



QUICK SURVEY RESULTS

Board Minutes Software and Format

February 3, 2025

A total of 21 colleges/districts responded to ICCTA's Quick Survey on BOARD MINUTES SOFTWARE AND FORMAT.

1. ARE YOU USING ANY TYPE OF SOFTWARE TO RECORD YOUR BOARD MINUTES?

Yes -- 6

- Harper: We don't use AI to "record" the minutes. But we do use AI to help us transcribe
- Illinois Central: Zoom, a separate handheld recorder, and a separate recording from our A/V equipment in-room.
- Illinois Eastern: BoardBook
- Kishwaukee: We use the Master Control Panel through BoardDocs.
- Lewis and Clark: Zoom, transcription by Descript software
- Oakton: We use Express Transcribe Transcription Software to finalize meeting minutes.

No – 15

- Danville
- Heartland
- Illinois Valley
- Joliet
- Kankakee
- Kaskaskia
- Lake County
- Lake Land
- Parkland: Minutes are manually typed in Word.
- Richland
- Sauk Valley
- Shawnee: Other than MS WORD & Adobe Acrobat, no
- Spoon River
- Southwestern
- Triton

2. HAVE YOU CONSIDERED AI SOFTWARE? IF SO, WHAT TYPE OR COMPANY DO YOU USE?

Yes -- 2

- Harper: SonixAI
- Lewis and Clark: Descript

No -- 19

- Danville: Not at this time.
- Heartland
- Illinois Central
- Illinois Eastern
- Illinois Valley
- Joliet
- Kankakee
- Kaskaskia: Not yet!
- Kishwaukee: Not at this time.
- Lake County
- Lake Land
- Oakton

- Parkland: We have not seriously considered this option.
- Richland
- Sauk Valley
- Shawnee
- Southwestern
- Spoon River
- Triton

3. WHEN YOU TYPE UP YOUR MINUTES, DO YOU FOLLOW ROBERT'S RULES OF ORDER?

Yes -- 18

- Danville
- Harper
- Heartland: Not 100% but largely
- Illinois Central: I try
- Illinois Valley: Not tightly...general concept but probably not exactly
- Joliet
- Kankakee
- Kaskaskia
- Kishwaukee
- Lake County
- Lake Land
- Oakton: For the most part. In the past, minutes were recorded with every comment included, but that has changed after getting clarification.
- Parkland
- Richland
- Sauk Valley: Marginally
- Shawnee: Loosely
- Spoon River
- Triton

No -- 3

- Illinois Eastern
- Lewis and Clark: At this time, we are still presenting a transcript versus traditional minutes.
- Southwestern

4. PLEASE SHARE ANY ADDITIONAL COMMENTS REGARDING YOUR BOARD MINUTES PROCEDURES.

- Heartland: Would be interested in what other institutions are using!
- Lewis and Clark: I like the way Descript provides a transcript alongside the recording (video too). Then, I can make corrections easily when AI doesn't transcribe appropriately.
- Parkland: Would love to learn more about what others are using. Security, accuracy, and accessibility would be our main concerns.

For more information, please contact:

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