

ST JOHN'S COLLEGE COUNCIL
Agenda
For the Meeting of January 27 2021
Meeting from 6:00pm via Zoom

1. Opening Prayer
2. Approval of the Agenda
3. Approval of the November 25, 2020 Minutes
4. Business arising from the Minutes
5. New Business
 - a) Residence Building Steering Committee
 - b) Residence Fundraising Committee
 - c) Budget Summary
 - d) Warden Search Committee
6. **Reports from Committees, College Officers and Student Council**
 - a) Reports from Committees – Council Executive, Development, Finance & Admin.
 - b) Report from Assembly
 - c) Reports from College Officers and Student Council
 - i) Warden
 - ii) Dean of Studies
 - iii) Development Office
 - iv) Dean of Residence
 - v) Chaplain
 - vi) Bursar
 - vii) Registrar
 - viii) Senior Stick
7. Other Business
8. Adjournment

ST JOHN'S COLLEGE COUNCIL
Minutes
For the Meeting of November 25, 2020
Meeting from 6:00pm via Zoom

Present: G. Maweje (Chair), S. Peters (Secretary), J. McConnell, J. Markstrom, K. Leung, C. Loewen, G. Woodcroft, J. Ripley, M. Minor, S. Close, M. Hughes, I. Froese, K. Kupca, P. Brass, J. Weimer, H. Enns, J. James, H. Kennedy

Regrets: B. Duncan, L. Wilkinson, B. Pope

1. Opening Prayer
G. Woodcroft opened the meeting with prayer
2. Approval of the Agenda
MOTION: That the agenda be approved as distributed.
G. Woodcroft / J. McConnell
CARRIED
3. Approval of the September 30, 2020 Minutes
MOTION: That the amended minutes of September 30, 2020 be approved.
J. Ripley / M. Minor
CARRIED
4. Business arising from the Minutes
None
5. New Business
 - a) Residence Committee – At the September meeting, it was agreed that a fundraising committee would be struck to start meeting immediately. Thank you to all who have agreed to be a part of the committee. The Steering Committee has met twice since September, have had some productive discussions on how to advance the project. We will be contacting AES at the U of M and CMHC, develop a broad timeline for the project, and a path forward for Council to consider for each touchpoint. We are still looking for someone in the construction industry to join the committee, which would be very helpful from that angle. It has been very positive so far and are very excited about moving forward. Kat Kupca stated that we are developing a strong platform for fundraising, the committee will be in place for a few months. Jackie and Kat have been working on a plan to hit the ground running in January for donor cultivation and development, and with a new development coordinator hired will help move faster on this. The fundraising steering committee is not the campaign cabinet.
 - b) Budget Summary – The Bursar presented the budget summary. We are behind where we were last year but considering circumstances and how well we had done the year before, we are in a good place. The wage subsidy program has helped us mitigate expenses as well. We carry on with the residence, staff is still employed, and we expect to carry on through this situation.
 - c) Bequest Designation – We are anticipating a \$100k bequest that is undesignated. Administration will make a recommendation that we designate this money to the new residence. P. Brass who is the chair of the development committee, supports the recommendation of the allocation of these funds.
MOTION: That the bequest from the Shirley Ann Smith Estate be designated to the new residence project.
P. Brass / H. Kennedy
CARRIED
 - d) Appointment of Chaplain – MOTION: That Council appoint the Rev. Helen Holbrook as Chaplain of St John's College.

C. Trott / G. Woodcroft

CARRIED

- e) Appointment of Development Coordinator – J. Markstrom informed Council that Theresa Morgan began on November 16, 2020 as the new Development Coordinator.
- f) Report from Theological Education Council – The Warden presented on behalf of the Theological Education Council. The Theological Education Council oversees the courses the college offers in Anglican Studies in partnership with CMU. People can also take the courses as Personal Formation for \$200. We are offering one to two courses a term. We get some enrollments, not enough to offer a full program, but enough to cover costs.
- g) Warden's Search – The committee has met twice, refining and updating the ad, which is up on our website. We are hoping to get some support from the University in terms of posting it through their avenues, on Colleges and Universities of Anglican Communion, the Rupertsland News, and National Anglican Church website, heads of Anglican colleges, and the heads of colleges world-wide. The closing date is January 30 at which point the committee will meet to review submissions, presentation to the college will occur then, and the process will move forward.

6. Reports from Committees, College Officers and Student Council

- a) Reports from Committees – Council Executive, Development, Finance & Admin.
Council Executive met and set the agenda for tonight's meeting.
Development met and discussed the Bequest Designation
Finance & Admin has not met since the previous Council meeting.
- b) Report from Assembly
Assembly met last week and discussed much of the same agenda as Council, with the addition of a Scholarships summary
- c) Reports from College Officers and Student Council
- h) Warden

St John's College Warden's Report to Council November 25, 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
- 18) Attended a Retirement Planning Workshop, November 9

I was obliged to take five days unpaid holidays, and so I took the week of November 9 to 16 off for this purpose.

ii) Dean of Studies

Acting Dean of Studies Report to Council:

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

iii) Development Office

Development Officer Report to Council
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 \$2.5m 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 started in the office on Monday, 16th November.
- We have been successful in our request for a Work study grant to hire a student January to March 2021. Theresa will supervise the student.

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.

iv) Dean of Residence

See Bursar's Report

v) Chaplain

No Report

vi) Bursar

Bursar's Report to Council November 25th, 2020

Financial

As of the end of September, there is some relevant financial data that will 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.

vii) 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.

viii) Senior Stick

Position Openings

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

Assembly Representative

- o Attending Assembly meetings and reporting information to the college
- o 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

7. Other Business
None

8. Adjournment
MOTION: That the meeting be adjourned.
C. Trott / J. McConnell
CARRIED

SJC New Residence

Steering Committee Report for 2021 01 27 Council Meeting

By: Kevin Leung, P. Eng. (Ret.) – Chairperson

Since the last report in the 2020 11 25 Council meeting, the Steering Committee has met 4 more times. We also have recruited two new non-council members joining the committee.

- (1) Jeff Badger (SJC Alumni in the 70s), with a B.A (Economics), a B. Comm. Honours (Marketing) and a MBA (Marketing and Finance), has over 35 years of real-estate development and project management experience. His relevant developments include hotels, hostels, restaurant and post secondary education facilities. His major clients include the Forks Renewal Corporation, North Portage Development Corporation, the University of Winnipeg Community Renewal Corporation and the University of Winnipeg.
- (2) Audrey Marcinco, M. Arch, BED, is an architect with A & E Services of the University of Manitoba. She has been involved in the Residence project in the early stage and has participated in the integrated workshops in the Schematic Design. It is our intention to engage A&E Services to continue managing the project in the project/construction management functions.

With the addition of these two members, they broaden our scope and increase our depth in the development of the project. They are definitely valuable asset to the Steering Committee.

We are still looking for someone who has hands on construction experience to join the committee.

Highlights

- The committee re-visited the reasons and assumptions which justify the feasibility of this project and found them still valid to support the business case.
- Explored different project delivery methods, namely, the Design-Bid-Build and the Integrated Design-Assist delivery methods. (Ongoing)
- Financing the project is identified as the major hurdle to bring the project forward. In addition to the fundraising functions/activities/campaign by the Fundraising Committee, the Steering Committee also investigates on potential government grants, loans and other means of financial aids, such as the CMHC Mortgage Loan. (Ongoing)
- Met with the design team seeking clarification on the Schematic Design report.
- A spreadsheet (attached) was prepared to include project estimate and project duration delineated to show the expenditure and accumulated expenditure at each stage of the project. This will provide a visual presentation to the Fundraising Committee and hope it will help to set their fundraising strategy and targets. This can also be used to analyse the risk, consequence and mitigation measures to assist in making decision in the next step of the project.
 - o The estimated Design & Construction Cost (in 2019 dollars) is \$22.5 M. It will be escalated by 3% each year.
 - o From today onwards, the total duration of the project is 32 months (approximately 13 months with design & procurement and approximately 19 months in construction).
 - o By the end of the Design Phase (a complete design document ready for tender), the commitment is \$888,000 which is 3.95% of the project cost.
 - o Construction and construction related cost is \$21.6M which is 96% of the project cost.

Residence Capital Campaign - Fundraising Steering Committee
Report to St. John's College Council

Purpose of the committee

To provide support to the staff and campaign counsel in developing a sound fundraising plan to raise \$7 to \$10 million from the private sector to ensure the residence can be built.

Developing a solid plan

The plan we have set out to build includes refining messaging and identifying the top potential donors - those who are capable of gifts \$100,000+, and potential volunteers who can make connections to these potential donors.

We are working toward developing a timeline for fundraising so that it can mirror construction development.

As we move forward, we will need your help – everyone's help. There will be roles for everyone to play in building relationships with donors and to ensure the campaign is a success. Those roles will also shift throughout the campaign.

Right now, we are looking to identify those in the larger community who may understand the importance of the College in forwarding Anglican values so that we can gain their feedback on our plans. Please let us know with whom you think we should speak.

Identifying Possible Donors

We intend to approach the following:

- Alumni
- People in the Anglican community
- Other potential significant donors who share the College's values

Work has begun on identifying those in our database who have a strong link to the College and have the ability to give. Kat Kupca and Jackie Markstrom presented an initial list of key names to the fundraising committee, with an evaluation of their potential giving ability if properly nurtured. We have about 20 prospective donors identified, and are looking for about 100. As you can see, more names need to be added to the list, and we must look outside the SJC graduates we know. The committee is working on adding names to the list and creating strategies of approaching them. We would appreciate your help.

Your help

We need your help to help expand our circle. We are not asking you to ask anyone for money, or even to discuss money at this point. We are simply looking for advice from those who care in our community.

Submitted by Godfrey Maweje
January 20, 2021



ST JOHN'S COLLEGE

ESTABLISHED 1866

Acts of College Council concerning a new College Residence

1. September 28, 2011: MOTION: That Council strike an ad hoc committee to review what needs to be done with the Residence and report back by the March 28, 2011 Council meeting. CARRIED

As a result of this motion the committee engaged two studies, one on the current residence and the second on our fundraising capability.

2. In 2012, GPPA prepared a St John's College Residence Study and presented it to Council at its November meeting. The report was done to assess the viability of our current residence, as well as propose a preliminary new construction plan and capital construction budget. The report concluded that it would not be cost effective to renovate the residence.

As a result, the following motion was passed:

MOTION: That Council request Administration and the Development committee to move forward with preparing an RFP and an assessment of the fundraising needs for the next Council meeting. CARRIED

In the May 22, 2013 meeting Council passed the following two motions:

MOTION: That a recommendation be made to Council that Kupca/Walker Consulting be hired to conduct a Feasibility Study of fundraising for the proposed campaign as outlined in their proposal. CARRIED

MOTION: That a recommendation be made to Council that funds to the amount of up to \$24,000 plus GST be made available to support the feasibility study.
CARRIED

3. At the November 2013 meeting, Janet Walker presented to council a Feasibility Study to assess the interest and engagement of our alumni, with recommendations for how the College could increase that engagement and expand our capacity to raise funds. Those recommendations were implemented and continue to be worked on. Key recommendations included:

Develop a concise strategic plan

Explore partnerships and other funding sources for capital improvements

Strengthen the case for support

Strengthen volunteer leadership

Strengthen commitment to fundraising

MOTION from Development re: Feasibility Study: that the recommendations made in the Feasibility Study be adopted and acted upon. CARRIED.

4. In the spring of 2015, administration engaged with a consultant to help St John's develop a new strategic plan for the College. At the same time the University received the Scion report on housing indicating that there was a severe shortage of beds on campus, and that the University did not intend to build any more residences. In the fall of 2015, there were complaints from the residents of Fort Richmond about the use of single-family dwellings as rooming houses.
5. At the May 2016 meeting, Council authorized the College to sign a letter of engagement with GPPA to begin an initial investigation of funding sources. Council also approved the brand strategy and creative brief presented by Frank Reimer, which was the precursor to our new logo and re-branding initiative of St John's College.
6. Throughout the remainder of 2016, management continued to work with GPPA to explore potential funding partnerships with both the Federal and Provincial governments. Meetings were held with MP Terry Duguid, MLA Sara Guillemard, and city Councillor Janice Lukes.
7. At the September 2017 meeting, GPPA presented their new residence proposal and associated costs.

MOTION: That Administration provide Council, at the next meeting, their recommendations as to the rationale for the nature of a new residence, the rationale for the cost of a new residence; a comment on the feasibility of fundraising, including the cost to students and revenue, and the synergies and tensions between the College and the University; and the rationale for their recommendation. CARRIED.

8. At the November 2017 meeting, Council received and accepted the previously requested report from management.

MOTION: That Council direct Administration to initiate a capital campaign for \$7 million dollars and continue to work with the three levels of government to find the other \$14 million, \$7 million from the federal government, and \$7 million from the provincial government, towards Phase 1 of the residence. CARRIED

9. At the January 24, 2018 meeting Council discussed the appointment of GPP as architects:

MOTION: College Council appoints GPP Architecture as the principal architectural firm to design the new St John's College Residence. Motion Withdrawn.

MOTION: That Council instructs administration to solicit two additional invited submissions on the proposed residence comparable to the one we received from GPP which would include a request for conceptual design sketches and bring them back to Council at the meeting in March. CARRIED

MOTION: That College Council approves the Sketch Design Offer of Services and authorizes administration to sign it and move forward with the work, subsequent to the review and recommendation of the contract by Jim Ripley, College Solicitor. FAILED

10. At the April 2018 meeting, Council received two additional proposals, but the fee structure for design costs were difficult to compare – both the costs, as well as what services were included. Council asked management to solicit additional information from all three architectural firms. Further information on the proposals was solicited and brought to the June 13, 2018 meeting. This did not clarify the matter sufficiently, so the following motion was brought:

MOTION: That the College retain AES for the purposes of an RFP for the design process to schematic design for the new residence. CARRIED

11. Over the summer and early fall of 2018, with the assistance of Architectural and Engineering services, an RFP was issued, proposals were received and evaluated, and a motion brought to Council on November 21, 2018:

MOTION: That ft3 be awarded the Residence Concept Design contract for a total fixed fee of \$284,090. The contract is for schematic designs and class “C” estimates for three separate options: Renovation of the existing residence, New Construction, and Zero Carbon New Construction. CARRIED

12. Over the Winter and Spring of 2019, the architects conducted a series of three integrated design workshops and on May 22, 2019 presented their report to Council.

MOTION: That Council approve Option 3: New Net Zero Carbon Student Residence, from the 3 projects submitted by ft3 Architecture in the New Student Residence Concept Design Options (RFP SJC101118 OD)
CARRIED

MOTION: That the Development Committee, working with the Development Office, proceed as follows:

- a) Secure Capital Campaign Chairs and Campaign Cabinet members in June.
- b) Over the summer prepare the promotional materials for a campaign to support the residence, develop prospects for a campaign for the residence, and establish the cost of the various naming opportunities of the new residence.

c) Launch the silent phase of the Capital Campaign at the beginning of September.

d) Review the progress of the campaign at the November Council meeting and consider at what point to move into final design and contract preparation stage of the project (total cost of \$1.2 million taking about 12 months).

CARRIED

13. Over the summer of 2019 the renderings were received, and some preliminary work was done on a case for support. At the September 25, 2019 meeting the development committee presented the proposal for naming opportunities:

MOTION from the Development Committee: That Council receive the naming budget and building opportunities guidelines for information purposes. CARRIED

14. In November of 2019, Council decided by electronic vote to hire Katarina Kupca as a consultant to help drive the Capital Campaign. Katarina Kupca presented an outline of the needs for a Capital Campaign at the January 2020 meeting of Council. The March meeting of Council was cancelled due to COVID and much of the planning and the work on the Capital Campaign has been delayed and slowed down due to the pandemic. Katarina Kupca has presented at the May, September and November meetings of Council on the progress thus far.

15. In September 2020, a proposal came to Council to borrow the money from our endowments to move forward on the Detailed Design and Contract Documents for the residence. After discussion the following motion was passed:

MOTION: That the matter of further work on the Residence Project be referred back to administration with a view to a) getting legal opinion on whether or not funds can be lent and borrowed for the purpose of payments to the architect; b) for the purpose of reporting to the college council on the likely timing and amounts of payments from the estate; c) for any legal input for the proposal; and d) for the purpose of the formation of a steering committee consisting of appropriate members from Council and outside Council. CARRIED.

16. Two committees have been formed: Residence Building Steering Committee and Fundraising Steering Committee. They have begun their work and made their first reports to Council in November.

SJC New Residence Project - Cost/Schedule/Fund Raising						
Total Project Cost *	\$22.5 M					
Project Schedule **						
	Design Phase				Procurement	Construction Phase
Project Tasks / Benchmark	Schematic Design	Design Devejopment 25%	Design Devejopment 80%	Design Devejopment & 100% Contract Document	Tendering & Award	Construction/Commision & Construction Complete
Duration (months)	2	12			1	19
% of Duration	5.88	35.29			2.94	55.88
Design Commitment (\$)	284,000	336,000		552,000	12,000	300,000
Construction Commitment (\$)						21,300,000
Subtotal of Commitment by Task (\$)	284,000	336,000		552,000	12,000	21,600,000
% of Project Cost		1.49		2.45	0.05	96.00
Accumulative Total (\$)	284,000	336,000		888,000	900,000	22,500,000
Accumulative Total (%) of Project Cost		1.49		3.95	4.00	100.00
Assumptions:						
*	Based on Class C Estimate of \$22.5M (2020 Spring Tender) in Schematic Design Final Report (Note: escalate by 3% per annum)					
**	Design-Bid-Build Procurement Process with Stipulated Price Contract (Page 12 of Arch Final Report)					
Fund Raising Targets						

Report from the Warden's Search Committee

The Warden's Search Committee met on November 13, 2020 to decide on the Warden Job Posting. We revised the job posting to describe 1) the college's commitment to reconciliation and Indigenization; and 2) the capital campaign. Additionally we updated the posting with 1) the current version of the equity and diversity statements, and 2) current data and details of the college operations. Additionally, the committee consulted with Kerry McQuarrie Smith from the President's Office to ensure we were following acceptable standards of advertising and promotion. The committee decided against expensive print-based advertising in national newspapers. But we advertised in these places: SJC website (live on Nov 19, 2020).

The closing date for applications is January 30, 2021. We are in conversation with three strong candidates (and/or their referees) and expect these three applications to be submitted this week. There have been a handful of other submissions from applicants who appear to have not understood the requirements of the position but do demonstrate successful reach of advertising.

UPDATE: We have received one strong application at the time of writing.

The committee will meet again in the first two weeks of February. We are hopeful Zoom-facilitated interviews and talks will be scheduled for March 2021.

Sincerely,
Christina

Christina Penner
Instructor
Department of Computer Science
University of Manitoba

St John's College
Warden's Report to Assembly and Council
January 27, 2021

We have just come from the Christmas break which for the first time in years really was a time of rest and refreshment for me. Without the round of holiday receptions and events to attend, life was much quieter. We were able to attend many more virtual concerts and plays than we have attended before, including all of the ones in Toronto that my wife has been missing!

The University returned to work on January 5, but the first two weeks of January had been set aside for in-person classes associated with the Fall term. I am not sure how many of these classes actually took place under Code Red, and College buildings remained closed. Our Food services and facilities staff continue to work supporting the Residence and the Daily Bread is open for take-out. We have one person in the main office and one person in the Development Office every day in case people need access to our buildings. The remainder of the staff continue to work from home.

I am teaching one course, NATV 2420 "Inuit Literature in Translation", this term - remotely.

Much of my work since the last Council Meeting has been working with and setting up the two new residence steering committees. In addition, I have done some work visiting via phone and Zoom with donors and Alumni. One of our key activities was the last-minute fundraiser to support the students in residence over the Christmas holidays. Thank you to everyone who stepped up the plate (literally) and helped us to provide meals over the entire holiday for the students.

- 1) Attended Senate, December 2
- 2) Met with the SJC Fundraising Steering Committee, December 3, January 7
- 3) Scholarship Committee, December 4
- 4) Attended virtual service commemorating the Montreal Massacre, December 7
- 5) Met with SJC Residence Building Steering Committee, December 8, 21, January 15
- 6) Led the Native Studies Department Professionalization Workshop, December 9
- 7) Attended Native Studies Department Meeting, December 14
- 8) Attended Rupert's Land News Board, December 15
- 9) Participated in meeting to consider forming a Northern Development Institute, December 15
- 10) Chaired U of M Press Board, December 16
- 11) Attended Provost's Council, December 17
- 12) Attended Senate, January 6
- 13) Met with the Indigenous Representation in University Governance Working Group, January 14
- 14) Attended Deanery Clericus, January 16.

Dean of Studies: Report to Assembly/Council January 2021

I was on research leave from July 1 through December 31, 2020. Susan Close was Acting Dean in my absence, and I wish to thank her for her willingness to step into this role during an unprecedented time. Workloads have been heavy for faculty over the past 10 months, as we navigate online teaching, service, and research. Many of us have had to adapt or postpone research activities.

I have been given the unanticipated opportunity to serve on the Royal Society of Canada's COVID-19 Taskforce, which I was asked to join in April 2020. The taskforce has done extensive work to provide evidence-based responses to the pandemic from a number of different perspectives, including renewing the social contract to allow for full economic recovery, the experience of indigenous and racialized communities, mental health, science and misinformation, reforming the long term care system, preserving the pandemic's historical record (on which I've worked SJC Fellow Greg Bak and former UM Archivist Shelley Sweeney), and policy recommendations for reforming public health in the light of historical experience (a working group I chair). If you are interested in learning more about the Taskforce, visit <https://rsc-src.ca/en/themes/rsc-task-force-covid-19>

As we approach one year operating under COVID restrictions, SJC is looking to renew some of the academic programming put on hold last spring. On January **, we held a virtual reception to honour a number of retirements from the College: Barry Ferguson, Dianna Brydon, and Brenda Cantelo (our previous Dean of Studies). We also said goodbye to Adolf Ng, who has left UM. The reception was very well attended, and I want to thank everyone for coming. We had short speeches from Adele Perry, Michael Minor, and myself in appreciation of our retiring Fellows. It was a real pleasure to 'see' everyone again, as it has been more than a year now since our last reception. Normally these take place four times a year.

Plans are in the works for a virtual Marjorie Ward Lecture, tentatively scheduled for MARCH 4, 2021. All of the details are not yet finalized, but please mark your calendars for that date.

The Student Art Competition will continue this year, despite pandemic challenges! Students will submit digital images to the online competition, which form a virtual exhibit created by our Art Fellow, Liv Valmestad. I'm very grateful for Liv and to Amy Craddock for helping us with this innovative adaptation to circumstances. Artwork submission deadline is February 19th, and from February 22 through March 26th you can view and vote on the art via a wordpress site: <https://stjohnsartcompetition.wordpress.com/>

I am working with the Development Office to schedule virtual Soup and Bread lectures, that will be open to alumni as well as staff and Fellows. More information will be forthcoming on those.

Thank you,
Esyllt Jones

Development Officer Report to Council
January 2021

Fundraising

- The annual appeal response raised almost \$29,000 – this is a better result that we have seen in a couple of years.
- The Twelve Days of Christmas was used to raise funds for students living in Residence over Christmas and raised \$4,360.
- We received a stock transfer of just over \$50,000 designated to Chaplaincy and the New Residence.
- We have received partial settlement of the outstanding two estates in the amounts of \$100,000 and \$1.8 million.
- Total raised to date is \$133,006 plus the \$1.9mi.

Alumni/Stewardship

- Continuing to visit with Johnians via phone.

Special Events

- Looking at potential alumni on-line events.

Marketing/Communications

- The current issue of In Lumine is with the designer and should be mailed out in February.

Staffing

- Theresa Morgan has settled in extremely well as the Development Coordinator and is taking on more responsibilities.
- Have applied for the Canada Summer jobs. In the past we have been funded 8 weeks during the summer.

Capital Campaign

- Work continues – please see separate report.

Respectfully submitted by:

Jackie Markstrom
20th January, 2021

Dean of Residence Report – January 18, 2021

As you may be aware, I resumed my position at the College as of November 30, 2020. Thanks to Ivan Froese, you have been receiving reports on residence operations during my prolonged absence. Please find the current details below:

Regular Semester

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. One of our residents went back to her country for 2 months and is due to return in February. Extensive measures have been taken to ensure that she can have an effective quarantine; we have also given her strict guidelines to follow for the safety of all students and staff members.

Currently we have 28 residents, almost all of them international students. We are paying extra attention in vetting students before they are accepted into the residence.

Residence Activity

Since November, there have been a few incidents. The residents involved have been contacted and appropriate measures have been taken. The College continues to be understanding and supportive during these trying times.

Our Chaplain Helen Holbrook have initiated a few virtual activities to help students with their mental health. I personally attended a virtual “tea session” with Helen and a resident and enjoyed an hour-long conversation.

Thank you,

Fayaz Hasan
Dean of Residence

Chaplain's Report to St. John's College Council

Submitted by: The Rev. Helen Holbrook

Date of Submission: January 20, 2021

I have organized my report by categories.

Residents:

- a) I have sent an introductory email to all the residents and I received about 7 responses.
- b) I have met with the Dons and will arrange another meeting with Fayaz hopefully at the end of January.
- c) Coffee with the Chaplain, I have met with one resident and she would like to continue meeting weekly.
- d) I meet with Fayaz regularly.
- e) I am working with the past Chaplain (Andrew) in support of a resident with some long-standing challenges. Rev. Andrew had worked with the resident for some time and will help me connect with the resident.
- f) I made a poster to hang in the Residence hallway.

Student Council:

- a) I attend student council meetings (there was just one before the Christmas break).
- b) I meet with the Senior Stick Breanna weekly
- c) I have met with each council member individually.
- d) I will start working on the annual retreat, if virtual it will be in February but in off site it will be end of March (depends on the restrictions).

St. John's Staff

- a) Great support from staff, opportunity to meet fellows via on-line, looking forward to seeing them in person one day.
- b) I do not know if there is a need for any kind of debrief or creating a book club or self care activity. Just let me know.

U of M Chaplaincy Group

- a) I have attended group meetings and some educational presentations.
- b) I was a part of an orientation night with new students.
- c) Worked with Edgar to do an on-line memorial (Montreal Massacre – Dec.6).

Programs/Rituals/Services

- a) Tree of remembrance – people (staff, residents, and wider student body) were invited to email their losses and hopes under COVID restrictions.
- b) Walking Group – Invitation to share walks around the grounds or elsewhere, I mindfulness exercise.
- c) St. John's Facebook Page Celtic Prayer – First 15 min prayer ritual posted on Tuesday January 19th. Will post twice a week.

Future

- a) Drop in coffee with the Chaplain – some of the other chaplains are setting up something similar. Set aside 2 hours a month? Not sure what program to use.
- b) Hope to come on campus one day, depends when classes start on campus.
- c) Challenge of making connections on-line, are residents zoom weary?
- d) Out-door gathering if we can have 10 people? Setting up a bonfire roasting marshmallows' etc. ? If weather and restrictions permit, end of February?

Glad and thankful that I am here at St. John's!

Respectfully submitted.

Rev. Helen Holbrook

Bursar's Report to Council January 27th, 2021

Update on CEWS

As was previously reported at the May 20th Council meeting, St John's College was initially shut out of the Canada Emergency Way Subsidy program because we were broadly classified as a public institution. We engaged with CRA directly and had BDO Canada act on our behalf to explain and clarify the nature of our operations to them. Ultimately, we were able to apply, and have been submitting successful claims throughout the summer and into the fall.

However, our most recent claim was denied. A letter from CRA stated they had reviewed our October – November application and have determined we are a public institution for the purposes of CEWS because of our affiliation with the University of Manitoba.

We believe their ruling represents a profound misunderstanding of the nature of St John's College, its governing structure, independence, and our financial and legal relationship with the University of Manitoba. We have taken immediate action and engaged with the College Solicitor and BDO Canada to act on our behalf to reverse this decision. On Wednesday, January 20th we met with our Solicitor and two tax lawyers from Thompson Dorfman Sweatman, as well as two representatives from BDO Canada. They all expressed confidence in our position and support our eligibility within the CEWS program. They will be acting on our behalf to reverse the CRA ruling and restore our standing. They have extensive experience dealing with these matters and we have confidence in their ability to achieve a successful resolution to this matter. Council will be kept up to date as things progress.

Staffing

On November 23rd, Fayaz Hasan received an "Interim Work Authorization" that has allowed him to return to his duties as Dean of Residence while he awaits processing of his Permanent Residency Application. The College is very pleased to have him back in his role. It has been a challenging time for Fayaz, as he has been unable to work for the past 13 months.

Theresa Morgan was hired as our new Development Coordinator and began work on November 16th. She has been a great addition to the administrative team and is settling into her new position. This was a critical hire as we head further into the Capital Campaign, and I know our Development Officer is pleased to have her on board.

And finally, Helen Holbrook was hired as our new Chaplain and started work on November 23rd. Helen has been working with our Dean of Residence to connect with our students in an effort to address any mental health challenges they may be facing as the pandemic continues and we enter the winter months.



ST JOHN'S COLLEGE

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Registrar's Report January 2021

The migration to the new website continues. I have received some initial training, along with Amy Craddock who will be my website backup, on Drupal, the new web system.

In February, the University is holding a Virtual Open House which we will once again be participating, this time, thankfully, Fayaz will be joining me. Additionally, we will have our own virtual booth so that means more hours, not sharing space with the other Colleges, and hopefully we will get more direct traffic.

I have also just received information on the Brandon Career Symposium which we have been attending regularly, with the exception of this past year due to COVID. This year the Symposium will also be virtual. I am waiting for more information from the U of M Admissions department to discuss how that is going to work, but I expect we will be participating in that as well.

Sherry Peters
Registrar