

ST JOHN'S COLLEGE ASSEMBLY Agenda

For the meeting of May 2, 2023 @ 2:30 pm Room 201 and via Zoom

1. Approval of the Agenda

2. Approval of the Minutes of the meeting on March 13, 2023.

3. Business arising from the Minutes of the March 23, 2023 meeting

4. New Business

- a) Set Residence Rates for upcoming year
- b) Budget for upcoming year
- c) College building projects
- d) Honorary Degrees
- e) Membership Committee
- f) Approval of Standing Committees of Assembly
- g) Draft meeting dates for upcoming year
- h) Membership statistics – The registrar will present for information

5. Other Business

6. Reports

a) Reports from College Officers

Warden

Dean of Studies

Chaplain

Bursar

Dean of Residence

Development Officer

Registrar

b) Report from Senior Stick

7. Adjournment



ST JOHN'S COLLEGE

ESTABLISHED 1866

Office of the Bursar

Memorandum

To: Finance & Administration Committee
From: Ivan Froese, Bursar & Executive Assistant to the Warden
Re: 2023-24 Draft Operating Budget
Date: April 21, 2023

Since the closure of the Fort Garry Campus in March of 2020, St John's has had to navigate 3 challenging years of fiscal and operational uncertainty. Following 2 years of remote learning, 2022-23 was a transitional year back to normal operations, and our hope is that 2023-24 will see a return of a relatively stable and sustainable operating budget. College Council sets the budget parameters each year, and they have instructed administration to strike a balanced budget excluding the Capital Campaign.

Underlying Fundamentals of the 2023-24 Operating Budget

- The most significant areas where our costs have increased are utilities, insurance, food costs, and salaries and wages. Recognizing the competitive nature of the job market, as well as the vital importance of the hard work our Food Service and Housekeeping staff do, we awarded them all with wage increases this past year. Minimum wage has also gone up and will again in October.
- Income Trusts for Operating revenues are calculated at 4% as per our investment spending policy.
- \$55,000 has been drawn from the Sinclair Trust for operating, out of the \$600,000 that Council previously authorized to be used as COVID Recovery Funds. To date, only \$400,000 has been utilized.
- Expenses for Academic Programs, including support for students & fellows has been maintained at pre-COVID levels.
- Summer Residence & Conferences revenues are based on confirmed summer residence applications and confirmed and likely summer conference groups. Revenues are strong and approaching pre-COVID levels.
- Residence revenues are based on a rate increase of 4.5% (previous year was 3.5%), in an effort to minimize the effects of inflation while being cognizant of the need to not price ourselves out of the market considering the current state of our Residence. University Housing passed room rate increases for 2023-24 of 3% for Pembina Hall and Arthur V Mauro, a 2% room rate increase for University College and Mary Speechly, and an overall board increase of 5%. When weighting those increases proportionally to our single combined increase of 4.5%, we are very much in line with the University of Manitoba. Our budgeted revenues also allow for 5 empty rooms.

- Food Services revenues continue to build upon our successes of 2022-23. Catering and Daily Bread Café sales should be strong once again and will include reasonable price increases to offset the continued rise in food costs. Our Board Regular Session revenues are based on a 4.5% increase and allow for 5 empty rooms. Summer Session Food Revenue is based on the same projections used for Summer Residence & Conferences.
- Theology continues to maintain a budget for salary support for the currently vacant Ministry Coordinator position as well as funds for Instructors Honoraria for the courses offered by St John's in partnership with CMU.
- The Chapel budget is similar to the previous year, with most of its discretionary funds allocated to the Chaplaincy Program which most directly benefits and supports our students.
- The Development budget reflects our ongoing emphasis on the Capital Campaign, as we continue to focus on the Residence, the third-floor renovation of the College, and the general push to renew the College's physical structure and revitalize its community.

The result of all these factors and considerations is a very modest surplus, excluding the Capital Campaign, of \$8,701. If the Finance & Administration Committee supports this budget, it will recommend that Assembly grant final approval at its May meeting.

Summary to March 31, 2023

REVENUE SOURCES

	21-22 Year End	22-23 March	22-23 YTD	22-23 Budget	Proposed 23-24 Budget
Previous Year Trust Revenue					
College Operations	34,792	0	36,765	36,700	38,850
Academic Programmes	213,138	0	30,100	209,100	210,825
Theology	29,142		20,950	29,950	31,400
Chapel	28,925	0	30,150	30,150	31,275
Subtotal	305,997	0	117,965	305,900	312,350
Current Sources					
Admin & Clerical U of M	737,733	0	807,864	655,429	685,168
Misc. Rev. for College Oper.	229,501	0	204,741	210,000	64,800
Academic Programs	400	0	33,742	2,000	500
Conferences & Summer Res.	82,543	0	116,749	102,824	148,451
Residence	166,570	26,092	269,386	446,067	465,328
Food Services	475,273	85,941	939,717	1,170,918	1,415,975
Theology	6,275	0	8,250	3,500	5,500
Chapel	9,500	20	4,037	2,750	2,750
Development	36,563	0	3,108	4,251	5,000
Total Current Sources:	1,744,358	112,053	2,387,594	2,597,739	2,793,472
TOTAL SOURCES	2,050,355	112,053	2,505,559	2,903,639	3,105,822

	21-22 Year End	22-23 March	22-23 YTD	22-23 Budget	Proposed 23-24 Budget
EXPENDITURES					
Admin & Clerical U of M	588,814	75,276	675,760	653,220	684,701
Admin & Clerical SJC	152,622	9,908	185,736	154,421	170,433
Academic Programmes	183,146	3,439	24,742	201,040	201,040
Conferences & Summer Res	95,443	0	107,384	102,907	115,780
Residence	385,861	41,182	376,331	341,332	326,947
Food Services	796,749	96,151	1,087,011	1,178,392	1,310,816
Theology	5,934	0	16,281	20,723	26,535
Chapel	38,385	2,614	38,381	38,993	46,069
Development/Promotions	187,538	15,593	187,449	198,352	214,800
Capital Campaign	11,961	147	8,521	17,500	12,000
TOTAL EXPENDITURES	2,446,453	244,310	2,707,596	2,906,880	3,109,121
EXPENDITURES (CC)	11,961	147	8,521	17,500	12,000
EXPENDITURES (Ex CC)	2,434,492	244,163	2,699,075	2,889,380	3,097,121
CURRENT OPERATING SURPLUS	-396,098	-132,257	-202,037	-3,241	-3,299
CURRENT OPERATING SURPLUS (Ex C	-384,137	-132,110	-193,516	14,259	8,701

St John's College

1. University of Manitoba

For the Twelve Months Ending Friday, March 31, 2023

	21-22 March	21-22 YTD	22-23 March	22-23 YTD	22-23 Budget	23-24 Draft Budget
Revenue						
010-4005-000 Univ.Authorized Budget	\$0	\$737,733	\$0	\$807,864	\$655,429	\$685,168
Total Revenues	0	737,733	0	807,864	655,429	685,168
Expense						
010-5001-000 UM Salaries	49,161	452,494	48,909	472,621	493,836	511,107
010-5110-000 UM Staff Benefits	8,620	75,224	9,248	79,160	78,749	89,144
010-5111-000 UM Staff Levy	981	9,550	1,055	10,340	10,385	10,950
010-5220-000 UM General Supplies	1,702	6,821	0	39,481	10,000	10,000
010-5330-000 UM Professional Fees	0	2,000	0	155	1,500	1,500
010-5440-000 UM Office Equipment	1,293	4,468	0	6,270	5,000	5,000
010-5550-000 UM General Repairs/Maint	1,461	1,855	5,796	18,902	10,000	12,000
010-5717-000 UM Phones	580	7,125	502	6,125	8,500	8,000
010-5718-000 UM Courier	14	20	0	49	100	100
010-5729-000 UM Photocopying	111	1,089	841	11,416	4,000	5,000
010-5733-000 UM Postage	397	1,342	427	2,105	1,700	1,700
010-5760-000 UM Travel/Mileage	3,547	20,636	4,778	13,392	4,250	5,500
Development						
010-5800-000 In Lumine	674	674	3,720	4,421	8,000	8,000
010-5801-000 In Lumine Postage	0	1,739	0	0	200	200
010-5805-000 Dev -Special Mailings	0	0	0	0	3,000	3,000
010-5806-000 Dev Prof Fees	0	2,477	0	2,030	2,000	2,000
010-5807-000 Dev Publishing/Promotion	0	0	0	0	1,500	1,500
Student Life						
012-5055-000 Recruitment	0	0	0	1,000	1,500	1,500
012-5061-000 Orientation	0	668	0	400	500	500
012-5086-000 Convocation	0	632	0	7,895	8,500	8,000
Total Expenses	68,541	588,814	75,276	675,760	653,220	684,701
Total Surplus / Deficit	-68,541	148,919	-75,276	132,104	2,209	467

St John's College

2. Admin

For the Twelve Months Ending Friday, March 31, 2023

	21-22 March	21-22 YTD	22-23 March	22-23 YTD	22-23 Budget	23-24 Draft Budget
Revenue						
Income Trusts						
011-4026-000	\$0	\$6,200	\$0	\$6,375	\$6,375	\$6,525
011-4027-000	0	1,050	0	1,050	1,050	1,075
011-4028-000	0	3,350	0	3,375	3,375	3,450
011-4031-000	0	1,725	0	3,375	3,375	4,425
011-4032-000	0	3,642	0	4,565	3,500	4,000
011-4033-000	0	525	0	525	525	550
011-4034-000	1,000	1,000	0	0	1,000	1,000
011-4036-000	0	10,575	0	10,675	10,675	10,875
011-4037-000	0	1,600	0	1,625	1,625	1,650
011-4038-000	0	5,125	0	5,200	5,200	5,300
Subtotal - Income Trusts	1,000	34,792	0	36,765	36,700	38,850
Current Sources						
011-4000-000	0	395	0	100	0	500
011-4021-000	100	550	0	850	3,000	3,000
011-4022-000	0	2,205	0	2,320	3,400	3,000
011-4035-000	0	0	0	53	1,500	1,500
011-4088-000	0	1,063	0	1,050	1,000	1,000
011-4089-000	0	80	0	168	100	300
011-4056-000	0	25,208	0	0	0	0
011-4998-000	0	200,000	0	200,000	200,000	55,000
Registrar						
012-4033-000	0	0	0	200	1,000	500
Subtotal - Current Sources	100	229,501	0	204,741	210,000	64,800
Total Revenues	1,100	264,293	0	241,506	246,700	103,650
Expense						
011-5003-000	6,791	69,420	6,401	81,297	77,271	85,930
011-5112-000	98	1,368	139	1,774	1,708	1,899
011-5113-000	41	2,436	223	2,637	4,404	600
011-5114-000	249	3,028	0	585	3,091	2,556
011-5115-000	133	3,594	243	3,722	3,123	719
011-5116-000	52	81	0	5	124	129
011-5220-000	0	0	0	62	300	300
011-5333-000	13,116	28,860	2,286	39,136	0	10,000
011-5441-000	0	0	0	0	100	300
011-5442-000	878	2,052	0	1,276	400	1,500
011-5551-000	0	0	12	12	300	300
011-5734-000	1,179	10,230	213	12,705	22,000	20,000
011-5735-000	0	20,730	0	24,995	20,730	25,000
011-5736-000	260	3,030	0	2,599	2,770	3,000
011-5738-000	0	40	0	184	300	300
011-5760-000	0	98	0	363	200	300
011-5761-000	0	171	61	499	1,600	1,600
011-5761-001	313	1,751	0	2,558	1,500	1,500
011-5761-003	0	400	0	0	2,200	2,200
011-5762-000	0	401	0	0	300	300
011-5763-000	0	0	330	1,256	1,500	1,500
011-5764-000	881	2,719	0	8,700	9,000	9,000
011-5789-000	8	1,107	0	771	300	300
011-5790-000	0	732	0	600	700	700
011-5900-000	374	374	0	0	500	500
Total Expenses	24,373	152,622	9,908	185,736	154,421	170,433
Total Surplus / Deficit	-23,273	111,671	-9,908	55,770	92,279	-66,783

St John's College

3. Academic

For the Twelve Months Ending Friday, March 31, 2023

	21-22 March	21-22 YTD	22-23 March	22-23 YTD	22-23 Budget	23-24 Draft Budget
Income						
Income Trusts						
015-4020-000	\$0	\$1,850	\$0	\$1,850	\$1,850	\$1,900
015-4021-000	0	4,475	0	4,525	4,525	4,600
015-4022-000	0	2,825	0	2,850	2,850	2,900
015-4024-000	0	3,550	0	3,600	3,600	3,650
015-4024-001	12,000	12,000	0	0	12,000	13,000
015-4024-003	0	50	0	50	50	50
015-4024-004	0	100	0	100	100	100
015-4024-005	0	2,975	0	3,375	3,375	3,475
015-4037-000	0	5,100	0	5,750	5,750	6,150
015-9002-000	1,600	180,213	0	8,000	175,000	175,000
Subtotal - Income Trusts	13,600	213,138	0	30,100	209,100	210,825
Current Sources						
015-4000-000	0	150	0	2,642	200	200
015-4005-000	150	250	0	1,100	300	300
015-4070-000	0	0	0	30,000	0	0
015-4026-000	0	0	0	0	1,500	0
Subtotal - Current Sources	150	400	0	33,742	2,000	500
Total Revenues	13,750	213,538	0	63,842	211,100	211,325
Expense						
015-9000-000	1,600	180,213	0	8,000	175,000	175,000
015-5050-000	0	0	0	0	1,800	1,800
015-5062-000	0	0	0	0	2,000	2,000
015-5062-001	0	1,525	0	0	0	0
015-5063-000	0	230	0	0	500	500
015-5766-000	0	0	0	0	5,000	5,000
015-5770-000	0	0	0	0	700	700
015-5688-000	0	0	1,225	2,692	2,000	2,000
Faculty/Student Affairs						
015-5720-000	50	150	0	500	850	850
015-5722-000	0	0	0	0	50	50
015-5733-000	0	0	0	50	40	40
015-5735-000	0	41	0	2,592	2,000	2,000
015-5738-000	0	0	0	1,551	3,000	3,000
Ward Lecture						
015-5064-000	0	0	1,500	3,961	3,000	3,000
015-5064-001	0	0	597	1,827	1,000	1,000
Dean's Hospitality						
015-5761-000	0	390	117	2,607	3,000	3,000
015-5761-001	0	597	0	962	1,000	1,000
015-5764-000	0	0	0	0	100	100
Total Expenses	1,650	183,146	3,439	24,742	201,040	201,040
Total Surplus / Deficit	12,100	30,392	-3,439	39,100	10,060	10,285

St John's College

4. Summer - Residence & Conferences

For the Twelve Months Ending Friday, March 31, 2023

		21-22	21-22	22-23	22-23	22-23	23-24
		March	YTD	March	YTD	Budget	Draft Budget
Revenue							
025-4000-000	Summer Res Donations	\$0	\$0	\$0	\$0	\$4,000	\$4,000
025-4034-000	Summer Res Room Rental	0	34,416	0	109,941	91,017	136,644
025-4035-000	Meeting Room Rental	0	0	0	0	1,000	1,000
025-4040-000	Summer Don's Room	0	6,577	0	6,808	6,807	6,807
025-4056-000	Wage Subsidy	0	41,550	0	0	0	0
Total Revenues		0	82,543	0	116,749	102,824	148,451
Expense							
025-5005-000	Housekeeping Wages	0	39,737	0	44,303	43,562	50,546
025-5005-001	Accrued Vacation Pay	946	946	0	0	0	
025-5007-000	Summer Don's Rm & Bd	0	17,608	0	18,223	18,223	18,224
025-5112-000	EI	0	879	0	980	963	1,117
025-5113-000	CPP	0	1,905	0	2,253	2,483	2,881
Furnishings/Equip/General							
025-5220-000	Supplies	0	0	0	25	0	
025-5222-000	Cleaning/Laundry	0	2,025	0	3,613	2,500	3,000
025-5223-000	Paper Supplies	0	0	0	1,700	1,500	1,500
025-5552-000	UM Utilities	0	14,683	0	17,594	14,683	18,210
025-5736-000	Insurance	167	1,898	0	1,781	2,004	2,450
025-5717-000	Phone/Cable	0	247	0	609	598	650
025-5720-000	Internet	0	15,515	0	16,291	16,291	17,102
025-5767-000	Admin. expenses	0	0	0	12	100	100
Total Expenses		1,113	95,443	0	107,384	102,907	115,780
Total Surplus / Deficit		-1,113	-12,900	0	9,365	-83	32,671

St John's College

5. Residence

For the Twelve Months Ending Friday, March 31, 2023

		21-22	21-22	22-23	22-23	22-23	23-24
		March	YTD	March	YTD	Budget	Draft Budget
Revenue							
030-4000-000	Residence Donations	\$0	\$0	\$0	\$140	\$100	\$100
030-4002-000	Residence-Other Income	2,000	10,463	0	6,218	6,255	6,000
030-4038-000	Residence-Regular Session	16,866	110,143	19,959	204,186	386,043	403,403
030-4040-000	Dons Room	1,231	9,059	1,881	13,304	13,849	14,472
030-4041-000	Suite 100	0	0	1,092	7,645	8,736	9,130
030-4042-000	Suite 99	0	0	1,580	11,062	12,642	13,211
030-4043-000	Suite 142	0	1,533	1,580	11,062	12,642	13,211
030-4053-000	Res Application Fees	30	1,620	0	2,220	4,300	4,300
030-4089-000	Miscellaneous	0	162	0	176	1,500	1,500
030-4999-000	Capital Funds for Spec Proj	0	22,766	0	13,373	0	0
030-4056-000	Wage Subsidy	0	10,824	0	0	0	0
Total Revenues		20,127	166,570	26,092	269,386	446,067	465,328
Expense							
030-5002-000	Residence Admin Salaries	6,250	55,764	4,105	50,868	52,843	51,438
030-5005-000	Housekeeping Wages	13,545	83,376	10,825	89,945	82,284	95,474
030-5005-001	Accrued Vacation pay	1,920	1,920	0	0	0	0
030-5007-000	Don's Room/Board/Salary	3,295	24,668	5,035	35,701	36,502	38,136
030-5112-000	EI	299	2,961	334	3,182	2,986	3,247
030-5113-000	CPP	695	6,696	793	7,530	7,702	8,374
030-5114-000	Canada Life - Pension	694	5,300	211	3,383	5,405	5,053
030-5115-000	Medical/Dental Insurance	1,164	9,754	482	8,295	9,234	6,100
030-5116-000	Workers Comp	111	174	0	10	286	270
030-5220-000	General Supplies	9	4,273	118	2,175	2,000	2,000
030-5223-000	Paper/Cleaning Supplies	953	4,431	2,842	15,490	6,000	10,000
030-5330-000	Furnishings	0	-64	0	1,624	4,500	4,500
030-5332-000	COVID Relief	75	34,190	0	40	0	0
030-5440-000	Equipment	0	113	0	0	0	0
030-5550-000	General Repairs/Maint	7,132	25,933	3,663	27,509	32,000	30,000
030-5552-000	UM Utilities	22,557	66,494	8,359	69,319	51,092	71,745
030-5717-000	Phones/Cable	344	2,074	139	1,681	2,294	2,300
030-5720-000	Internet	4,073	27,893	4,276	37,687	32,582	34,204
030-5736-000	Insurance	344	3,915	0	3,674	4,132	5,054
030-5760-000	Travel/Mileage/Parking	0	910	0	871	890	890
030-5761-000	Hospitality	0	0	0	0	200	200
030-5762-000	Professional Dev.	0	0	0	0	800	800
030-5764-000	Dean's Board	0	598	0	343	1,700	1,700
030-5767-000	Res Administration	49	925	0	1,270	1,500	1,500
030-5767-001	Residence Programming	54	54	0	500	1,000	1,000
030-5768-000	Dons' Training	0	107	0	1,078	1,800	1,800
030-5769-000	Res. Recruitment	0	636	0	783	1,500	2,500
030-5789-000	Miscellaneous	0	0	0	0	100	100
030-5999-000	Special Projects	0	22,766	0	13,373	0	0
Total Expenses		63,563	385,861	41,182	376,331	341,332	326,947
Total Surplus / Deficit		-43,436	-219,291	-15,090	-106,945	104,735	138,381

St John's College

6. Food Services

For the Twelve Months Ending Friday, March 31, 2023

	21-22	21-22	22-23	22-23	22-23	23-24
	March	YTD	March	YTD	Budget	Draft Budget
Revenue						
035-4000-000	\$0	\$0	\$0	\$0	\$6,000	\$6,000
035-4002-000	0	7,000	0	50	500	500
035-4045-000	28,283	176,232	33,473	333,876	624,600	652,767
035-4046-000	2,322	15,298	25,983	214,832	140,000	235,000
035-4089-000	0	0	0	0	800	800
035-4090-000	0	536	0	306	1,500	1,500
035-4091-000	2,064	25,689	3,154	30,848	33,829	35,239
035-4092-000	0	55,861	0	175,777	123,689	229,170
036-4047-000	5,672	56,386	16,628	161,364	210,000	225,000
036-4050-000	0	0	6,703	22,664	30,000	30,000
035-4056-000	0	138,271	0	0	0	0
Total Revenues	38,341	475,273	85,941	939,717	1,170,918	1,415,975
Expense						
035-5004-000	52,869	466,167	50,428	556,074	520,134	610,000
035-5004-001	3,568	3,568	0	0	0	0
035-5112-000	817	9,469	1,164	12,334	11,495	13,481
035-5113-000	1,926	21,716	2,768	29,244	29,648	34,770
035-5114-000	2,731	17,245	1,331	17,851	20,805	21,100
035-5115-000	4,282	35,686	2,592	38,253	35,446	34,362
035-5116-000	319	501	0	30	831	805
035-5220-000	355	5,441	293	10,249	12,000	10,000
035-5222-000	1,513	10,886	1,673	14,758	20,000	15,000
035-5223-000	3,183	17,063	3,130	31,083	26,000	25,000
035-5224-000	32,113	150,224	29,058	330,255	433,240	481,432
035-5440-000	0	2,191	0	535	10,000	10,000
035-5440-001	0	0	0	121	0	100
035-5550-000	1,943	14,254	468	7,689	22,000	10,000
035-5552-000	8,260	29,727	3,061	31,827	24,087	32,941
035-5717-000	527	2,776	160	2,436	2,971	3,000
035-5719-000	573	573	0	144	890	890
035-5720-000	52	472	27	1,214	1,290	360
035-5736-000	250	2,847	0	2,672	3,005	3,675
035-5738-000	0	0	0	0	500	500
035-5768-000	0	293	0	0	500	350
035-5789-000	5	45	0	336	50	50
036-5727-000	0	5,633	0	0	3,500	3,000
036-5790-000	5	-28	-2	-94	0	
Total Expenses	115,291	796,749	96,151	1,087,011	1,178,392	1,310,816
Total Surplus / Deficit	-76,950	-321,476	-10,210	-147,294	-7,474	105,160

St John's College

7. Theology

For the Twelve Months Ending Friday, March 31, 2023

	21-22 March	21-22 YTD	22-23 March	22-23 YTD	22-23 Budget	23-24 Draft Budget
Income						
Income Trusts						
040-4024-000	\$8,592	\$8,592	\$0	\$0	\$9,000	\$10,000
040-4049-000	0	8,800	0	8,950	8,950	9,125
040-4050-000	0	7,525	0	7,625	7,625	7,775
040-4999-000	0	4,225	0	4,375	4,375	4,500
Subtotal - Income Trusts	8,592	29,142	0	20,950	29,950	31,400
Current Sources						
040-4000-000	0	0	0	0	500	500
040-4022-000	1,757	5,016	0	8,000	3,000	5,000
040-4089-000	0	1,259	0	250	0	0
Subtotal - Current Sources	1,757	6,275	0	8,250	3,500	5,500
Total Revenues	10,349	35,417	0	29,200	33,450	36,900
Expense						
040-5100-000	0	0	0	0	8,000	8,000
040-5243-000	0	0	0	0	500	500
040-5697-000	0	5,130	0	15,391	5,130	10,260
040-5717-000	0	0	0	0	339	400
040-5738-000	0	804	0	890	804	900
040-5760-000	0	0	0	0	1,000	1,000
040-5761-000	0	0	0	0	200	300
040-5762-000	0	0	0	0	300	300
040-5789-000	0	0	0	0	500	500
040-5999-000	0	0	0	0	3,950	4,375
Total Expenses	0	5,934	0	16,281	20,723	26,535
Total Surplus / Deficit	10,349	29,483	0	12,919	12,727	10,365

St John's College

8. Chapel

For the Twelve Months Ending Friday, March 31, 2023

	21-22	21-22	22-23	22-23	22-23	23-24
	March	YTD	March	YTD	Budget	Draft Budget
Revenue						
Income Trusts						
050-4045-000	\$0	\$3,025	\$0	\$3,975	\$3,975	\$4,600
050-4050-000	0	25,900	0	26,175	26,175	26,675
Subtotal - Income Trusts	0	28,925	0	30,150	30,150	31,275
Current Sources						
050-4000-000	27	1,997	20	1,223	1,200	1,200
050-4003-000	0	670	0	640	1,000	1,000
050-4054-000	0	0	0	2,174	500	500
050-4089-000	0	0	0	0	50	50
050-4056-000	0	6,833	0	0	0	0
Subtotal - Current Sources	27	9,500	20	4,037	2,750	2,750
Total Revenues	27	38,425	20	34,187	32,900	34,025
Expense						
050-5002-000	2,323	21,772	1,712	22,048	22,049	25,079
050-5112-000	37	481	39	505	487	554
050-5113-000	81	1,009	86	1,072	1,257	1,430
050-5114-000	135	304	68	882	0	1,003
050-5115-000	104	727	53	736	0	765
050-5116-000	14	22	0	1	0	38
050-5220-000	0	41	178	308	350	350
050-5550-000	0	2,615	125	349	1,200	1,200
050-5552-000	953	3,430	353	3,672	2,779	3,801
050-5698-000	1,416	3,698	0	5,237	5,500	5,500
050-5717-000	28	339	0	198	340	340
050-5736-000	282	3,203	0	3,006	3,381	4,135
050-5760-000	0	0	0	0	300	300
050-5761-000	0	566	0	331	600	600
050-5762-000	0	0	0	0	300	525
050-5767-000	3	3	0	36	100	100
050-5770-000	0	175	0	0	350	350
Total Expenses	5,376	38,385	2,614	38,381	38,993	46,069
Total Surplus / Deficit	-5,349	40	-2,594	-4,194	-6,093	-12,044

St John's College

9. Development

For the Twelve Months Ending Friday, March 31, 2023

	21-22 March	21-22 YTD	22-23 March	22-23 YTD	22-23 Budget	23-24 Draft Budget
Revenue						
070-4000-000	\$0	\$500	\$0	\$0	\$1,500	1,500
070-4003-000	0	145	0	240	500	500
070-4080-000	0	3,469	0	2,868	2,251	3,000
070-4056-000	0	32,449	0	0	0	0
Total Revenues	0	36,563	0	3,108	4,251	5,000
Expense						
070-5002-000	17,900	166,050	13,648	164,396	166,610	183,843
070-5112-000	274	2,447	311	2,504	3,682	4,063
070-5113-000	672	5,936	759	6,139	9,497	10,479
070-5114-000	984	5,110	371	5,733	6,664	5,801
070-5115-000	555	6,082	409	5,720	6,082	5,442
070-5116-000	101	159	0	10	267	272
070-5220-000	0	0	0	0	100	100
070-5221-000	24	700	10	642	500	500
070-5682-000	0	0	0	163	100	200
070-5729-000	0	0	0	0	100	0
070-5760-000	0	0	0	186	1,000	500
070-5761-000	122	474	85	486	750	500
070-5762-000	0	307	0	1,251	1,000	1,500
070-5768-000	0	273	0	0	500	1,500
070-5789-000	0	0	0	219	1,500	100
Total Expenses	20,632	187,538	15,593	187,449	198,352	214,800
Total Surplus / Deficit	-20,632	-150,975	-15,593	-184,341	-194,101	-209,800

Capital Campaign

Revenue

Expense

075-5002-000	0	5,083	0	0	3,000	0
075-5682-000	0	0	0	0	4,000	2,500
075-5760-000	0	5,781	0	5,958	6,000	6,000
075-5761-000	0	34	147	875	1,000	1,500
075-5762-000	0	0	0	0	500	0
075-5767-000	0	1,063	0	1,688	3,000	2,000
Total Expenses	0	11,961	147	8,521	17,500	12,000
Total Surplus / Deficit	0	-11,961	-147	-8,521	-17,500	12,000

Actual cost to maintain and run St John's College Residence

Expenses	Projected 2023-24 Operating Costs
Residence	
Salaries & benefits	
Dean of Residence & housekeeping & maintenance during reg. session	177,034
Dons Room & Board	36,502
Housekeeping supplies (during reg. session)	10,000
Res repairs & Maint.	30,000
Residence supplies	2,000
Residence furnishings	4,500
Residence phones	2,200
Travel/admin/hospitality, etc.	10,490
Internet	38,000
Utilities	71,745
Insurance	5,054
Capital reserve	1,000
Food Services	
Salaries & Benefits(75% of labour costs (excluding conferences))	356,857
Food Costs (Proportionally weighted within the budget, plus 8%)	249,590
Food Service Maint (Proportionally weighted within the budget)	6,667
Food Service Equip (Proportionally weighted within the budget)	6,667
Utilities (During 8 month period of regular session)	21,961
Insurance (Proportionally weighted within the budget)	2,450
General Supplies (Proportionally weighted within the budget)	33,333
Admin	
Salaries & Benefits	
Assistant Bursar, & Receptionist (all at 50%)	74,075
Admin Costs (5% of total admin costs)	500
Total	1,140,625

Projected costs for 23-24:

2023-24 Budgeted costs **1,140,625**

Effect of the proposed increase

Current 22-23 Rates (based on 90 Residence rooms and 3 Suites)

Full fees 11,629 (90 rooms, 3 suites) **1,080,630**

Proposed 23-24 rates (4.5% increase) (based on 90 Residence rooms and 3 Suites)

Full fees 12,152 (90 rooms, 3 suites) **1,141,431 ****

****This figure represents the revenue that would be generated by a 4.5% increase in fees, and would offset anticipated costs in 2023-24 of \$1,140,625**

St John's College – Standing Committees

2023-2024

Art, Music, Social

Warden
Dean of Studies
SJCSA Rep

G. Baldwin (C)
David Watt (A) (2022-2024)
Mary Benbow (A) (2019-2024)
Warren Cariou (A) (2019-2024)

Art Sub-Committee (including Student

Art Competition:

Michael Minor (2022-2024)
Suzanne McLeod (2022-2024)
Susan Close (2022-2024)
Development Officer: (as resource)

Social Sub-Committee

(including Soup & Bread):

Jade Weimer (2023-2024)
Helen Holbrook
(SJC Chaplain) (2023-2024)
Bonnie Hallman (2023-2024)

Assembly Executive

(4 members elected by Assembly for 3-year or lesser terms; at least one shall be a student)

Warden
Dean of Studies
Chair: Lori Wilkinson (2022-2024)
Francois Jordaan (2022-2024)
Jocelyn Thorpe (2022-2024)
Sarah Teetzel (2022-2024)
Julia Smith (2023-2025)
Student: (Senior Stick or another student)

Council Representatives

(6 members appointed by and from Assembly, of whom at least 1 shall be a College Fellow and at least 1 shall be a student)

Lisa Alexandrin (2022-2024)
Jennifer Dueck (2022-2024)
Karine Levasseur (2022-2024)
Kent Fowler (2022-2024)
Lori Wilkinson (2022-2023)
Derek Oliver (2023-2025)
Shayna Plaut (2023-2025)
2 students

Finance and Administration

(3 members elected by Assembly)

(A = Assembly, C = Council)

Chancellor
Vice Chancellor
Bursar
Dean of Studies
Development Officer: (as resource)
J. James (C)
B. Beare (C)

Honorary Degrees

(Chancellor, the Vice-Chancellor, and four members appointed annually by and from Assembly)

Chancellor
Vice-Chancellor
Dawne McCance (2022-2024)
Caroline Piotrowski (2021-2024)
Annette Desmarais (2023-2025)
Melanie Unrau (2023-2025)

Membership

Warden
Dean of Studies (Chair)
Julia Santos Amorim (2022-2024)
Adele Perry (2022-2024)
Bruce Erickson (2022-2024)
Christina Penner (2023-2025)

Scholarship

(4 Fellows elected by Assembly)

Warden
Dean of Studies (Chair)
Registrar
Dean of Residence
Benjamin Collins (2022-2024)
Brandon Trask (2021-2024)
Greg Bak (2022-2024)
Len Kuffert (2023-2025)
Development Officer: (as resource)

Visiting Speakers/Canadian Studies

Warden
Dean of Studies (Chair)
Lori Wilkinson (2021-2023)
Esyllt Jones (2022-2024)
Lauren Kepkiewicz (2023-2024)
Jacques Aymeric Nsangou (2023-2024)

Senior Common Room

Dean of Studies
Christina Penner (2019-2024)
Ivan Froese (2019-2024)
Jennifer Dueck (2019-2024)
Esyllt Jones (2022-2024)

Esquire Bedells

Melanie Unrau
Michael Minor

** please note, Religious Affairs and Student Affairs have not been active committees in recent years. They are not included in this list.

St John's College

2023/2024 Assembly Meeting Dates

Assembly Executive

(Warden, Dean of Studies, Chair of Assembly, four members elected by and from Assembly and a student)

Week of September 11, 2023

Week of November 6, 2023

Week of January 8, 2024

Week of March 4, 2024

Week of April 22, 2024

The specific date and time to be determined at the beginning of each term based on the availability of committee members

Assembly

Diocesan Council representatives on SJC Council are members of SJC Assembly.

Tuesday September 19, 2023 @ 2:30 p.m.

Monday November 13, 2023 @ 2:00 p.m.

Tuesday January 16, 2023 @ 2:30 p.m.

Monday March 11, 2024 @ 2:00 p.m.

Tuesday May 7, 2024 @ 2:30 p.m.

St John's College

2023/2024 Council Meeting Dates

Council Executive

(Chancellor, Warden, Dean of Studies, Chair of Council and Chair of Assembly).

Tuesday September 12, 2023 @ 3:00 p.m.

Tuesday November 7, 2023 @ 3:00 p.m.

Tuesday January 9, 2024 @ 3:00 p.m.

Tuesday March 5, 2024 @ 3:00 p.m.

Tuesday May 14, 2024 @ 3:00 p.m.

Council

Diocesan Council representatives on SJC Council are members of SJC Assembly.

Wednesday September 27, 2023 @ 5:30 pm

Wednesday November 22, 2023 @ 5:30 pm

Wednesday January 24, 2024 @ 5:30 pm

Wednesday March 20, 2024 @ 5:30 pm

Wednesday May 22, 2024 @ 5:30 pm

Membership Statistics for 2022

	<u>Dec. 2021</u>	<u>Dec. 2022</u>
Agriculture and Food Science (7)	16	15
Architecture (9)	7	4
Arts (1)	79	76
Asper School of Business (6)	22	23
Dental Hygiene (20)	0	1
Dentistry (17)	8	4
Education (8)	10	7
Engineering (3)	31	31
Environment, Earth, and Resources (28)	10	10
Extended Education (26)	7	7
Fine Arts (15)	8	6
Graduate Studies (16)	82	95
Health Sciences (was Human Ecology) (29)	12	12
Kinesiology and Recreation Management (22)	9	6
Law (10)	8	12
Medical Rehabilitation (19)	0	1
Medicine (5)	28	22
Medicine - Post-Grad Medical Education (25)	0	1
Music (21)	2	3
Nursing (13)	45	38
Pharmacy (11)	7	8
Science (2)	118	110
Social Work (12)	4	2
University 1 (27)	19	33
Total	532	527

St John's College

Warden's Report to Assembly, May 2023

College Building Projects/Capital Campaign

We are in ongoing discussions with the University of Manitoba about a potential collaboration on a new residence building, and look forward to receiving a proposed business plan over the summer. Our plans for a food service expansion and redevelopment of the third floor, both in terms of scope and cost, are to some degree contingent on whether that collaboration goes ahead. However, we continue to move forward, particularly on the third-floor redevelopment where we have worked with Campus Planning and Architectural and Engineering Services to create a preliminary space plan, and have opened discussions with key stakeholders on how we will pay for the renovation. Making progress and establishing benchmarks for the physical renewal of the College buildings will be a primary focus for Administration over the summer. The Development Officer and I have also had a number of meetings with alumni and donors, both in Manitoba and during a trip to Vancouver, and there continues to be great enthusiasm for the project.

Teaching/Scholarship

From March 23-26, I attended the Society for Military History annual meeting in San Diego, where I presented a paper entitled, “‘I hadn’t done anything remotely civil for England during the war:’ Military Identity and the Women of the Special Operations Executive during WWII.” On May 4, I have been invited to participate in a roundtable discussion featuring leading scholars of the Second World War to discuss the state of the field with respect to work on the war, hosted by the Dale Center for the Study of War & Society at the University of Southern Mississippi, where I was previously on the faculty. The course I have been teaching since September for the UM History Department, “History of Britain from 1485,” is in the process of wrapping up. It has been very rewarding, and I hope to continue teaching for History in the coming years.

Highlights of Other Recent Activities

- On March 16, I was pleased to attend and welcome people to the exhibition ongoing in the Quiet Room, which was curated by artist KC Adams and displays pieces from our Indigenous art collection.
- On March 17, I had a meeting with the new UM Vice-President (Research and International), Dr. Mario Pinto, to discuss research initiatives at the College.
- I served on the committee planning our Art and Music Competitions, which closed with great musical performances and an awards reception on March 17.
- On March 28, I attended the Marjorie Ward Lecture with APTN journalist Darrell Stranger, an excellent and successful event owing to the amazing efforts of our Dean of Studies.
- On April 1, I was pleased to attend the College graduation banquet, and to address the graduates. Kudos to the SJCSA for organizing such a fantastic event.
- On April 8, I attended and offered a reading at our Easter Vigil, a wonderful worship service organized by our Chaplain, that also featured the baptism and confirmation of two SJC students.

- From April 16-18, the Development Officer and I travelled to Vancouver for some well-attended events with College alumni.
- I participated in the re-hiring process for residences dons.
- I attended a number of our regular events around the College, including Soup & Bread.
- I continue to serve on the Advisory Circle for the Emmanuel Mission Learning Centre at Holy Trinity Church.
- I continue to represent the College at meetings of Dean's Council, Provost's Council, University Senate, Faculty of Arts Council, and Diocesan Council.

Dean of Studies Report to Assembly May 2023

Soup & Bread Lecture Series

Our final lecture of term was presented by Dr. Julia Smith, one of our new fellows this year. Julia presented on the topic of women's labour movements in Western Canada in the 1970's and 1980's. We had a really good turn-out for this event (standing room only!) and this lecture capped off a wonderful series of talks in the winter 2023 term. Thanks to Julia, Julia, and Ben for their contributions!

Art & Music Competition Update

On March 17 from 1-3pm, we held the first joint venture between SJC and the Faculty of Music. It was a terrific success. We had 4 amazing music performances in the chapel with featured a range of musicians (from Rachmaninoff to comedic musical improv!) and then we awarded the people's choice for the music contest along with the art prizes in the Daily Bread. We had large turn-out, which was very encouraging, and the Daily Bread provided a wonderful reception as always. Our collaboration with the Music Faculty went very well and we will continue this partnership next year.

KC Adams Art Exhibition

We hosted the opening of the KC Adams art exhibit on **March 16 from 4-7pm**. KC gave an introduction to her project and the exhibit will run until June. We also had refreshments provided by the Daily Bread and attendance for this event was great.

Marjorie Ward Lecture

Marjorie Ward lecture took place on Tuesday, March 28 @ 4pm. Darrell Stranger, an Indigenous journalist from APTN, presented on decolonizing journalism and the importance of self-representation in news and media for Indigenous peoples. It was a fantastic talk about we had about 70 people in attendance. There was also a reception following the lecture and I would especially like to thank the fellows that attended the lecture this year. Additionally, I have already lined up a speaker for next year. Dr. Marcia Anderson will be giving a talk the second week of March 2024 on the topic of Indigenous healthcare in Manitoba.

Pub Happy Hour

We had our first pub happy hour in the Daily Bread on the last Friday of March. Unfortunately, no fellows attended but thankfully most of our SJC staff joined us and it was a fun end to the work week!

Fellowship Roles and Responsibilities

The Warden and the Dean of Studies are currently updating the SJC Fellow's handbook in order to provide a written document to all fellows on the specific roles and responsibilities of college membership. Our aim is to clarify those obligations and outline the specific duties associated with particular committees. We recognize the fellows already have many responsibilities within their respective faculties, but we also want to create a space at the college where fellows want to participate in college events. The sense of community at the college is one of our strengths and we want to work on creating a post-covid revitalization of sorts regarding the fellowship. Our success depends on you!

Standing Committees

Please double check the standing committees list from this past year. If your term ends in 2023, you will have received an email from me regarding your preferences to remain on your current committee or make a change. For the fellows who have a year remaining on their term, there will be no changes for the upcoming year. If you have any questions or concerns, please be sure to let me know. We are aiming to confirm the standing committees at the May Assembly meeting so that fellows are aware of their duties for the upcoming academic year in advance of the September 2023 start date. Additionally, some committees (ie. scholarship) meet before the first assembly meeting in September, so it is imperative that we confirm committee appointments prior to that time.

Bursars' Report to Assembly May 2nd, 2023

College Operations

We are nearing the end of the winter term and preparing for the transition to summer session. Normally this would mean a decrease in Residence operations, but this year our occupancy levels will likely be higher, averaging around 50% for May and June, and then increasing significantly for periods of time in July and August when summer groups arrive.

Budgeting

College Council established budget parameters that tasked administration with striking a balanced budget excluding the Capital Campaign. The 2022-23 fiscal year was a transition back to normal operations, and our hope is that 2023-24 will see a return of a relatively stable and sustainable environment. However, even with students fully back on campus and the University operating without any COVID restrictions, rising costs and a competitive job market made striking a balanced budget more challenging than during normal pre-COVID years. Working with the Assistant Bursar and department heads, we were able to strike a budget with a modest surplus that is realistic and predicated on targets that are reflective of this past years successes in our Food Service operations, and occupancy levels in the residence that we have achieved in prior years.

This budget, along with a proposed Residence rate increase of 4.5% was presented to the Finance & Administration Committee at its meeting on April 26th.

The Finance & Admin Committee also reviewed the Audit Planning Report submitted by BDO Canada in advance of our annual audit which is likely to take place in June.

Building Projects

The Warden and I met with Campus Planning to discuss further details of the third floor renovation where we discussed the space needs of all the relevant stakeholders, and they in turn have had consultations with those stakeholders to get their feedback. Based on those consultations, Campus Planning has provided some high level designs/overviews that show the resulting space allocations, including dedicated office space for occupants, as well as shared space for breakout meetings and offices for retired Fellows.

We have also been assigned a project manager from AES who will help coordinate this work, as well as the renovations in the Residence that need to be done. This includes improvements to the washrooms, electrical upgrades, shared spaces, etc. We have met with him and are working on initial cost estimates for multiple options with varying degrees of scope depending on how extensive we decide those improvements need to be.

CRA

The Warden and I met with the lawyers handling our CRA appeal and they informed us that our case has a court date of July 12th & 13th 2023. They still are hopeful that a settlement will be reached before that time, but if that does not happen, we are preparing to go to trial and our lawyers are still very confident in our case. We've reached out to the University and the CFO has agreed to testify on our behalf. We also hope to have some from the Diocese to testify as well.

Dean of Residence Report - May 2023

Residence Projects

Planning continues for renovation of the basement common rooms. Pending sign-off around fire systems from the University, I'm hopeful this work can be done in the first months of the summer.

I completely redesigned the Residence Handbook using the College Style Guide and have printed it with glossy covers. Improved formatting of residence handbooks and paperwork heightens the residence experience for people checking in for the first time, even as we continue to make improvements to our physical plant.

Summer Session

Summer Session is shaping up to be quite busy. During the final weeks of July, we are nearly at capacity. Many students are ICM students who have been delayed in receiving study visas, as well as a sizeable number of students moving over from U of M residences due to renovations at A.V. Mauro and University College.

Residence Activity

Don interviews were held on April 3, and I'm pleased to announce that Cherno Hamidou Diallo, Tawananyasha Matizanadzo, Raihanah Rahim, and Jasmine Wood have all been rehired for the 2023/2024 academic year. Hamidou, Tawana, and Raihanah have all been rehired as Summer Dons. Jasmine is taking some well-deserved time off. Thank you to the Warden, the Bursar, and the Development Officer for their assistance in reviewing applications and participating in the interview process.

Respectfully submitted,

Matthew Bowman
Dean of Residence

April 2023 Report to St. John's College Council

Student Council

Grad and election went well.

Summer programing

Meditation every Friday 11:30 am to 12 noon

Healing Garden – Planting in May

Youth Day Camp with Deacon Michelle – Just in the Planning stage for July th 9 am to 2 pm

Planning for the Fall

Easter Vigil April 8th at 4:30 pm

Big thank you to all those who attended. Thank you to those who played an active part. Well attended by Anglican community! (45 people).

Individual meetings

Recently there are more students seeking one on one support.

Submitted by Rev. Helen Holbrook SJC Chaplain



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report
May 2023

The April 1 Scholarship application deadline has passed, with 114 applicants, which is double our previous highest number. I attribute this to better advertising, a smoother application process, and greater financial need among our students. The July webform is complete, a much easier process after the April 1 application. It is now out for testing.

Friday, April 15, was our Writing Retreat for Fellows and Grad Students. It was a well-received event, and a lot of interest has been expressed in favour of holding more of them.

We will have an information table at the following University Orientation events:
Sunday, May 7, from 1 – 4 pm - "Preparing for University"
Wednesday, August 9 – "Welcome to the Herd"
Tuesday, September 5 – "Welcome Day"

Save the date! Matriculation will be on Tuesday, September 19.

Sherry Peters
Registrar

Senior Stick Report 25 April 2023

St John's College Graduation Dinner 2023

The SJC graduation dinner was hosted on April 1, 2023, at the Assiniboine Park Pavilion, by the SJCSA, 2022-23. In total, about 80 guests attended, which was a great turnout! The evening began with dinner, Ivan Safarov performed throughout the feast, followed by toasts from the SJCSA council members and speeches from Dr. Allison Abra, Dr. Jade Weimer, and Rev Helen Helen Holbrook. Fellow of the Year was awarded to Dr. Jade Weimer. Evan Chan was the Valedictorian for the 2022-23 session and Rev. Helen Holbrook was honored with the Award of Appreciation. Evan Chan and Ibukun Okunnu were SJCSA graduates for the year. A Raffle was also played by all the guests, where 5 winners took home exciting gifts! The evening ended with honoring and celebrating all the graduates. Overall, the dinner was a success!

SJCSA Election 2023-23

Evan Chan, Chief Returning Officer, conducted the SJCSA Elections in the second week of April and the results were out on 17 April, through an email from Sherry Peters. The results are as follows:

Senior Stick – Ravneet Kaur

Vice Stick – Euna Park

Treasurer – Dharmil Patel

Chairperson – Saif Goubran

Assembly Representative – Abby Vovchuk

UMSU Director – Darina Boykova

Health and Wellness Director – Mercy Shwaykosky

Student Services Director – Hugo Ng

Community Outreach Representative – Sabrina Stokotelny

Co-Communications Director – Sharaina Cottick

Co-Communications Director – Sherwin Opena

Programming Director – Luigi Lorenzo

The council is committed to putting its best foot forward and making the most of its rights and responsibilities.

Upcoming Business

I will be attending the recruitment events planned for the summer. Along with the Vice Stick, Euna Park, I will be planning Jumpstart 2023, BBQ for St John's College and St Paul's College, and Carrel Promotional Events, over the summer.

Thank you

Ravneet Kaur

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