ICCTA
Illinois Community College Trustees Association

QUICK SURVEY RESULTS
Board Document Software
January 20, 2023

A total of 27 colleges/districts responded to ICCTA's Quick Survey on BOARD DOCUMENT SOFTWARE.

> **HIGHLIGHTS:**
> ❖ **Nearly half (48%) of responding colleges use a combination of Microsoft and Adobe software to compile their board documents.**
> ❖ **One-third of respondents (9 colleges) use specialized software to prepare their board documents.**
> ❖ **BoardDocs is the most common specialized software used for board document management.**

WHAT SOFTWARE, IF ANY, DO YOU USE TO COMPILE YOUR BOARD DOCUMENTS?

BoardBook -- 1
▪ Moraine Valley

BoardDocs -- 4
▪ Carl Sandburg

▪ Kishwaukee: BoardDocs is very user friendly and offers user support both online and via phone as well as 1:1 initial training and group training classes. Using BoardDocs has been a great way to archive your Board meeting agendas and supporting documentation in an organized electronic format. I love the BoardDocs search feature which allows you to easily navigate to any current or historical information within BoardDocs, which I have found to be especially helpful when looking up historical information. Meeting minutes are much easier to do as BoardDocs uses your meeting agenda as a template for your minutes and automatically pulls in your agenda information to your minutes which you can edit as needed.

▪ Lewis and Clark: We are fairly new to this program, and I love it. Board members resisted at first, but they have adapted. We also use this for tracking other groups, progress, documents, etc. but I am confident we are not using to full potential.

▪ Prairie State

BoardEffect – 2
▪ Oakton: We utilize BoardEffect, and also keep PDF copies in our internal drives.
▪ Richland

ETRIEVE – 1
▪ Shawnee: Our Board Minutes are housed in Word, on the Website and uploaded into Etrieve.

MICROSOFT AND/OR ADOBE SOFTWARE-- 13

- Danville: Microsoft Word

- Elgin: Adobe Acrobat (pdf). Our office receives documents in many Microsoft office formats from all areas of the college to compile for our printed board book.

- Harper: Microsoft Teams and Adobe

- Heartland: Nothing specific, we just use Microsoft products in shared file environment.

- Illinois Central: Adobe Pro and Microsoft Word

- John A. Logan: Microsoft and Adobe Acrobat

- John Wood: I merge any documents I receive in an Adobe software.

- Kaskaskia: Adobe PDF

- Lake Land: Adobe Acrobat Pro and files are backed up and saved on our secured college server.

- Parkland: Parkland does not use any specific software. Our Board materials are compiled using Microsoft and Adobe.

- Sauk Valley: Microsoft Word saved as pdf

- Southeastern: Word & Adobe Pro

- Spoon River: We use Microsoft Word. We do not use any specialty software for board documents.

NASDAQ BOARDVANTAGE -- 1

- Triton

NONE -- 5

- Highland: We do not use a software program to compile the board documents.

- Illinois Valley: None

- Joliet: None

- Kankakee: KCC does not use Board document software.

- Rock Valley: We do not use software.

For more information, please contact:

Illinois Community College Trustees Association

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