

ST JOHN'S COLLEGE COUNCIL  
Minutes  
For the Meeting of May 20, 2020  
Meeting from 6:00pm via Zoom

Present: C. Trott, P. Cloutier (Chair), I. Froese, S. Peters (Secretary), J. Markstrom, J. James, J. McConnell, H. Enns, M. Minor, B. Pope, C. Loewen, P. Brass, G. Woodcroft, J. Ripley, A. Rampton, J. Weimer, M. Hughes, K. Leung, L. Wilkinson  
Special Guest: K. Kupca  
Regrets: E. Jones

1. Opening Prayer  
The Bishop opened the meeting with prayer.
2. Approval of the Agenda  
MOTION: That the agenda be approved as distributed.  
J. McConnell / C. Trott  
CARRIED
3. Approval of the January 22, 2020 Minutes  
MOTION: That the minutes of the meeting of January 22 be approved as distributed.  
J. McConnell / P. Brass  
CARRIED
4. Business arising from the Minutes  
None
5. New Business
  - a) Report from Katarina Kupca with Case for Support  
The text for the case for support was sent around to Council. Please send changes via email to the Warden by May 25, 2020. The list for potential donors is in the works. A draft of the list was shared with Council during the meeting. Katarina opened discussion up for suggestions of others who should be added to the list. The Warden informed Council that for many of the names on the list, we need introductions to them so if you know anyone personally and can make that introduction, please let the Warden and the Development Officer know. Please also consider who else should be on the list. The Chair asked about the progress in setting up the Campaign Cabinet. Katarina stated that it is going a little slower than we would like largely in part because of the COVID-19 situation. She wants to make sure we have the material down before we ask people to become formally involved in the campaign. The Chair asked what the next step should be and what Council can expect in September. Conversations with potential volunteers and cabinet will hopefully be largely in place by the September meeting.
  - b) Report on College Finances – The Bursar began by saying there are some preliminary March numbers, nothing ready to distribute, but we ended the last fiscal year on a good note which means we came into the shutdown of campus in as good a position as we can expect at this time. Of course, with the closure of campus, we are taking a hit. There is no catering at this time. The residence is still half full for the summer and the students are being safely housed and fed. They are socially distancing, the housekeeping is stepping up the cleaning. Food is served on pre-prepared plates and taken to the student's room. We are only spending on the basics of salaries, food supplies and cleaning supplies. We have not laid anyone off and we are doing our best to keep everyone working. Admin Staff are working from home and the work of the College carries on as normally as possible. We took advantage of the small business loan from the Canadian government, looking to also take advantage of the wage subsidy because we are separate from the U of M and not publically funded, not for the wages we are looking to have subsidized. BDO is advocating on our behalf for the loans and wage subsidies but right now we

are operating on the basis that we will not receive the subsidy. We still have access to our investment funds. If cash is available, we are asking our investment firm not to invest it at this time in case it is needed.

- c) Honorary Degrees  
MOTION: That Council move into closed session.  
J. McConnell / J. Ripley  
CARRIED  
MOTION: That Council move out of closed session.  
C. Trott / J. Ripley  
In closed session Council elected Art Miki and Geoff James to receive the honorary degree of Doctor Canon Law (honoris causa) for the 2020 November convocation.
- c) Warden Search Committee – The Warden has submitted his letter of retirement to the Chancellor. Assembly has struck a search committee for a new Warden. One of the members of the committee needs to be one of the Diocesan representatives on Council. The Chancellor nominated Bill Pope to the committee.
- d) Membership Statistics – The Registrar presented the membership statistics to Council for information.
- e) Meeting Dates for Upcoming Academic Year – The Registrar presented the meeting dates for the upcoming academic year. MOTION: That Council adopt the meeting dates for the upcoming academic year.  
J. McConnell / H. Enns  
CARRIED

## **6. Reports from Committees, College Officers and Student Council**

- a) Reports from Committees – Council Executive, Development, Finance & Admin.  
Council Executive met on March 10 to discuss the March meeting which was subsequently cancelled and met again to set the agenda for tonight's meeting.  
Development has not met since the last meeting due to social distancing. The case for support has not been shared yet with the committee  
Finance & Admin will be sharing the pre-audit report and preparing to adopt it.
- f) Report from Assembly
- c) Reports from College Officers and Student Council
  - i) Warden

### **St John's College Warden's Report to Council May 20, 2020**

It has been a long time since Council 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.

ii) 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.**

iii) Development Office

Development Officer Report to Council  
May 2020

**Fundraising**

- Last fiscal year we raised a total of \$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 over \$11,000 received. Thank you to the Council members 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**

- Three E-Newsletters have been emailed out to all SJC members. They seem to have been well received.

**Staffing**

- Anne Espino, will be our Work Study student for the summer. Her start date was 11<sup>th</sup> 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.
- The Case for Support was distributed for your information.
- Identifying potential cabinet members.

iv) Dean of Residence

See the Bursar's Report

v) Chaplain

**Chaplain's Report to SJC Council  
20 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

vi) Bursar

## **Bursars' Report to Council May 20<sup>th</sup>, 2020**

### **Financial**

Clearly, the COVID-19 pandemic has had a major impact on the College. Since March 23<sup>rd</sup>, 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. Currently, we are unable to take advantage of the Federal CEWS Program because we are very broadly classified as an education institution which lumps us in with other publicly funded entities like the University of Manitoba. Our position is that our public funding is indirect through the university, is a very small part of our overall budget, and that all of the salaries and wages we would be putting forward to be subsidized by 75% is completely separate from any university funds, and is paid for exclusively by College revenues from our College operations (residence, food services, etc.). I have made this case to CRA who is now reviewing our file, and also with the senior tax consultant at BDO Canada (our auditing firm) who is going to raise this issue in the weekly meeting he has with CRA. He feels we should qualify. We will continue to pursue this option. 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 15<sup>th</sup>. 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.

### vii) Registrar

Registrar's Report  
May 2020

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. I received 455 Applications from 92 Applicants. 23 of the applicants are International students and 16 of the applicants are Permanent Residents. 1 Applicant is a refugee. 1 student applied for 26 scholarships and bursaries and 1 student applied for 24 scholarships and bursaries. 91 of the applications received are for the July 31 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 have received 11 applications for review by May 28, which I am quite excited about.

Sherry Peters  
Registrar

### viii) Senior Stick

#### 7. Other Business

Bursar expressed thanks to Paul for service on Council and on Finance & Admin.

MOTION: Council expresses our profound thanks to Paul for 3 years of service.

C. Trott / J. James

CARRIED

#### 8. Adjournment

MOTION: That the meeting be adjourned.

G. Woodcroft / J. James

CARRIED