. The Chair of Assembly approached five fellows to participate on the committee and will discuss it with Chris and Esyllt Christina, Mary, and Len, with Adele as an alternate
D. Watt / B. Hallman
CARRIED
- h) Membership Statistics – The Registrar presented the membership statistics to Assembly for information.
- i) Proposed Meeting Dates – The Registrar presented the proposed meeting dates for the upcoming academic year.

5. Other Business

Liv thanked Adele and Len for assisting with the Art Competition and hopes they will stay on the committee for next year. The Dean of Studies thanked Liv for her work as well on the Art Competition.

6. Reports

a) Reports from College Officers

Warden

**St John's College
Warden's Report to Assembly
May 5, 2020**

**St John's College
Warden's Report to Council
January 22, 2020**

It has been a long time since Assembly met and in the meantime our world has been turned upside down. This report then reflects the pre-COVID activities where there were a lot of meetings and travel and the “stay at home” where all activities take place in front of a computer. Like most faculty, I had to scramble to move my course on-line, and in the process recorded a

series of 13 lectures that were posted through the UMLearn system, as well as coping with the high levels of student stress. End of term marking had a different level of challenge this year.

I continue to participate in the committees of the College such as Membership, Honorary Degrees, and Administration and Finance in person prior to the lock down and now on Zoom. I also continue to be active on the Board of the Rupert's Land News and the Anglican-Mennonite dialogue.

This term the College offered two courses in conjunction with Canadian Mennonite University. The Rev. Andrew Rampton is offering "The Eucharist in Anglican Liturgical History" (9 participants) and Dr. Graham MacFarlane is offering "The Christian Life – an Anglican account" (18 participants) at St Margaret's Church. We have renewed our Memorandum of Understanding with CMU for these courses. CMU is suggesting, and I agree, that we move into an ongoing MOU with them rather than continuing on a course-by-course basis. Our Spring course on Indigenous Theologies has been cancelled, and we are looking to planning for the Fall term.

- 1) Chaired the University of Manitoba Press Board, November 21
- 2) Attended Diocesan Council, November 23
- 3) Attended the Ordination of Deacons, November 23
- 4) Attended the Bishop's Dinner, November 26
- 5) Attended Equity and Diversity Training, November 28
- 6) Attended Food for the Journey, November 30
- 7) Attended the Faculty Family Christmas Party, December 7
- 8) Attended Residence Christmas Banquet, December 7
- 9) Participated in the Advent Carol Service, December 8
- 10) Attended Provost's Council, December 12
- 11) Examined MSW Thesis Proposal, December 17
- 12) Participated in Boxing Day Feast in Residence, December 26
- 13) Attended Native Studies Department Meeting, January 3
- 14) Attended Desmond Connor's Memorial, January 10
- 15) Meeting with the Principal of Booth University College, January 13
- 16) Meeting with the Sexual Violence Resource Centre, January 14
- 17) Chaired University of Manitoba Press Board, January 15
- 18) Attended Food for the Journey, January 18
- 19) Attended Ordinations to Priesthood, January 18
- 20) Attended Agency Fundholders Breakfast with the Winnipeg Foundation, January 23
- 21) Hosted the Sistema Fundraiser at the College, February 2
- 22) Attended Senior Executive Retreat and lecture with Robin DiAngelo, February 6
- 23) Examined MA Thesis in Political Studies, February 14
- 24) Attended Jack Bumsted Memorial Service, February 15
- 25) Alumni and donor visits in Vancouver and Victoria, February 17-22
- 26) Taught Indigenous Awareness Training for Librarians, February 26
- 27) Examined PhD dissertation in Peace and Conflict Studies, February 27
- 28) Taught Indigenous Awareness for Diocese of Rupert's Land, Feb 27, Mar 19, 26, Apr 2, 16, 23, 30
- 29) Attended Diocesan Council, February 29
- 30) Alumni and donor visits in Ottawa, March 2
- 31) SSHRC Partnership Grant Assessment Committee, March 3-5
- 32) Attended Art Competition Reception, March 11
- 33) Attended Mrs. Totten's Memorial in Toronto, March 12

- 34) Attended Diocesan Council, ZOOM, March 21
- 35) Chaired U of M Press Board Meeting, ZOOM, April 15

I would like to thank Profs. Christiana Penner and Jennifer Dueck for taking over the organization and running of the College Family Christmas Party. I would also like to thank the Rev. Andrew Rampton for organizing the Christmas dinner in Residence. It encourages me that the younger members of the College are taking over some of the initiatives I started.

Finally, I would like to note that for the first time since I became Warden I was able to complete and submit an academic article.

Dean of Studies

Dean of Studies: Report to Assembly/Council May 2020

When the Covid-19 outbreak led to the cancellation of classes in early March, and then full closure of the university, we had to cancel a number of events, including a Soup and Bread Lecture by Annette Desmarais, the End of Term Reception, and, sadly our inaugural Music Competition finale. I want to thank everyone who worked so hard on preparation for these and other College activities that we couldn't carry through – at least not yet.

We also have two retirements from the College this term that we have not been able to recognize, Barry Ferguson and Dianna Brydon. We were to have raised a glass in their honour at the End of Term Reception. I do hope that circumstances will allow us, at another time, to say 'goodbye' to our colleagues and celebrate with them their long careers at UM, and their time with us at St John's. We will miss them.

I also want to say farewell to Jill Stafford, from the Development Office, who has retired in the midst of a pandemic! Jill has often invited Fellows to present their research to alumni and other friends of the College, thus promoting the work that we do here, and building connections between our faculty, senior graduate students, Visiting Researchers, and the broader College community. Thank you, Jill.

Membership Committee

This year, we had a number of applications for Fellowship. The Membership Committee met virtually to consider those, and we are putting forward a motion today recommending the election of three new College Fellows:

Caroline Piotrowski is an Associate Professor in the Department of Community Health Sciences, Faculty of Health Sciences. She is the Director of the UM Violence and Injury Prevention Research Group, and is affiliated with the Children's Hospital Research Institution of Manitoba. Her research focuses on trauma and resilience, particularly in children and families. Her recent publications include work on the impact of intimate partner violence on children, family and child coping mechanisms in dealing with serious chronic disease, and child perspectives on the use of bicycle helmets and car booster seats.

Anne Lindsay is a Doctoral Candidate in the Department of History, under the supervision of Prof. Adele Perry. She completed her candidacy exams in 2019. She also has an MA in Archival Studies. Anne was the Research and Access Archivist for the National Centre for Truth and

Reconciliation for three years, and is currently a Consultant for the University of British Columbia, Indian Residential Schools History and Dialogue Centre.

Shelisa Klassen is a Doctoral Candidate in the Department of History, under the supervision of Prof. Adele Perry. Her doctoral research focuses on the discourse around immigration in Red River and Winnipeg in the 1870s, an almost entirely Indigenous space that was radically transformed by the immigration of settlers and displacement of Métis and First Nations peoples by the end of the decade. Shelisa is a very active member of the History Department, with significant committee and organizing experience.

Dean of Studies Research Leave

I am on Research Leave from July 1 through December 31, 2020. Susan Close has generously agreed to act as Dean while I am away. Thank you, Susan.

Be well, everyone! We will have double the camaraderie-building to do when we physically return to SJC.

Chaplain

Chaplain's Report to SJC Assembly

5 May 2020

The suspension of worship and shutdown of campus has meant significant changes and challenges for the function of the chaplaincy, as with all parts of the college. Unsurprisingly, there is no list of events or meetings to present, though the chaplaincy is not without activity:

- Writing regular pastoral letters for the college membership
- Maintaining contacts with staff, fellows, and students to check in and provide support at a distance
- Cooperating alumni and supporters of the college, with direction of the Development Office, to provide updates on the college's response to the current pandemic and maintain relationships
- Planning for programming and scheduling for the 2020-21 year, realizing that there will be many challenges and constraints on what is possible
- Participating in Sunday morning worship for the diocese as the chaplain of St John's College, livestreamed from diocesan office

Bursar

Bursars' Report to Assembly April 5th, 2020

Financial

Clearly, the COVID-19 pandemic has had a major impact on the College. Since March 23rd, the only revenues we have had coming into the College budget have been residence fees. Despite all classes moving online, we maintained an occupancy level of approximately 79% through to the end of the term. This is largely due to the international students in our residence. We continue to have approximately 50 students in our residence as we start the summer term. This continued albeit diminished revenue stream will assist us in continuing to be able to pay our staff.

We have not laid anyone off yet and will retain staff for as long as we are able. All discretionary spending has been halted and we are monitoring our cash flows. The College was able to take advantage of the \$40,000 small business loan program through RBC, which will remain interest free if we pay it back by 2021. And if we do, \$10,000 of that loan will be forgiven. We are also utilizing the 10% temporary wage subsidy.

The University of Manitoba, at the request of the Provincial Government, was required to develop scenarios that envisioned workforce cuts of 10, 20, and 30% from May – August. St John's was required to participate in this exercise, and we have done so. Our submission achieved this goal by not hiring for the vacant Awards Clerk position. This would allow us to retain the rest of our university staff at full capacity. We have not yet had a response from the University.

Our audit is set to begin on June 15th. We continue to work on our year end statements and prepare for the audit. BDO Canada is planning for the audit to take place remotely, with no on-site presence.

As is the case for everyone these days, everything is new and unprecedented. We will continue to monitor our financial situation and do our best to adapt to the ever-changing landscape safely, and as successfully as we can.

Residence

As I alluded to previously, we currently have 50 students staying in residence. They continue to social distance and do whatever they can to stay safe in relatively close quarters. Our food service operations have adapted to provide a great service safely, and with minimal contact. Students eat their meals in their rooms for the most part, although some remain in the dining room (one student per table). Our housekeeping staff is keeping everything clean. Residence life is inherently social, so this has been a huge adjustment for the students. But they have been willing to change their behaviour and are taking the circumstances seriously. Many have unexpected financial needs, and we have been able to meet a lot of those needs through the incredible generosity of alumni, fellows, and staff. This has been great to see.

Staff

We are all pulling together to work together. Our food service and housekeeping staff have been amazing. Our Dons in the residence have really risen to the occasion. And the admin staff are staying in touch and collaborating on projects that could use some extra attention. Things like a complete audit of our website, and re-imagining and re-establishing our Annual Report.

Dean of Residence

See the Bursar's Report

Development Officer

Development Officer Report to Assembly
May 2020

Fundraising

- To date raised: \$293,754.

- We received a grant from the Cropo Foundation for Chapel linens in the amount of \$1,000.
- Shirlee Anne Smith died and has included a gift to the College in her estate, as did Grace Nunn. Shirlee Anne received an honorary degree and Grace was married to Lawrie Wilmot.
- Several asks were sent out requesting donations to emergency funding for students. This was very successful with close to \$11,000 received. Thank you to the Fellows for stepping up to the plate and helping our students.

Alumni/Stewardship

- Working with Chris and Andrew to ensure that we connect with most of our alumni and donors either via email or phone.

Special Events

All special events have been cancelled for the foreseeable future.

Marketing/Communications

- Two E-Newsletters have been emailed out. By the time of the Assembly meeting three e-newsletters will have been sent around to all SJC members.

Staffing

- Anne Espino, will be our Work Study student for the summer. Her start date is 11th May.
- Applied to Canada Summer jobs for a grant for the 2020 summer student. We will find out in early May if we have been successful.
- Jill Stafford has retired. Given the current circumstances we will wait to fill this position.
- Elnora Wiebe has taken on the task of inputting donations, generating tax receipts and reports.

Capital Campaign

- Phone meeting with the consultant, Kat Kupca, on a weekly basis.
- Currently working on the Case for Support with the consultant.
- Identifying potential cabinet members.

Respectfully submitted by:
Jackie Markstrom
30th April, 2020

Registrar

Thursday, February 20, was the U of M Open House recruitment event. Traffic was fairly steady throughout both the day and evening sessions with students and parents very interested in what the College has to offer. We also had a separate information session for the students of St John's Ravenscourt that afternoon which also went very well.

Soon after that, everything changed due to COVID-19. I was scheduled to attend the Brandon Career Symposium from April 20 – 22 but that was cancelled. I have yet to hear what will happen with the Next Steps day which is usually the first Saturday of June in which parents and their first-year students have an orientation on campus and is a good event for us.

April 1 was the deadline for scholarship and bursary applications. At the time of writing this report, I am still going through all of the applications received. If I can, I would like to be able to give a report on numbers of applicants and applications at the meeting. July 31 is the next application deadline.

I continue with website updates and the annual report.

Additionally, I have been asked by Student Life to be a part of the Emerging Leaders Awards Selection Committee. I shall be receiving those applications May 7 for review, which I am quite excited about.

Sherry Peters
Registrar

b) Report from Senior Stick

No report

7. Adjournment

MOTION: That the meeting be adjourned

A. Rampton / B. Hallman

CARRIED