

**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 22<sup>nd</sup>, 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](mailto:Programmer.sjcsa@gmail.com), [Sports.sjcsa@gmail.com](mailto:Sports.sjcsa@gmail.com), [Treasurer.sjcsa@gmail.com](mailto: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

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Senior Stick  
St. John's College Student Council

### **7. Adjournment**

MOTION: That the meeting be adjourned.

D. Oliver / D. Watt

CARRIED