

ST JOHN'S COLLEGE ASSEMBLY Minutes

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

Present: C. Trott, M. Minor, S. Peters (Secretary), C Penner, L. Valmestad, D. McCance, S. Close, C. Piotrowski, I. Froese, B. Hallman, H. Holbrook, J. Markstrom, J. Dueck, J. Weimer (Chair), M. Hughes, G. Bak, M. Benbow, R. Thomas, B. Duncan, A. Perry, M. Evans, D. Oliver, D. Watt, H. Enns

Regrets: A. Desmarais, B. Collins, K. Fowler, L. Kuffert, B. Cantelo,

1. Approval of the Agenda

MOTION: That the agenda be approved as distributed.

S. Close / J. Dueck

CARRIED

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

MOTION: That the minutes of the September 22, 2020 be approved as distributed.

J. Markstrom / I. Froese

CARRIED

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

None

4. New Business

- a) Budget Summary – The Bursar informed Assembly that we are a little bit behind where we were the year before which is good considering the shutdown due to COVID-19, but we had a good cohort in the residence over the summer, and the wage subsidy program. Our situation will look worse over time as the shutdown continues, and changes to the wage subsidy program. We will continue on as we need to.
- b) Scholarship Update – The Registrar noted that the awards have been distributed, though a few will need to change as some of the residence awards given are not now living in residence so they need to be re-awarded.
- c) Appointment of Chaplain – The Warden introduced the Rev. Helen Holbrook. She will be appointed by Council on November 25. She begins at the College on Monday, November 23.
- d) Appointment of Development Coordinator – The Development Officer informed Assembly that Theresa Morgan is the new Development Coordinator and she started on Monday, November 15, 2020. We are happy to have her on board.
- e) Report from Theological Education Council – The Warden reviewed the report from the Theological Education Council as submitted by Heather McCance. We continue to offer courses that are accredited through Canadian Mennonite University for those who want academic accreditation. We have also opened up the courses for anyone who wants personal development for

\$200 and have done quite well with that. We are offering one course right now.

- f) Warden's Search – C. Penner, reported that we met and have revised the job ad, with an application deadline of January 30, 2021. With candidates asked to give talks in February and March. When the ad is posted, we will ask Assembly members to share the link to listserves, with people you think might be suitable candidates. There will be targeted ads as well.

5. Other Business

Liv wanted some input regarding the Art Competition, if we should have some kind of online contest, instead. She will call a meeting of the committee but would like some input.

J. Dueck asked if there was interest from students. Or is it just another thing for students to do which they don't really need right now?

Liv: I'm not sure. She did not get much response when mentioned at her faculty council. Maybe I'll take it up with the committee.

M. Minor would support keeping it going as many students who have participated in the past generally have pieces ready anyway, so it wouldn't be necessary for them to make something to enter. The bigger consideration is the committee's time.

Liv: I will see if I can get this going.

B. Hallman: I would hate to see this not happen. It is something positive for students to look forward to.

S. Close: It is a great event and want it to go ahead, and I give thanks to Liv for her energy she puts into this.

6. Reports

a) Reports from College Officers

Warden

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

Dean of Studies

Acting Dean of Studies Report to Assembly:

I am currently A/ Dean of Studies while Dr. Etyllt 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

Chaplain

No report

Bursar

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

Dean of Residence

See the Bursar's Report

Development Officer

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

Registrar

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

b) Report from Senior Stick

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

1. Attending Assembly meetings and reporting information to the college
2. 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.
 - o 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:

Trick or Eat Event

We hosted a Winnipeg Harvest Food Drive. Council members hung door flyers asking for donations and Winnipeg did not disappoint! The willingness to give, especially during these uncertain times, is more appreciated than ever. We were able to donate an astounding 215 pounds! Pictures included below:

EDI Presentation Valerie Williams and Megan Bowman

We had a presentation discussing the importance of respect, inclusion and diversity amongst our SJC councils' members and generally. Council members provided great feedback about the importance of this and the things they learnt!

Sustainability Halloween

We made posts about how to incorporate sustainability in making Halloween costumes and consumption!

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

7. Adjournment

MOTION: To adjourn

I. Froese

CARRIED