

ST JOHN'S COLLEGE COUNCIL  
Minutes  
For the Meeting of September 30, 2020  
Meeting from 6:00pm via Zoom

Present: C. Trott, G. Woodcroft, G. Mawejje (Chair), S. Peters (Secretary), I. Froese, J. Markstrom, J. Ripley, K. Leung, C. Loewen, P. Brass, B. Pope, J. James, M. Minor, J. Weimer, S. Close, H. Enns, B. Duncan, M. Hughes, L. Wilkinson, H. Kennedy

Regrets: J. McConnell, A. Rampton

1. Opening Prayer

G. Woodcroft opened the meeting with prayer.

2. Approval of the Agenda

MOTION: That the amended agenda be approved.

H. Enns / M. Minor

CARRIED

3. Approval of the May 20, 2020 Minutes

MOTION: That the minutes of the meeting of May 20, 2020 be approved as distributed.

J. James / G. Woodcroft

CARRIED

4. Business arising from the Minutes

None

5. New Business

a) Election of Chair of Council

Administration brings forward Godfrey Mawejje as the nominee to serve as Council Chair for a three-year term. Further nominations were called for from the floor. None came forward so nominations were closed and Mawejje was elected by acclamation.

b) Operations Update

The Bursar presented Council with an update, stating that we have 34 students in residence which is a good base to work from considering the continued shutdown of the University Campus. The residents are settled in to the new safety measures, and the staff have adjusted as well. It is very successful considering the circumstances. The wage subsidy has allowed us to continue to tread water financially, as does our reduced expenses. The Daily Bread Café was opened on September 14, with access from the patio only, with social distancing in place, as well as plexiglass in place at the counter. There are people eating at the café. We now have one staff person in the office each day of the week and some fellows come in periodically to use their office or other resources. The emergency wage subsidy has been extended to the Summer of 2021 which gives us more stability and our ability to continue on. We are continuing in a sustainable way. The student study carrel rooms are being renovated with new furniture so that they will be ready to go when students are back on campus. And the stairs going up to the cloister are being refurbished as well.

c) Audited Financial Statements – The Bursar summarized the audited financial statements. The shutdown did not occur until the last week of the fiscal year so we ended the year in a good position. Our investments have not fared quite as well but the markets are starting to rebound. The Warden noted that these statements put us in a very good position moving into the difficult year due to COVID-19.

MOTION from Finance & Admin: That College Council approve the 2019 – 2020 Draft Audited Financial Statements.

CARRIED

- d) Appointment of Auditors  
MOTION from Finance & Admin: That Council reappoint of BDO as Auditors for the 2020-2021 financial year.  
CARRIED
- e) Financial Update – The Bursar gave a summary of our financial situation, over the summer. Even though our normal conferences and groups cancelled due to the pandemic, we had a number of students stay in the residence over the summer which, while we did not meet the budget, we did not lose as much as we could have. Additionally, our Residence administration salaries are minimal because Fayaz Hassan has yet to return as Dean of Residence. The wage subsidies have gone a long way to offset costs for us and allow us to continue on as we have been. The Warden also noted that we have not yet drawn any money from the Trust Funds.
- f) Capital Campaign Update – Kat Kupca informed Council the planning continues. The case for support is in its final stages of design. We are still putting together the Campaign cabinet. The pandemic has made people hesitant at first to talk because they didn't know where they were going to be at, but now they have more time and are very willing to speak. She has never heard such passion or excitement for an institution by alumni. There is a wealth within our alumni database and over the next few weeks, Jackie and Kat will ramp up communications with our alumni and are looking to roll out the campaign in January.
- g) Proposal from Finance and Administration – A proposal was sent to Council on moving the residence project forward. The Federal Government has announced there will be some new infrastructure money coming available. To take advantage of it, the project must be shovel ready. So if we wish to apply, we must have more detail on it than we currently have. Any foundations we wish to apply to will need to have more information and the project needs to be ready to go as well. Potential donors want to know it is going to be ready to go. To get there, we need to move forward a couple of steps. We need to have a design development at Class A drawings. Right now we're at Class C. We need much more detailed drawings. We also need contract documents. This doesn't mean we're signing, but allows the architects to work out the costing. We do have a major estate coming in estimated at \$2.5 million which will cover all these costs. However, we don't know exactly when that estate will come in. A suggestion was made that we borrow from ourselves, that we draw down from our endowments so that we can move the project along to the next stage and as soon as the estate comes in, we pay back the endowments. We asked the architects for the numbers. We would likely need approximately \$400,000. We do have the funds in certain accounts and we looked at which ones would be possible to borrow from. We do require a legal opinion as to whether or not we can actually borrow from ourselves. The Sinclair Trust was given to the college for the use of the college. Council designated it to use to support chaplaincy. As Council made that decision, we could ask Council to adjust it, temporarily.
- C. Loewen asked if the estate is designated to this project.  
J. Markstrom said that yes it is.  
B. Pope asked if we have the ability to raise the money, but we have to first spend over a million to be able to go to donors.  
C. Trott said that yes.  
P. Brass thought that at this meeting we were supposed to discuss whether we were going to forward with the project or not. This does not seem to be what is happening. Shouldn't this next stage go out for an RFP as well? If we go forward as it is, we will have spent \$1.2 million without any actual commitment being made. What we really need to do is have a conversation now of if we should continue. We are also in the process of hiring a new Warden which impacts on the capital campaign as well.  
H. Enns wouldn't hesitate to carry on. The existing residence is at the end of its life. From a financial but also spiritual and communal aspect, the residence is a core piece of the College. To become guarantors of the trust, we need to see a business plan. Perhaps Council could be reminded of what the drawings look like so that Council could be familiar

with the project and with the vision. If Council could also have a bit of a better understanding of the business backbone.

K. Leung said that his background is in construction and project management and it was believed he would be a good fit for the Council. No one would pick up from this point to carry the design on from where we were. We only paid for the first part of the project. We are now at the detailed design stage. A construction manager will build out packages, so we do not have to design the entire building first.

C. Loewen is encouraged that Chris and Jackie have rounded up 2.5 million already. That is impressive. The motion that he agreed to was that we would proceed with fundraising dependent on government funding which is uncertain. He doesn't buy that donors need the architectural drawings to donate. He doesn't believe governments need it either. We are not organized or resourced properly to proceed with this. This process feels awkward, like we're being driven by ft3 rather than following a process that has been carefully designed by people who are knowledgeable about the process.

K. Leung noted that even if we cannot raise the money, we can shelve the design until we can raise the money. This is a very worthwhile project and we need to continue on it.

M. Hughes, speaking as a grad student, noted that we are in desperate need of a new residence, it is important to the community of the college and community is what inspires the alumni of the College. Throwing her enthusiastic support behind the project. There are obstacles but is hopeful we can meet them.

J. Ripley had been thinking about a way forward. There are micro and macro issues. It is apparent that more work needs to be done on the ability of the college to borrow money from trusts, on contracts, would like more due diligence on the status of the estate and potential interim payments to be made. But on a macro level, we need a steering committee. It isn't practical for this large a group to be providing sufficient input on such complicated construction matters. What we should be asking administration to do is work at forming a sub-committee which would consist of certain members of our council who would be willing and able, as well as some outside people to form a small committee of 5 people, to consider these matters and then bring them to Council. Would like to refer this back to Administration to address these micro issues as well as the formation of a steering committee to assist us in our deliberations.

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 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.

J. Ripley / H. Enns

We can definitely ask AES on campus

K. Leung also offered to connect us with the head of PCL and will also volunteer for the steering committee.

C. Loewen volunteered to be on the committee

H. Enns also volunteered to be on the committee

J. Weimer knows an attorney on wills and estates

CARRIED unanimously

#### h) Hiring Update:

- a. Chaplain – We have not yet completed the search for a chaplain. Applications are in but the committee has yet to meet.
- b. Awards Clerk – We are ready and able to fill this position but we are re-evaluating the position and will discuss with HR after October.
- c. Development Coordinator – We have advertised for the position and will be sorting through applicants and the committee will be doing interviews very soon
- d. Warden Search – We had our initial meeting. Christina Penner was appointed chair of the committee. The wording of the job description and ad are going to be updated.

We are going to review the timeline. And we will keep council updated on the process as well.

- i) Motion to postpone Convocation – The Warden stated that it is not possible for us to hold convocation in person, and awarding of honorary degrees online is not possible. MOTION: That we postpone Convocation until 2021 or such time as we can reasonably meet in person.  
C. Trott / P. Brass  
CARRIED

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

- a) Reports from Committees – Council Executive, Development, Finance & Admin  
Council Exec set the agenda  
Finance & Admin. met and discussed financial statements and proposal for residence
- b) Report from Assembly  
Met on Sept. 22 and heard the updates which Council also heard. Assembly extended the terms of standing committees for another year, and a had brief report on scholarships
- c) Reports from College Officers and Student Council
- j) Warden

**St John's College  
Warden's Report to Council  
September 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.

ii) Dean of Studies

**Acting Dean of Studies Report to SJC 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 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 24, 2020

iii) Development Office

Development Officer Report to Council  
September 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  
17<sup>th</sup> September, 2020

iv) Dean of Residence

See Bursar's Report

v) Chaplain

**Chaplain's Report to SJC Council**  
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

vi) Bursar

## **Bursars' Report to Council September 30<sup>th</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. On September 23<sup>rd</sup>, the Federal Government announced this program would be extended to the summer of 2021. This is extremely positive news for St John's and will have a major impact on our ability to carry forward as we are through the winter term regardless of whether classes resume in person or not at that time. 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 were ready to be presented to the Finance & Admin Committee on September 23<sup>rd</sup>. That committee recommended their approval to College Council.

### **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 14<sup>th</sup> 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.

vii) 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

viii) 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

---

Senior Stick  
St. John's College Student Council

### 7. Other Business

MOTION: Thanks to Andrew for his hard work and dedication to the College and how much we appreciate him.

C. Trott / L. Wilkinson

CARRIED

### 8. Adjournment

MOTION: That the meeting being adjourned.

L. Wilkinson / J. James

CARRIED