

## BC ELN Steering Committee Meeting Minutes Friday, May 19th, 2023

**10:00 am – 11:30 am PST**  
**Virtual Meeting**

### **In Attendance:**

Jonathan Bengtson, University of Victoria  
Gwen Bird, Simon Fraser University  
Camille Callison, University of the Fraser Valley, *Teaching Universities and Technical Institutions*  
Natalie Gick, Simon Fraser University, *Host Site Officer*  
Tania Gottschalk, Thompson Rivers University, *Small Universities*  
Darcy Gullacher, Trinity Western University, (Chair)  
Ali de Haan, Acsenda School of Management, *Associate Members*  
Susan Parker, University of British Columbia  
Trish Rosseel, Douglas College, *Urban Colleges (Vice-Chair)*

Ministry of Post-Secondary Education and Future Skills (PSFS):  
Ben Ferrel

Guests:  
Todd Mundle, Kwantlen Polytechnic University, *Arca Advisory Committee Chair*

BC ELN Staff:  
Anita Cocchia  
Leah Hopton (Moderator)  
Sunni Nishimura (Recorder)  
Brandon Weigel

### **Regrets:**

Gregg Currie, Selkirk College, *Rural Colleges*

### **Introductions**

D. Gullacher welcomed attendees and provided a territorial acknowledgment.

### **1. Adoption of Agenda**

D. Gullacher proposed a change in the order of the agenda items: moving the Executive Director Recruitment Update to the very end of the agenda, allowing BC ELN staff to leave the meeting beforehand. The change to the agenda was approved, and the agenda was adopted as amended.

### **2. Ministry Report**

B. Ferrel shared a report from the Ministry of Post-secondary Education and Future Skills (PSFS).

PSFS is the lead Ministry on the Province's new StrongerBC: Future Ready Action Plan. This leverages the strong leadership and previous portfolios of Minister Selina Robinson and Deputy Minister Bobbi Plecas. The plan aims to meet supply challenges in the labour market by reducing barriers for people acquiring the skills they need to find in-demand jobs, addressing Indigenous People's workforce priorities, and ensuring people new to BC can find a career in the field in which they are trained. The Plan includes:

- Provisions for Future Skills Grants of up to \$3,500 to cover the cost of training for in-demand jobs with micro-credential courses;
- A SkillUp Centre oriented towards retraining workers particularly in the trades.

B. Ferrel provided an update on PSFS work within the Digital Services Strategy, designed to enhance how digital technology is used in post-secondary education. In cooperation with EducationPlanner and WorkBC they are launching Find Your Path, which will outline education and career pathways for in-demand careers. Work is also moving forward on the Digital Learning Strategy: funding and an Implementation Steering Committee has been identified to take action on recommendations; there is no library representative on the Steering Committee, so interface with BC ELN will be important.

The importance of collaboration is a recurring theme in meetings the Minister has had with presidents of post-secondary institutions. B. Ferrel noted that BC ELN is a fantastic example of collaboration of benefit, value and relevance to the system, despite differences between communities and institutions. He expressed a hope that BC ELN and other sector organisations such as BCcampus and BCCATS can increasingly share knowledge and expertise, perhaps generating opportunities for deep collaboration.

### **3. Expenditure Plan 2023/2024**

A. Cocchia presented an overview of the BC ELN 2022/23 Expenditure Summary and 2023/24 Expenditure Plan included in the agenda package.

#### *Highlights of 2022/23 Expenditure Summary and 2023/24 Expenditure Plan*

- BC ELN's Core Administration, Licensing and Illume ended 2022/23 with a positive carryforward, which includes encumbered funding for Arca Partnerships projects, early support payments from Public Libraries Branch for the Illume Support Centre, and PSFS Bridge Funding for AskAway and WriteAway.
- The modest 2022/23 AskAway carryforward is targeted to support action planning, the WriteAway carryforward is a result of the unspent salary for a WriteAway Coordinator, and the Arca carryforward is targeted to the upcoming migration.
- 2023/24 carryforward is anticipated for BC ELN's Core Administration and two service areas, primarily targeted for specific initiatives.
- 2023/24 Core Expenditure Plan includes Year Two funding for WriteAway and AskAway set at \$15,000 for each service, and \$50,000 set aside for the implementation of a new BC ELN website.
- Amounts for Governance/Administration and Communications in all expenditure plans have been increased recognising higher costs in general following the pandemic.

#### *Highlights of the BC ELN Licensing Programme*

- The cost recovery account for BC ELN licensing would ideally end the year at zero, however the 2022/23 fiscal ended with a negative balance due to late partner library payments. All late payments have since been received.

A question was asked about whether the budget reflects the \$500,000 Arca migration capital funding

amount from PSFS. A. Cocchia explained that it is not included at this stage; the funding has been assigned to an account at SFU, signing authorities are being set up, and the details of how this new type of funding is accessed are being worked out. The Arca Advisory Committee will then develop a migration budget. B. Ferrel affirmed that the funds are fully committed from a Ministry standpoint.

N. Gick identified a typo in the BC ELN Licensing Programme expenditure amount.

**MOTION: To approve the 2023/24 Expenditure Plan as presented with the noted correction.**

Moved: T. Rosseel

Seconded: A. de Haan

**Motion carried.**

#### **4. Arca Advisory Committee Term of Reference**

T. Mundle, chair of the Arca Advisory Committee, presented the revised Arca Advisory Committee Terms of Reference.

The Arca Advisory Committee developed the revised Terms of Reference over the course of several meetings. The new structure is as follows:

- BC ELN institution-type categories (e.g. Rural Colleges, Urban Colleges, etc.) were removed to address limited pools of possible representatives to draw from.
- One BC ELN position was removed to create a ratio of BC ELN to Non-BC ELN members that is more reflective of the distribution of participating members.
- Non-BC ELN members were made voting members to promote inclusivity.
- An Indigenous representative was added to ensure Indigenous perspectives are heard, particularly in relation to the management of digitized Indigenous content.

The following language was added to the membership section:

- “The Arca Advisory Committee is responsible for ensuring balanced representation on the Committee (i.e., a balanced mix of BC ELN institutional representatives, and of university and college BC ELN representatives).”
- “The Indigenous (First Nations, Métis, Inuit) representative is nominated by an Indigenous, GLAM (galleries, libraries, archives, museums), digital humanities, or technology community.”

Several smaller changes were made: to remove references to constituencies; to add procedures around committee member terms and a committee responsibility to conduct service reviews; and an added section on decision-making processes.

B. Ferrel offered assistance connecting the Arca Advisory Committee with the Indigenous-mandated groups such as the First Nations Education Steering Committee, the Indigenous Adult and Higher Learning Association, or the First Nations Technology Council. C. Callison also suggested connecting with the First Nations Cultural Council due to their work on the digitization of Indigenous languages. T. Mundle thanked them and noted an action item to follow up on these connections.

G. Bird recommended the addition of a glossary at the beginning of the Terms of Reference to clarify terms used for membership categories.

**MOTION: To approve the Arca Advisory Committee Terms of Reference as presented with suggested amendment.**

Moved: G. Bird

Seconded: T. Rosseel

**Motion carried.**

## **5. New Business**

There was no new business.

## **6. Wrap Up**

D. Gullacher thanked committee members for their attendance and participation. The next Steering Committee meeting will be held July 10<sup>th</sup> in person.

BC ELN staff were excused from the meeting.

## **7. Executive Director Recruitment Update**

Discussion held in camera.