

ST JOHN'S COLLEGE ASSEMBLY Agenda

For the meeting of September 19, 2023 @ 2:30 pm Room 110 and via Zoom

1. Approval of the Agenda

2. Approval of the Minutes of the meeting on September 19, 2023.

3. Business arising from the Minutes of the September 19, 2023 meeting

4. New Business

- a) Financial update
- b) Motion from Membership Committee
- c) Motions from Scholarship Committee
- d) Introduction of Diocesan Discipleship Developer
- e) Fellows Handbook and future events
- f) Update on student recruitment and data analysis

5. Other Business

6. Reports

a) Reports from College Officers

Warden

Dean of Studies

Development Officer

Bursar

Dean of Residence

Chaplain

Registrar

b) Report from Senior Stick

7. Adjournment

St John's College – Standing Committees

2023-2024

Art, Music, Social

Warden
Dean of Studies
SJCSA Rep

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)
Liv Valmestad (2023-2024)
Development Officer: (as resource)

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)
Kathy Block (2023-2025)

Social Sub-Committee (Soup & Bread):

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

Membership

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

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)
Susan Close (2023-2024)
Student: (Senior Stick or another student)

Scholarship

(4 Fellows elected by Assembly)

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

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 (2022-2024)
Derek Oliver (2023-2025)
Julia Smith (2023-2025)
2 students

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)

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)
G. Baldwin (C)

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.

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I. INTRODUCTION

Welcome to St John's College! To make your transition to St John's College easier, we have prepared this Fellow's Handbook. It is designed to help you find your way around the College and get to know our policies and procedures.

How to use this booklet

The Handbook contains sections on the services that the College can offer you and information about College activities that might interest you. It also includes information on the obligations of fellowship at the St John's. The College staff and their positions are listed, as are their office hours and locations.

The accompanying booklet *Fellows Handbook: Bylaws & Agreements* contains information on the structure of the College Assembly, the governing body of the College in day-to-day affairs, as well as the text of the agreement between the University of Manitoba and St John's College. You may obtain a copy of this booklet from the General Office.

II. A SHORT HISTORY OF ST JOHN'S COLLEGE

Bishop Robert Machray officially opened the present St John's College on November 1, 1866 but the College's roots lie in the early years of the Red River Settlement.

The first Anglican clergyman in the Northwest interior of Canada was Reverend John West who, in 1820, established the first Anglican school in the Red River Settlement. The school was to educate the children of the local settlers but also to provide theological training to Aboriginal people to promote the development of a Native clergy. Two of John West's pupils, Henry Budd and James Settee, became the first Native clergymen in the North. This focus on ministry to the North later became an essential component of St John's College.

The growth of the Red River Settlement led to the creation of the Diocese of Rupert's Land in 1849. The first bishop of the diocese was David Anderson. When he arrived at Red River he established the first school to bear the name "St John's". For the school and the proposed theological college that would grow from it, Anderson chose the motto that remains to this day, "In Thy light we shall see light" (Psalm 36, verse 9). The new school provided both academic and missionary instruction to the people of the settlement and of the North. By 1859, declining enrollment and a lack of qualified teachers forced the Bishop to close the school.

Robert Machray became the Bishop of Rupert's Land in 1865 and arrived in the Red River Settlement later that same year. He recognized the need for an Anglican college and set about finding the necessary funds to re-open St John's. The buildings from Bishop Anderson's school were renovated and others acquired to house the boarders and faculty of the new school. The Reverend John McLean came from London, Ontario to become the College's first Warden. When the school was re-opened on All Saints Day, 1866 it had nineteen

boys attending as either boarders or day students and three students enrolled in theology courses.

The College grew with the community it served. The creation of the province of Manitoba in 1870 provided the stable political environment the settlement needed to flourish. The Manitoba Schools Act of 1871 created separate school boards for Roman Catholic and Protestant schools. At the time St John's College was one of only three secondary colleges in the entire province, still maintaining its focus on training young men for Anglican ministry.

In 1877 St John's College, St Boniface College and the Manitoba College became the founding colleges in the University of Manitoba. In the early years of the University the colleges provided all the instruction to their students: the University itself was limited to granting degrees in fields other than theology. It was not until 1904, due to increasing numbers of students and growing demands for more advanced and diverse courses, that the University became a teaching university, assuming full responsibility for science instruction.

The growth of the College through its first fifteen years necessitated the construction of a new, larger facility to house it. Funds were raised through subscription and sale of Cathedral land. The new building, completed in 1884, was constructed on the West side of Main Street at Church Avenue. The new building contained both the residence for the students and the classrooms for instruction and was completed in 1884. By 1910, however, the College had once again outgrown its facilities and needed to expand. The College chose to build on Church Avenue rather than on Broadway because, while construction of Broadway would have put St John's closer to the concentration of the University facilities, there had been no firm commitment that the site of the University would remain at the

Broadway location. The new College building on Main Street was called the "Annex" and contained more lecture rooms and residences for students and staff members.

As the years passed, St John's students felt increasingly isolated from the University. The University began developing its present location on the Fort Garry campus and St John's students found the distance too great. St John's chose not to accept an offer made by United College (now the University of Winnipeg) to combine their classes and share buildings. To decrease the isolation somewhat, the College decided to buy property on Broadway Ave, closer to the University buildings that remained there. In 1945 the "Annex" was sold and the College bought the house on the corner of Broadway and Hargrave. In 1954 the College purchased a second house, at the corner of Broadway and Carlton, to serve as a Women's Residence and to provide additional classroom space.

When the University moved all its facilities to the Fort Garry campus, St John's decided the time was right to move there also. In 1955 the St John's Council voted to sell its Broadway Avenue site and relocate to the University campus in Fort Garry. The University offered a location on Dysart Road and the College accepted. The College launched a major fund raising campaign to raise the \$1,025,000 needed to build the residence, chapel and teaching facilities. Only \$800,000 was raised by the time construction began so the original plans were modified. In 1957, the men's residence and main building were erected. The chapel and the women's residence were constructed the next year. The College expanded once again in 1972 with the addition of a new wing of classrooms and offices.

In 1992 the College launched a major fundraising campaign *Founding the Future*. The goal of the *Founding the Future* campaign was to raise one million

dollars for the continuing support of the College's theology program, academic programs and residence renewal. Funds from parishes, parents, graduates, private donations and student council were solicited for the campaign. By 1994 the goal of the campaign had been reached and exceeded.

Additional facilities have been added since. The College opened a student computer facility, with Macintosh and IBM microcomputers, in the fall of 1993. This facility is available to students of all schools and faculties. St John's members enjoy access to the University's computer network without having to leave the College. In the spring of 1994 an elevator, designed to increase wheelchair accessibility to the old and new wings of classrooms and offices, was added. In 1999, the Daily Bread Café was renovated and the patio garden opened. In 2003 the University of Manitoba Press relocated its office to St. John's College.

St John's remains a vital community within the University of Manitoba. In the past the College has demonstrated its commitment to high academic standards and personal development for its staff and students. The College remains committed to carrying these ideals into the twenty-first century.

Information for this short history of St John's College was taken from "St. John's College 1866-1966: A history of the first one hundred years of the College" by William J. Fraser. The history he wrote of the College is part of his master's thesis; the complete work can be found in the St John's College Library (LE 3 M38365 S734)

III. COLLEGE GOVERNANCE

St. John's College is an independent constituent college of the University of Manitoba, governed under the terms of the act of its incorporation as Chapter 39 of the Statutes of the Province of Manitoba, 1871, and re-enacted in 1990 as Chapter 171.

The statutes of the College are amended, repealed or replaced by the Synod of the Diocese of Rupert's Land, most recently in 1992 and 2002.

The governance of the College is bicameral.

The College Council determines the overall direction and policies of the College, subject to the responsibility vested in Assembly for academic affairs. The Council is charged also with maintaining a direct formal connection with the Diocese of Rupert's Land, and is ultimately responsible for the financing of the College. Council has representation from both the Diocese and from Assembly, including at least one student.

The College Assembly has responsibility for academic matters within the College and for the day-to-day operation of the College, including approving the annual budget, within the fiscal policies established by Council. All College Fellows and College Officers are members of Assembly, which also includes representation from students of the College and Diocesan Council.

IV. COLLEGE ACADEMIC MEMBERSHIP (FELLOWS)

The academic membership of the College consists of its Fellows, including the Warden and any other College Officer who holds an academic appointment at the University of Manitoba.

The Fellows of St John's College are a self-governing and autonomous academic community. Fellows, who normally also hold appointments in The University, are elected by College Assembly on the recommendation of a Fellows' Membership committee. The Fellowship is thus constituted in accordance with its own traditional values of intellectual diversity and openness. In this way, the Fellowship of St John's College fosters multidisciplinary conversation and collaboration to a degree unique within a modern research university, while at the same time respecting and upholding the principles of equity, diversity, inclusion, and academic freedom guaranteed by the larger institution.

Fellows are elected to College Fellowship, initially as a Visiting or Research Fellow. After one year, Visiting Fellows may apply and be elected as a Senior Fellow. Senior Fellows remain as academic members until resignation, retirement or expulsion. Visiting and Research Fellows do not normally have continuing appointments at the University of Manitoba; they are elected annually to the Fellowship.

V. ST JOHN'S LIBRARY

The St John's College Library is part of the University of Manitoba Libraries, and as such, benefits from an integrated library system that provides access to over 2.3 million volumes, including a wide range of electronic resources, and employs a highly trained and skilled staff. Located on the third floor of the College, in a bright and inviting space, the Library provides service to College members and Fellows and to other students, faculty and staff of the University of Manitoba. In addition to the traditional circulation and reference services, it offers the request and delivery of materials from the other libraries in the system, a virtual chat reference service, and a team of liaison librarians who provide specialized reference assistance including one-on-one consultations, classroom and individual instruction on research methods for assignments and term papers, and research support for faculty and graduate students.

The Library has an excellent collection of French-Canadian and English-Canadian literature. It is also strong in the areas of Christian theology and history and of Canadian history and politics. The Globe and Mail and Winnipeg Free Press are delivered daily to the Library courtesy of the College.

The Head of the College Library invites College members and Fellows to contact the liaison librarian for their area of teaching and research to suggest materials for purchase, to request an instruction session for their students, or to discuss how the Library can assist them with data management and scholarly communication. Additional information about the Library's services and resources can be found on its web site: <http://libguides.lib.umanitoba.ca/stjohns>.

VI. ST JOHN'S COLLEGE ART COLLECTION

The College houses one of the largest collections of Canadian art in Western Canada. During the 1970s, College Fellow Ken Hughes and Bursar Garth McLeod oversaw the development of the Collection. Artists sold, donated or loaned their work to the College and friends of the College donated art works.

The Collection is a rather eclectic assemblage, containing original works as well as prints, photolithographs and serigraphs and reproductions. The works represent a wide variety of media, themes and perspectives. The emphasis of the Collection has always been to showcase the works of Canadian, and especially Manitoban, artists. The collection has grown in numbers and stature as many of the artists who sold or donated works in the 1970s and 1980s have or had already achieved significant national and international recognition as major Canadian artists. These works are an important part of the emergence and development of the history of several Manitoba and Western Canadian art movements.

More information on the College's Art Collection can be requested from the Art Committee of Assembly. Check this year's committee list to see who are members. The Art and Music Committee are responsible for planning the annual St John's College Art and Music Competition in consultation with the Faculty of Music.

VII. COLLEGE ADMINISTRATION

General Office hours:

8:30 a.m. – 4:30 p.m., Monday – Friday

Phone: (204) 474 8531 Fax: (204) 474 7610

Internet: www.umanitoba.ca/colleges/st_johns

Email: stjohns_college@umanitoba.ca

College Officers:

Warden

The Warden is the Vice-Chancellor of the College and its Chief Executive Officer. The Warden is responsible for the overall direction of the College and oversees such diverse areas as finances, administration and spiritual life. Until 1999, the Warden has always been a priest in the Anglican Church. The Warden may or may not hold an academic appointment at the University. The Warden's office is located in the General Office, room 218. phone: 474 8529.

Dean of Studies

The Dean of Studies acts as the coordinator of formal and informal College programs, including student affairs, allocates office space, and is chair of committees of Assembly concerning membership and planning and development. Dean of Studies' office is located in the room 234.

Chaplain

The Chaplain also conducts regular Chapel worship on Sunday afternoons at 4:00 p.m. Morning prayer is said in the Chapel every weekday morning at 9:00 a.m.

Chapel services are open to everyone. Chaplain's office is located in room 223.

Bursar

The Bursar is the General Office Manager and also acts as the Executive Assistant to the Warden. The Bursar receives and disburses all College monies, oversees food services and housekeeping staff, and ensures that all the College buildings are kept in good repair. The Bursar's office is in the General Office, room 217, phone 474 8533.

Registrar

The Registrar advises students on academic matters, deals with inquiries regarding scholarships and bursaries and generally assists in all matters connected with the academic life of the College. The Registrar is also the secretary to Assembly and College Council, and confidential secretary to the Warden. The Registrar's office is room 215 in the General Office, phone: 474 8520

Dean of Residence

The Dean of Residence handles all inquiries about Residence and manages the recruitment and day to day operations of the Residence. The Dean's office is within the Faculty of Theology offices on the third floor (Room 315) in the north wing, phone: 474 8363.

Librarian

The Head of the College Library is responsible for the overall management of the Library and oversees service delivery, collections, staffing, resource allocation, and facilities.

Development Officer

The Development Officer heads the College's fundraising and alumni efforts, which has been in operation since spring 1991. The Development Officer,

alongside the Warden, acts as the Public Relations Officer as well as managing communications and marketing efforts. The Development Officer publishes the College's newsletter, as well as other College publications disseminating College news to the University, media and the College community both past and present. He/She is also responsible for promoting the College both within the University and in the wider community. The Development Officer is located in room 211 in the north wing.

Other College Administrative Staff:

Events/Communications/Coordinator and Faculty Assistant

The Faculty Assistant: Is also secretary to the Dean of Studies. The Faculty Assistant will assist you with your photocopy & kitchen access codes & is available to help with your photocopying & scanning jobs.

The Event Coordinator books classrooms and banquet rooms in the College. The Event Coordinator works with the client for set-up details on their event. Please contact the Event Coordinator when wanting to book space in the College. The Events/Communications/Coordinator and Faculty Assistant's office is located in room 241, phone: 474-9612

Communications & Marketing Officer

The communications and marketing coordinator is responsible for various types of communications. This person sends out all social media communications, emails to students, staff, and fellows about college events, and is in charge of the content on the St John's College webpage. Communications & Marketing officer's office is located in room 207, phone: 474-6608

Assistant Bursar

The Assistant Bursar is responsible for the College's bookkeeping and billings, including all trust accounts.

The Assistant Bursar also coordinates the College's computer purchases, licensing, technical support, and external consultants as necessary. The Assistant Bursar's office is room 216 in the General Office, phone: 474 8532.

Assistant to the Development Officer

The Assistant is responsible for the day-to-day operation of the Development Office, providing support services to the Development/Publication Relations Officer and to all fundraising initiatives. Duties include maintenance of the College database containing over 4000 records of biographical information on past and present students and staff of the College. The Assistant's office is room 211 in the north wing.

Receptionist

The Receptionist is the face of the College in the General Office (Room 214). The Receptionist sorts and directs mail and deals with telephone and in-person inquiries. The receptionist assist students, faculty and visitors; providing information about the College, Residence, and University. (8531).

Food Services Manager

The Food Services Manager is responsible for overseeing food preparation in the Residence kitchen, the Daily Bread Café, and Espresso 101. The Manager also caters for special dinners and functions which the College hosts and for other functions within the College. The Manager's office is in room 207 (phone 6826). Speak to the Manager about all your special function food service needs.

Library Staff

The College Library has two full-time staff who provide circulation and reference services. Specialized library services are provided by a team of liaison librarians who offer subject-based reference and instruction, collection

development and maintenance, and teaching and research support.

The College Library has a full-time staff complement of three. This team is responsible for the development, use and maintenance of the Library's resources and facilities.

VIII. OFFICE SUPPORT AND SERVICES

Computers and Photocopying: The College has two Xerox machines available for Fellows' use. One is located adjacent to room 241 and one is on the general office. See the Faculty Assistant to receive your code number (departmental or personal), to be entered on the keypad before use. If there are any problems with the machine, the Faculty Assistant can be of assistance. The Assistant Bursar sends a bill to those who owe for personal copying, based on figures given by the Faculty Assistant.

St John's College is represented on the internet; the address is http://www.umanitoba.ca/colleges/st_johns/. The Assistant Bursar coordinates the College's computer purchases, licensing, technical support, and external consultants as necessary. If you are having difficulties in the College with your computer, the Assistant Bursar may be able to help.

Furniture: If you need assistance with your office furniture (maintenance, repairs, etc.) please contact the Bursar.

Telephones: Telephones are provided in each Fellow's office. Voice Mail, among other options, is available and is usually charged to your Department. For on-campus calls, you need dial only the last 4 digits of the number. You need to dial "4" to get an off campus line.

Long distance calls for personal business should be billed to your home number. University business calls must be billed to your department. See your department secretary for details: most departments require advance notice of such calls and there will probably be a form to fill out. Forms are available in the College General Office if you are placing a call on College business. See the Receptionist.

Couriers: The General Office uses Sierra Courier if you need the service of a courier. The General Office receptionist would be happy to assist you with this. Courier charges will be forwarded to you on a regular basis. There is also an on-campus courier service for urgent interdepartmental mail. Ask the receptionist for more information.

Mail: College Fellows are each assigned a mailbox in the General Office. There is one delivery a day, usually sorted by 9:15 a.m. A key is available for your mailbox; you may obtain your mail even when the General Office is closed. All outgoing mail must be properly addressed with a return address noted or it may be opened by the Post Office and returned to the College. Personal mail must be stamped, but can be left in the box located in the general office on the front desk. A small supply of stamps is kept in the General Office should you need to purchase one. Pick-up from the General Office is at about 3:15 pm. Outgoing mail (parcels and envelopes) for other than College business should be noted to the Receptionist so the appropriate charge can be made. If you are sending something out which should be billed to your department or to you personally please inform the Receptionist.

Recycling: The College attempts to reuse all envelopes and paper whenever possible. Each office is equipped with a recycling basket as well as a regular basket for tissues, soiled papers, etc. There is a bin in

the General Office as well as in the hallway outside of the Senior Common Room for your recycling paper.

Stationery and Office Supplies: Stationery and office supplies such as electric stapler, electric pencil sharpener, 3-hole punch are available in both/either the General Office or in the cupboard in the hallway outside the Senior Common Room.

VI. SENIOR COMMON ROOM

The Senior Common Room is located on the second floor of the south wing. The Senior Common Room is open to all the Fellows and the College Staff. It is governed by its own committee in charge of maintaining the room and overseeing activities. Fellows gather daily for lunch and conversation in the SCR.

The Globe and Mail is delivered daily to the Senior Common Room, courtesy of the St John's College Faculty Association.

The SCR contains a kitchen with dishes, coffee maker, fridge and microwave, a large meeting table. Please contribute to the upkeep of the kitchen by cleaning up after yourself and doing your own dishes.

Fellows may book the SCR for academic functions. Please speak to the Dean of Studies and the Events Coordinator about booking the SCR.

VII. BUILDING AND GROUNDS SERVICES

Building and Ground Services: If you encounter any problems with conditions in your office or other areas of the College, please inform the Bursar.

Cleaning: The College has two custodians who are employed by the University. Garbage cans are emptied once a day and the faculty offices are vacuumed or

mopped once weekly. If you have any problems in this area, please contact the Bursar.

Keys: The north entrance is unlocked at 7:00 a.m. and locked at 10:00 p.m. on weekdays (8:00 a.m. to 10:00 p.m. weekends). If you need access at another time, such as statutory holidays arrangements for a key can be made with the Receptionist in the General Office. Individual office keys and mailbox keys should be obtained from, and returned to, the Receptionist. A charge of \$25.00 is levied for lost keys

Parking: All parking spots in the circular driveway of the College are taken between 8:30 a.m. and 4:30 p.m. weekdays with the exception of Guest spots and one reserved handicap spot to the west of the College's entrance. All spots in the circle are assigned according to seniority at St John's.

Additionally, places directly in front of the College (to the east of the entrance) are 24 hour reserved every day including weekends and holidays. There are meters and ticket parking across from the College and staff parking in "K" lot. You must contact the University's parking office at 9483 for information on space availability in "K" lot.

VIII. ST JOHN'S "DAILY BREAD CAFÉ" and Soup 4 U

The Daily Bread Café is accessible from the lower level of St John's with street access through its garden patio. The Daily Bread is open from 8 a.m. – 8p.m. Monday to Friday, and offers a variety of tempting soups, salads, sandwiches, and specials. Discover the Daily Bread Difference!

Soup 4 U is located in the Galleria outside of the Robert Schultz Lecture Theatre (172). Soup 4 U provides an

excellent selection of soups, sandwiches, and pastries. They also have coffees, cappuccinos, lattes.

X. PUBLICATIONS AND PROMOTIONS

In Lumine: “In Lumine”, the College’s alumni newsletter, is published twice times a year and is sent to over three thousand College alumni and friends. The newsletter is produced by the Development Office and is designed to keep former students, faculty and friends of St John’s up to date on College happenings. “In Lumine” is always pleased to publish news of former Johnians. Any stories, interviews or alumni updates should be submitted to the Development Office.

Iggles Advocate: “Iggles” is the newspaper of the St John’s College Students’ Association. The editor is a member of the Student Council and works with a committee of fellow Johnians to publish the paper as often as possible. The paper relies on student contributions for its material but inclusions from faculty and staff are always welcome. “Iggles” is intended to be a fun way for students to communicate to each other: cutting-edge investigative journalism is not to be found in “Iggles”.

The Rupert’s Land News: The newspaper of the Anglican Diocese of Rupert’s Land, “The Rupert’s Land News” is published monthly except July and August. It contains stories of interest to the Anglican community in the diocese and publishes notices of coming events that might interest its readers. Deadline for submission is one month before publication.

UM Today:

The Manitoban: “The Manitoban” is the newspaper of the University Students’ Union. With a weekly circulation of 12,000, it is the largest publication on campus. The paper is run entirely by students and is funded through UMSU. “The Manitoban” covers stories

of interest to students and faculty, university sports events, local entertainment and offers a message service, the contents of which tend to be colourful.

Other Publications: For information about other publications, please speak to the Development Officer in the Development Office.

For any help regarding public relations or publicity (posters, press releases, etc.) please contact the College Development Officer. The Officer prefers at least two months notice to properly plan and prepare your posters and advertising.

XI. COLLEGE MERCHANDISE

The College sells a variety of items decorated with the College crest. The sale of these items acts as publicity for the College and helps to promote community spirit within. Items for sale include ties, lanyards, t-shirts, long sleeve shirts, hooded sweatshirts and picture frames. The items are in the display case in front of the General Office. These and other items may be purchased in the General Office; see the Office for the current selection and prices.

XII. CONFERENCE SERVICES

During the summer months, when the University regular session is finished, the College hosts conferences in the Residence and College. There are a small number of rooms made available to students who wish to stay in Residence during the summer to take summer classes or to find summer employment. Most of the Residence rooms, however, are rented to conference groups. The revenue raised through hosting summer conferences is used to keep Residence fees at a reasonable level, and to help fund academic programs and other College functions. Money raised through conferences also

provides summer employment for College students and purchases furniture and equipment for the Residence that could not otherwise be funded by the College.

The Residence contains three guest suites: two with two bedrooms and one single bedroom unit. These suites are available for booking when not in use by conference groups. In the past, visiting lecturers and researchers have stayed in the College during the summer. Speak to the Dean of Residence (8363) for more information, rate schedules and booking.

If you are organizing a summer conference, consider holding the conference at St John's College. Contact the Dean of Residence (8363) for price information and booking conference facilities. We can provide your group with accommodations, meeting space and equipment (including AV equipment, parking) and handle all your food requirements.

XIV DEVELOPMENT OFFICE

The St John's College Development Office has existed since 1991. The duties of the office include:

Public Relations: Creating, shaping and maintaining a public image for the College, both internally and externally. This involves: issuing media releases for various College event such as Convocation, the Marjorie Ward Lecture, art shows, conferences, and any other event that might be of interest to the public; taking pictures of College events both for future publicity but also as an archival record; creating and placing advertising; writing stories for inclusion in the (Anglican Diocese) Rupert's Land News; and writing and editing the In Lumine. If you have Public Relations requirements or need to know deadline dates for any of the above, please see the Development Officer.

Alumni Relations: Maintaining and developing relationships with all College alumni. This is done

through letters, calls, visits and information dispersed through newsletters etc.

Fundraising: Asking alumni, Foundations, corporations, faculty, staff, and friends for donations to St John's College. This is done through letters, phone calls, and one on one solicitations. Once a gift is received it is important to issue the receipt promptly, maintain the database information, and to steward the relationship so that future support might be garnered. Funds are raised for various. Either Assembly or College Council then approves these projects, as appropriate.

There is also a Development Committee which reports to Council and, as needed, a Capital Campaign Committee. These committees plan and implement fund raising and public relations strategies while also suggesting policies for Council approval.

Fellows (and staff members) are usually solicited for donations or pledges once per year through an in-house College Faculty & Staff campaign. The University of Manitoba conducts a similar campaign also. There is no obligation to participate in either, but the College prides itself in the strong support that the Fellows and Staff provide both in participation rate as well as dollars raised.

Long-term gifts (such as bequests) are also encouraged and are of great value to the College. The Development Officer would be pleased to provide any appropriate fund-raising advice and also welcomes your suggestions.

The Development Officer is a member of Assembly and attends Council as a non-voting College Officer. The Development Office is open Monday through Friday each week from 8:30-4:30 and is located on the second floor of the north wing. The office of the Development Coordinator is located in Room 211 (phone 7381).

XV EVENTS AND ACTIVITIES

Throughout the year the College sponsors a number of events, both academic and social, designed to involve the Fellows, staff and students in the life of the College. It is expected that College Fellows will participate in the academic and social life of the College by attending some or all of these events. Fellows must attend events coded red, and they are strongly encouraged to attend those coded yellow. Green events are optional .

Marjorie Ward Lecture: Marjorie Ward was one of the College's most distinguished Registrars. In honour of her commitment to the College, St John's established an annual lecture named after her. Since 1981 the College has invited outstanding Canadians to present a public lecture and dine with the Fellows and guests. Past lecturers have included Dorothy Livesay, Alex Colville, Douglas Cardinal, John Gray and Carol Shields. The date of the Marjorie Ward lecture varies from year to year, though it is usually in early March. The name of the Lecturer and the date of the Lecture is advertise each year well in advance of the Lecture. This is an event that fellows are expected to attend.

Visiting Speakers: Throughout the year the College hosts visiting speakers and scholars. Look for announcements regarding these speakers. This includes the monthly Soup and Bread lecture series, where fellows present their current research over the lunch hour. Participation in these events is also strongly encouraged.

BBQS: In cooperation with the Student Council, the College sponsors two BBQ's. These are held at the start of first term and the end of second term. Weather permitting, everyone dines outside in the Daily Bread Café patio but if the weather is uncooperative the event is held in the Cross Common Room. The BBQs are free

to all Fellows, staff and students and provide opportunities for the students and Fellows to meet in a relaxed, social atmosphere. The two BBQs are fast becoming among the most popular of College events.

Chapel: As an Anglican College, St John's maintains an active chapel community. Under the direction of Chaplain, the Chapel hosts several special services and events throughout the year including an Advent Carol service and an Easter Vigil service. Regular services of Holy Eucharist are held each Sunday at 4:00 pm during the academic year. Baptisms and marriages of College Fellows, staff and students may be arranged by speaking with the Chaplain.

Convocation: Convocation ceremonies are held each year on the Sunday that falls nearest All Saints Day (November 1). The College Convocation is preceded by a lunch for "Friends of St John's College". Convocation is held in the Chapel and begins with an academic procession led by the Esquire Bedells of the College. Student Councilors, undergraduates receiving awards and scholarships, honorary Fellows, current Fellows, honorary degree recipients, the Vice-Chancellor and the Chancellor of the College complete the procession. During Convocation, undergraduate awards are made, graduates of that calendar year are celebrated, and honorary degrees conferred. Following the ceremony a reception is held in the Cross Common Room. Fellows are strongly encouraged to participate in the Convocation ceremony as part of the academic procession.

Matriculation: Matriculation ceremonies are held each year in September. This ceremony commemorates the initiation of new members, including staff, students, and fellows. Each new member signs the registrar's book, which dates to 1866.

Graduation Dinner: Each year, SJC students host an annual graduation dinner and fellows are invited and strongly encouraged to attend this event. It provides a great opportunity to enjoy a nice meal with your colleagues and to see what amazing things our students have accomplished.

Happy Hour: Once every 4-6 weeks, fellows and staff are invited to gather in the Daily Bread café for an afternoon libation. This is a relaxed and collegial event where you can socialize with your colleagues.

Assembly & Council: Meetings for assembly and council take place approximately every 6 weeks (with a break over the summer months) and it is required that fellows attend assembly. Only those fellows appointed to council are required to attend those meetings.

XVI. COLLEGE COMMITTEES

Each fellow is required to serve on a minimum of one college committee each year. Service is determined by the Dean of Studies, who will seek input and preferences from each fellow. A list of committees include the following:

- A. Art & Music Competition – responsible for planning the annual Art and Music Competition, which takes place in March.
- B. Social Committee – responsible for planning the Soup and Bread Lecture series and other social events at the college.
- C. Assembly Executive – responsible for setting the agenda for each assembly meeting.
- D. Council – at least 6 members of Assembly are required to sit on the St John's College council, which meets approximately 3 times each academic term.

- E. Finance and Administration – responsible for certain financial decisions pertaining to the college.
- F. Honorary Degrees – responsible for selecting recipients of honorary degrees given out by St John's College.
- G. Membership - responsible for accepting and reviewing new requests for fellowship at the college and forward on those accepted applications to Assembly.
- H. Scholarship – responsible for reviewing all scholarship applications and selecting the successful recipients.
- I. Senior Common Room – responsible for decisions regarding the use and maintenance of the SCR.
- J. Esquire Bedells – responsible for serving as ushers at Matriculation and Convocation ceremonies.

XVII. A SHORT GLOSSARY OF COLLEGE TERMS

Advent Carol Service—To mark the beginning of Advent, the liturgical season before Christmas, the Chapel holds a candlelight Service of Carols and Lessons. Students, faculty, and staff participate in the service, which is one of the highlights of the Chapel year.

Assembly—Consists of the Chancellor, Vice-Chancellor, Dean of Studies, Chaplain, Librarian, Registrar, Bursar, Development Officer, Senior Dons of Residence, Senior and Vice Stick of Student Council, Diocesan Representatives, Student Representatives, all College Fellows, and the Director of the U of M Press. The Assembly makes decisions regarding the development of academic programs within the College, College social events, visiting speakers, upkeep and upgrading of College Facilities and finances.

Blake Wood Square—The area on the ground floor that connects the north and south wings is called Blake Wood Square. The space is used as a place for students to chat, read or sleep. It is also used as a polling station in UMSU and College elections and often tickets for student events are sold there.

Daily Bread Café—is located in the tunnel connecting the College to the Residence. It serves the best food on campus!! Check the daily special board for today's tasty menu.

Chancellor—The Chancellor is the titular head of the College. The Chancellor of St John's College is the Bishop of Rupert's Land. The Chancellor presides at Convocation and is a member of the College Council.

Changeover—Changeover for the Student Council occurs every year in March. At this time the in-coming Student Council takes over from the outgoing Council.

Cloister—The cloister is the area immediately outside the College Chapel. The cloister is available for College and private receptions; see the Receptionist (8531) for details. When not in use the Cloister is reserved as a quiet place for reading, reflection and prayer.

College Council—One of the governing bodies of the College. College Council consists of the Chancellor and Vice-Chancellor, the Chancellor of the Diocese of Rupert's Land, the Chair of College Assembly, the Dean of Studies, 5 Diocesan representatives, 5 Assembly representatives, 3 alumni representatives, and College Officers (as non-voting members).

Convocation—Convocation is the annual gathering of the College community for the purpose of conferring honorary degrees, celebrating graduates, and presenting the undergraduate and graduate awards and scholarships. Convocation takes place each year on the first Sunday in November. Attendance at

Convocation is one of the obligations of all College Fellows specified in the By-laws of the College.

Cross Common Room—The Cross Common Room (CCR) is on the ground floor of the north wing, room 108. The CCR is the largest room in the College and is used for meetings receptions and dances. The CCR may be booked for academic, public and private functions. Please speak to the Receptionist about booking the CCR for your function.

Dean of Studies—The Dean of Studies acts as co-coordinator of College programs, allocates academic office space, and assists with planning and development for the College. The Dean is elected by Assembly for a 3-year term, which may be renewed.

Diocese—A diocese is an ecclesiastical district under the jurisdiction of a bishop. St John's College belongs to the Anglican Diocese of Rupert's Land.

Don—There is one Senior and three Junior Dons of Residence. Working with the Dean of Residence, Dons are responsible for overseeing the smooth operation of the College Residence. Dons enforce Residence rules, plan seminars and programming for the Residents and oversee disciplinary committees.

Easter Vigil—An Anglican Easter vigil service is held in the Chapel on the eve of Easter. College Fellows and their families are welcome to attend this Chapel service, as they are to attend every Chapel service.

Senior Common Room—Located on the second floor of the south wing, the SCR is a place for Fellows and staff to relax. It contains a kitchen as well as a selection of magazines. The lounge may also be used for meetings or social functions. See the Receptionist (8531) for booking details.

Fellow—A Fellow may be one of five different types: Honorary, Senior, Visiting, Research or Retired. Full descriptions of the different types of Fellows, their

privileges and obligations can be found in the Bylaws of St John's College Assembly.

Guest Suites—The Residence has three guest suites; two have two bedrooms and one is a single bedroom unit. During the academic year, the suites are rented to grad students. In the summer, however, they are available for rent by the night, the week or the month. Speak to the Dean of Residence (8363) for more information, rate schedules and availability.

House Council—The Residence House Council is made up of Residence students who work together to plan programs and activities for St John's Residence. The House Council organizes various activities for students in residence.

Student Council—The Student Council is the governing body of the St John's College Students' Association. The Student Council plans programming for students, allocates carrel space and provides representatives from the student body to College Council and Assembly. The Council office is Room 138 in the north wing of the College.

Warden—The Warden is the Chief Executive Officer for the College and Vice-Chancellor. Until 1999, the Warden was a member of the Anglican clergy. The Warden, who is also Vice-Chancellor of the College, may or may not hold an academic appointment at the University of Manitoba.

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, September 2023

It was a very productive summer for the Admin team, as we resolved or made significant progress on a wide variety of issues and projects. The successful legal resolution of our appeal to CRA over the Covid-era Canada Emergency Wage Subsidy (CEWS) was a major victory that will go a long way towards reestablishing the financial security of the College after the upheavals of the pandemic. We also made headway determining the future direction of the college building projects, reconnected with alumni, advanced our communications and student recruitment strategies, and launched an ambitious campaign to learn more about our College community.

College Building Projects

Over the summer, the University presented us with a letter of intent to outline some preliminary terms for what a collaboration on a new residence might look like. We have been consulting with the College Solicitor on the letter, and hope to have a signed version very soon. We have also been consulting with Architectural and Engineering Services and the architectural firm FT3 about the third floor redevelopment and food service expansion. In terms of fundraising, the Development Officer and I have connected with a number of alumni and donors this summer, around Winnipeg and during trips to Kenora, Selkirk, and Carman, and there continues to be great enthusiasm for the projects.

Communications/Student Recruitment

I am so pleased to welcome Marissa Naylor to the College as our first Marketing and Communications Officer. Marissa began work in mid-August and has already done tremendous work redeveloping the College communications strategy. Marissa will be working with all College departments to streamline and modernize how we communicate with students, fellows, alumni, and the community. Another big focus of her position is student recruitment, a project the whole Admin staff have been working on over the summer starting with a brainstorming staff retreat in June. Led by the Registrar and Marketing and Communications Officer, the recruitment campaign is now well underway and already proving very effective in bringing our numbers back up towards pre-pandemic norms (and hopefully beyond!) It's wonderful to see so many new students finding and getting involved in the SJC community.

College Data Analysis

As part of our student recruitment efforts and to get a better sense of the interests and needs of our overall community we have hired David Plett in a term position as Data Analyst. He is analyzing raw data provided by the UM Office of Institutional Analysis and creating, circulating, and analyzing our own surveys of our students (and potential students), residents,

and alumni. The resulting information has already been very illuminating, and has helped us target our efforts around objectives like recruitment and fundraising more effectively.

Teaching/Scholarship

During the fall term I will be teaching another course for the History Department, which is a class new to UM of my own creation called “Between Victoria and Elizabeth, Britain 1901-1952.” Over the summer, I also continued work on a journal article based on my current book project on British secret agents which I will be shortly submitting to the *Journal of British Studies*, and completed the copyediting and proof stages for the chapter I wrote for *A Cultural History of Leisure in the Modern Age*, soon to be published by Bloomsbury press.

Highlights of Other Recent Activities

- On May 10, I attended the Isbister Legacy Luncheon with some of our alumni and donors.
- On May 12, along with fellow Lori Wilkinson, I met with World University Service of Canada (WUSC) about possible collaborations with SJC.
- On May 18, I attended the Convocation ceremony at the Rady Faculty of Health Sciences.
- On May 23, I attended the ordination of new priests in the Diocese, including our Dean of Residence, Matthew Bowman. Congratulations, Matthew!
- During the week of June 4, I represented the College at several UM Convocation ceremonies.
- On June 7 and 8, I virtually attended the annual Anglican Heads of School meeting.
- On June 23, I attended the SJR Convocation to present a scholarship to an incoming Johnian.
- On June 25, I joined a number of fellows and staff and their families at a fellowship event where we attended a Valour FC football match.
- On June 26, I hosted the UM President and Rector of St. Paul’s College for the second meeting of the newly reconstituted Inter-College Council.
- On June 27, I attended the second annual Johnian Circle Luncheon.
- On Sept. 7, I offered greetings at Jumpstart, the welcome back event organized by the SJCSA which was very well attended.
- Along with the Chancellor, I served on the search committee for the new Diocesan Discipleship Developer, who will be named in the near future.
- I served on the search committee for the College’s first Marketing and Communications Officer, which resulted in the hiring of Marissa Naylor.
- 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 September 2023

Welcome to the Fall 2023 Term!

Soup & Bread Lecture Series

The planning committee is currently sorting out our speaker schedule and the dates/times/topics/speakers should be available in the coming weeks. We look forward to a great line-up in the fall term! This is a great opportunity to get to know other fellows at the college and learn more about their research. These lectures are an important part of facilitating community and inter-disciplinary collaboration among fellows so please make every effort to attend.

Lunch & Lively

The development office has organized the first Lunch and Lively event of the academic year. I am giving the lecture and I will be speaking on women and singing in the early church as it relates to issues of women's autonomy, religious identity, and the emerging patriarchal structures of the first 3-5 centuries. The talk is scheduled for Wednesday, September 20 (from 12-2pm). Please RSVP to Edmund in the Development Office by Sept 13, if you plan to attend.

Marketing & Communications

As you already know, the college has hired Marissa Naylor in the marketing and communications position. If any of you receive awards or grants, publish books or articles, or receive any other form of recognition this year, please send her an email with the details (and picture if possible) for our social media channels and other college publications. We want to promote our fellows and their accomplishments and Marissa is standardizing this process, which makes things more streamlined.

Fellowship Roles and Responsibilities

The Warden and the Dean of Studies are currently updating the SJC Fellow's handbook, which is nearly complete (and will be ready by our Assembly on September 19). This document has been revised to provide a written document to all fellows on the specific roles and responsibilities of college membership. The updated guidebook clarifies the obligations of fellowship and outlines the specific duties associated with each committee. We recognize the fellows already have many responsibilities within their respective faculties, but we the sense of community at the college is one of our strengths and our success as a college depends on you!

Standing Committees

The standing committees were set for the 2023/2024 academic year back in May, but we have had some changes so please review the current list and let me know if there are any issues. I sincerely appreciate those who have agreed to sit on certain committees in roles that became vacant over the summer. One committee that will require additional members is the Finance and Admin committee so if any of the fellows are interested in joining, please let me know.

Scholarship Committee

The scholarship committee meets at the end of September to review applications and award the many scholarships and bursaries that SJC has to offer. This is a labour-intensive process but certainly one of the more fun aspects of committee work! The scholarships and bursaries are awarded in November at the convocation ceremony.

New Fellows

We are delighted to welcome some of our more recent fellows including Kathy Block, Julia Smith, and Niigaan Sinclair, who have all moved into their offices over the past few months!

Welcome to SJC Orientation!

Allison and I will host the “Welcome to SJC” orientation for new staff and fellows on Monday, September 25 at 12pm. More details to follow but please email me if you wish to attend.

Matriculation

This event is scheduled for Tuesday, September 19 at 1pm. Reminder emails have been sent on several occasions and we strongly encourage all fellows to participate. This is a great opportunity to welcome new fellows, staff, and students to the college and it is a lovely community event!

Start of Term Reception

The start of term reception will take place following the Assembly meeting on Tuesday, September 19. There will be delicious food and drink so please join us for a fun social event to kick off the fall term.

Membership Committee

We have received three more applications for fellowship since our last assembly meeting and the Membership Committee has voted to admit the following applicants:

Visiting Fellow positions (1-year term)

Dr. Joerg Stedefeld is a Professor of Chemistry at the University of Manitoba, who holds a Tier-1 CRC in Structural Biology and Biophysics. His research examines the structure-property relationship of protein-protein interaction networks. His laboratory conducts experiments on cell surface receptors and their interactions with various ligand molecules, including netrins and CCN family members.

Annette Riziki is a PhD candidate and Rhodes scholar. Her work focuses on socioemotional learning in emergency contexts, particularly between teacher and student. She examines the role that teacher’s play in a child’s well-being.

Dr. Sean Carleton is an historian and Indigenous Studies scholar at the University of Manitoba. His research examines the history of settler colonialism, capitalism, and education and contributes to Truth and Reconciliation in Canada.

Development Officer Report to Assembly
September, 2023

Fundraising

- Fundraising is off to a very slow start. This is the case for most charitable organizations as interest rates rise.
- Working on the Annual Appeal to go out early October with a follow-up early December.

Alumni/Stewardship

- Trips to Selkirk and Carman to meet with alumni with Allison and Marissa joined us for the Carman trip. Lots of good connections and ideas.
- Planning a trip to Toronto in mid-October. Will use that time to meet individuals and host a group alum luncheon.

Special Events

- Lunch and Lunch and Lively will be held during Homecoming. Dr. Jade Weimer will be presenting on "Autonomy, Unity, and Patriarchy in the Early Church: Framing Discourse on Women Singing in the First Five Centuries" So far, we have 20 people registered to attend.

Marketing/Communications

- We are delighted to be working with Marissa on our communications. Marissa has increased our profile on social media and we find that more alum are connecting with us.
- An e-newsletter will be out sometime early in October.
- Please send any content to Edmund in the Development Office.

Staffing

- Sharaina Cottick our Development Assistant is now working in the Assistant Bursar's office but Elnora Wiebe continues with inputting donations, generating tax receipts and reports.
- We will be working with Sherry and Matthew to encourage students to volunteer in the Development Office.

Capital Campaign

- Allison and I continue to meet with donors who have the potential to make larger gifts.

Respectfully submitted by:
Jackie Markstrom
11th September, 2023

Bursars' Report to Assembly September 19th, 2023

College Operations/Financial update

Some key metrics from our summer months indicates a strong start to the fiscal year, with all three areas performing better than 2022:

	2022	2023
Summer Residence (room and board)	\$266,794	\$300,212
Catering	\$58,951	\$146,026
Daily Bread Café	\$42,807	\$51,543

Our fall term Residence occupancy rate is quite low, despite the broader narrative that exists supporting a significant demand for student housing, particularly for International Students. St Andrews Residence finds themselves in the same situation. We have contacted MCO to alert them to this and they are working with us to amplify our message internally and externally so that we can serve the student population looking for safe, affordable, on campus housing. This highlights the ongoing challenge the College has of being able to have our profile elevated to a level equal to that of University Housing, and highlights the critical importance of us working more closely with UM in a collaborative way, as was stressed by the recently updated SCION Housing Report.

CRA Appeal

As has been reported widely, CRA agreed to a Consent to Judgement that allowed our appeals and affirms our eligibility for the CEWS program. This came about just days before we were scheduled to go to trial. We are grateful for all the support we as administration received from Assembly, Council, the Diocese, and the University of Manitoba. We are still jumping through hoops and navigating the bureaucratic process so that we can receive payment (approximately \$517,000).

Audit

BDO Canada performed an in-person audit for the 2022-23 fiscal year in June. Our last two audits have been complicated by the effects of the pandemic and the necessary financial transfers and reallocations resulting from the harsh financial impact brought on by the shutdowns, and these challenges have been exacerbated by the ongoing legal battle with CRA. Hopefully next year's audit will more closely resemble our pre-COVID operations. Finance & Administration met on September 18th to receive the draft statements and hear a report from Pam Dupuis of BDO Canada.

Building Projects

During the summer, communications continued with UM to discuss the proposed joint Residence Project. This included working through a draft Letter of Intent between the College and the University to lay out some broad parameters within which to continue discussions that satisfies the needs of both parties. We have had this LOI reviewed and altered by our College Solicitor. We have sent that copy back to the University and hope to meet soon.

We also met with ft3 (College Architects), to discuss the potential Food Service Expansion Project in the event that the new Residence Project does not move forward. They presented a very attractive and exciting concept of what that might look like and how it would greatly improve our facilities and capabilities in the areas of Residence meals, catering, conferences, and an enhanced meeting space that could accommodate up to 300 people.

Staffing

There have been significant changes to the Administrative staff, with more to come in the next few months:

We are very pleased to have been able to hire David Plett on a short term basis to conduct some wide ranging data analysis through the use of surveys, targeting our Residence students and soon the entire University of Manitoba student cohort to determine what it is we are doing well, and what are some things we could be improving on or shifting our focus towards – all with the goal of better serving the needs of students and contributing to their overall academic success and personal growth.

We are also very excited to have been able to hire Marissa Naylor as our first Marketing & Communications Officer. Marissa has instantly accelerated and enhanced the marketing of the College and is working closely with MCO and other stakeholders to raise our profile and ensure that students know what St John's has to offer them. Our membership has already increased significantly and we anticipate that will soon translate to more Residents as well.

Congratulations are in order for two of our staff:

Beatriz Martins will be going on maternity leave at the end of December. We are going to miss her but wish her all the best while she is away. In her absence, I'm very happy that Sharaina Cottick, a 4th year Asper Student majoring in accounting and long time College member and member of SJCSA, has agreed to fill in for Beatriz while she is on leave. I'm equally grateful that former longtime Assistant Bursar Elnora Wiebe has agreed to fill in whatever gaps remain while Sharaina finishes her degree. Her knowledge and expertise will be invaluable during this time.

Hong Nguyen, who has so ably filled in for Amy Backhouse while away on maternity leave, has managed to find a permanent full time position with the Rady Faculty at the Bannatyne Campus. We will miss Hong, but also celebrate this new opportunity for her. David Plett has graciously agreed to assume her position and fill in for the last few months of her term until Amy returns in January.

As you can see, there have been lots of changes and there are more moving parts ahead, which would all be much more challenging if we didn't have such a supportive team willing to step in where needed and assist in helping to keep our College Operations moving forward.

Dean of Residence – Report to Assembly (September 2023)

It was a busy summer in the Residence with an average of fifty student residents each month, along with group bookings from the Centre for Earth Observation Science, Centre for Healthcare Innovation, Wawatay (Faculty of Science), and Math Camp. From July 2 to 19 Residents were invited to participate in a Residence survey administered by David Plett, to whom thanks are owed for his guidance and skill in developing the survey questions and analyzing the data.

Residence Maintenance

Several maintenance/state of good repair projects were completed over the summer:

- Two of our washing machines gave out (after a stellar twenty years in service!) and were replaced with equivalent current models from Midland Appliance.
- Accurate Dorwin conducted routine window maintenance in 36 rooms.
- MJ Chauhan Wood Works repaired/replaced the flooring in 20 rooms, combining pieces between rooms where possible and completely replacing the floor when necessary.
- Dreamcoat Painting painted the basement level common rooms, the Buttery, and the Food Service and Housekeeping offices.
- A bank of two urinals (which had been leaking into a basement maintenance room) were replaced on the first floor, requiring demolition of the existing concrete platform.

We are currently awaiting work on a crack in the foundation discovered outside the Dining Room.

Regular Session

We learned the first week of August that University Student Housing enrollment numbers were down, and while the University's residences were mostly full they would not be advising students on their waitlist to apply to St John's or St. Andrew's – because they had no waitlist.

As a result, Residence enrollment for Fall/Winter remains below what has been budgeted for with 40 students currently in residence. I have worked with Marissa Naylor, the College's new Marketing and Communications Officer to advertise the Residence to community groups focused on aid to newcomers, and we have both continued to build relationships with University department contacts in hopes they might have students looking for housing who could be sent our way. The Residence community is comprised of 77.5% international students (up from 62% last academic year and an average proportion of 52.19% for available data from 2015-2022)

Province/Nation	Students	Province/Nation	Students	Province/Nation	Students
China	2	Kenya	2	Sri Lanka	1
Colombia	1	Kuwait	1	Uganda	1
Ecuador	1	Malaysia	1	Wasagamack First Nation	6
The Gambia	1	Nigeria	7	Zambia	4
Ghana	4	Pakistan	1	Zimbabwe	1
Japan	1	Singapore	1		

Residence Activity

For the Fall Session the Dons are:

- Tawananyasha Matizanadzo (Senior Don)
- Cherno Hamidou Diallo
- Raihanah Rahim
- Jasmine Wood

Residence Council Co-Presidents

- Bryan Oforikuma
- Neil Oforikuma

The Residence Council is hoping to get off the ground in the coming weeks and is hosting a trip to Activate in East Kildonan on Saturday.

Residence Survey

The Residence survey had an excellent response rate of 62% with 31 students responding. David Plett has provided preliminary results with which I was pleasantly surprised. The Senior Administration team met to discuss the results in early August and is in the process of addressing feedback regarding the Dons team and the meal plan. As summarizing survey results is admittedly not my strength, I am including the data provided by David below and am happy to answer any questions/refer questions back to David for a response.

Preference/performance based questions were all asked on a scale on 1 to 5 (1 = least; 5 = most).

Respectfully submitted,

Matthew Bowman
Dean of Residence

Summer 2023 Residence Survey

Demographic Data

Time in Residence	Percentage
Four months or fewer	64.5%
One year	16.13%
Between two and four years	19.35%

ICM vs U of M student	Percentage
ICM	48.39%
U of M students or MITACS interns	51.61%

Gender Identity	Percentage
Woman	32.26%
Man	61.29%
Intersex	3.23%

Sexuality	Percentage
Heterosexual (Straight)	68.97%
Gay	6.90%
Bisexual or Pansexual	10.34%

Belong to a wellness practice, spirituality, religion, or faith tradition, or being non-religious	Percentage
Religious or Spiritual	20.8%
Christian	37.5%
Non-Religious or Non-Spiritual	41.6%

Respect for Diversity, Differences, and Religious Beliefs

	Proportion		
If you have a wellness and/or religious practice, do you feel you can practice it in Residence?	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Yes	0.40	0.09	0.29
No	0.20	0.09	0.00
Non-Response	0.40	0.82	0.71

Residents indicating "no" made suggestions for gym equipment and Sunday chapel services.

	Weighted Averages		
To what extend do you feel ... respect people of differing religious beliefs?	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Your fellow residents	3.80	4.44	4.00
St John's College	3.80	4.56	4.00
St John's College staff (Food Services, Residence, General Office)	3.87	4.78	4.00

How satisfied are you with the St John's College Dons in terms of...	Religious (n=15)	Non-Religious (n=9)	Non-Responsive (n=7)
Treating everyone fairly	3.36	4.67	4.67
Promotion of tolerance of others	2.77	3.89	4.67
Respecting ethnic, racial, and sexual/gender diversity	3.54	4.56	4.50

Residence Environment and Community

How important to you is...	Weighted Average	To what extent are other residents...	Weighted Average (n=29)
Sufficient study time	4.45 (n=29)	Respectful of your study time	4.24
Sufficient sleep time	4.65 (n=29)	Respectful of your sleep time	4.38
Respect of our privacy	4.72 (n=29)	Respectful of your privacy	4.55
Respect of your property	4.89 (n=28)	Respectful of your property	4.69
Hygienic environment	4.79 (n=29)	Maintaining cleanliness	3.83
Academic success	4.66 (n=29)	Concerned about your academic success	3.90
Social community	3.90 (n=29)	Concerned with building social community	3.48
Personal friendship	4.00 (n=29)	Concerned with forming friendships	3.28

To what extent do you...	Weighted Average (n=29)
Trust other students living in the Residence	3.52
Respect other students living in the Residence	4.41
Feel accepted by other students living in the Residence	3.97
Have close relationships with other students living in the Residence	3.17

How satisfied are you with safety and security at the College in terms of...	Weighted Average
Security of possessions in your room	4.30 (n=27)
How safe you feel in your room	4.30 (n=27)
How safe you feel in the Residence building	4.43 (n=28)

Residence Dons

How satisfied are you with the St John's College Dons in terms of...	Weighted Average (n=29)
Availability	3.97
Efforts to get to know you	3.38
Gaining your respect	3.79
Helping with a problem	4.10
Treating everyone fairly	4.03
Enforcing policies	3.93
Organizing programs/activities	3.32
Promotion of tolerance of others	3.54
Respecting ethnic, racial, and sexual/gender diversity	4.07
Communicating rules and regulations	4.11

Residence Rooms

How satisfied are you with residence rooms in terms of...	Weighted Average
Your ability to study in your room	3.96 (n=28)
Your ability to sleep in your room	3.78 (n=27)
Your degree of privacy	3.96 (n=28)
Noise level of your floor	3.74 (n=27)

Residence Facilities

How satisfied are you with the College facilities in terms of...	Weighted Average
Cleanliness of common areas	3.93 (n=28)
Interactions with housekeeping staff	4.14 (n=28)
Timeliness of repairs	3.52 (n=27)
Cleanliness of bathroom facilities	3.93 (n=28)

How satisfied are you with the services provided by the College in terms of...	Weighted Average
Internet Connectivity	4.18 (n=28)
Laundry facilities	4.43 (n=28)
Common areas	4.19 (n=27)
Mail and parcel delivery	4.30 (n=27)
Application process	4.27 (n=26)
Fee payment process	4.33 (n=27)

Meal Plan

How would you rate the quality of our food for...	Weighted Average (n=28)	How would you rate the quantity of our food for...	Weighted Average (n=28)
Breakfast	3.46	Breakfast	3.96
Lunch	3.50	Lunch	4.11
Dinner	3.21	Dinner	4.07
Brunch	3.64	Brunch	4.18

Do you have any dietary needs that we do not currently accommodate?	Weighted Average (n=26)
Yes	3
No	17
I choose not to answer	6

Residents indicating “no” described their needs as “white rice and tomato stew” and “Halal option.”

How welcoming and helpful are the kitchen staff?	Weighted Average
	4.36 (n=28)

Satisfaction with Residence Experience

To what degree has living in St John’s Residence...	Weighted Average
Enhanced your learning experience	3.70 (n=27)
Enhanced your overall university experience	4.04 (n=27)
Provided you with a sense of community	3.79 (n=28)
Fulfilled your expectations	3.71 (n=28)

To what degree would you recommend living in St John’s Residence to friends or family?	Weighted Average
	3.82 (n=28)

How would you rate the value for money...	Weighted Average (n=28)
Of the meal plan...	3.14
Of the room accommodation	3.71
Overall	3.61

May 2023 Report to St. John's College Council

Student Council

I have met with the new senior stick, will attend the first meeting and the council will decide on a retreat date.

Summer programing

Consisted of visits, and gardening.

I had one service on August 23rd, Evan Chan (student) who is taking his doctorate in Toronto (Edgar French attended). After the service others joined us in the Daily Bread for Lunch.

August 25th : Gardening and ice cream, with elder Amanda Wallin (funded by the Anglican fund). Three students helped prepare packages of samples from the garden on August 24th. 12-14 attended.

Planning for the Fall

Individual meetings

Continue to visit with students and residents.

Programing for the Fall

Weekly meditation on Fridays at 11:00 am starting Sept 15th

Weekly Communion Services Thursdays at 1:00pm starting Sept 14th

Weekly Wellness Group Wednesdays at 10:30 am in the Spiritual and multicultural center starting Sept 27th

Thursday September 14th 10:30 am to 12 noon, De confusion Centre

Living Room Communion 2:30 pm (once a month) Spiritual and multicultural centre.

Taize prayer with St Paul's chaplaincy (twice a term) September 27th at 3:30 pm in St John's College Chapel

Friday September 30th 11 am to 12 noon , hour of silence Truth and Reconciliation Day in the Chapel

Queer Evensong – October 5th – details to come.

In process – Ben Girgis will do a placement at St John's for his theology degree.
Details to come.

Food for the Journey – To be confirmed – November – Inter culturalism – Living it!

Submitted by Rev. Helen Holbrook SJC Chaplain



ST JOHN'S COLLEGE

ESTABLISHED 1866

Registrar's Report September 2023

114 Students applied for scholarships and bursaries for the April 1 deadline, 120 students applied for the July 31 deadline. Overall, this is triple the number of applicants for each deadline. In total, there were 210 unique applicants. The Scholarship Committee has meetings scheduled the last two weeks of September to discuss the applications and decide the awards. Given the large number of applicants, it a lot of work for the committee. However, with the newer, online format of the applications which has streamlined the amount of repetition involved, I am hopeful the workload somewhat balances out. Still, I thank the Scholarship Committee in advance, for their hard work and dedication.

Though Matriculation has yet to happen at the time of writing this report, it will have just completed prior to the Assembly meeting, and so I also thank in advance, those of you who attended and made it such a wonderful event for the students. Thank you also to Miriam, Marissa, Hong, and everyone else who assisted in the preparation and planning.

A reminder that Convocation is on Sunday, November 5. You will have received the invitation and so I remind you to go to the link and submit your RSVP. I would love to have a full platform party at the front of the chapel. Brian Bowman and Patricia Bovey will receive an Honorary Doctor of Canon Laws (*honoris causa*), and Vincent Solomon will receive an Honorary Fellowship. Helen Kennedy is not able to attend this year and so she will receive her Honorary Doctor of Divinity at the 2024 convocation. We will also be presenting our own Brenda Cantelo with the Fellows Recognition Award this year.

Sherry Peters
Registrar

Senior Stick Report

11 September 2023

JUMPSTART 2023

Jumpstart 2023 was held on September 7 2023, at the Daily Bread Café from 5:30pm onwards. The residence students, staff members, Student members and SJCSA council members attended the event. The evening started with welcoming the new students and introducing the SJCSA and staff members. Then the celebratory cake was cut shortly after. The dinner was served, with Ivan singing during the dinnertime. The night ended with games and prizes! A total of \$225 gift cards were awarded to students. Fun fact is that students hung out after the event was over to play cards and sat in the galleria!

Carrel Applications

Carrel applications were sent out to students early this September by our Student Services Rep, Hugo Ng. He coordinated with Sherry, and we are still receiving applications. The key sign-out date will be decided according to the applications submitted.

SJCSA Council members

The SJCSA Council has an update in the members. We have a few members leave and others join. The council is on verge of being full and we are hoping to get vacant positions filled soon.

UPCOMING BUSINESS

Annual SPC x SJC BBQ

The annual BBQ with St Paul's College is scheduled for September 13, Wednesday at the Daily Bread Café Patio. A tug of war game is also planned during the BBQ between the SJC & SPC members, and the winning team will receive prizes!

Thank you.

Sincerely

Ravneet Kaur

Senior Stick

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