



How to Navigate BoardDocs

Part 1: General Users

Part 2: Minute Takers and Co-Facilitators

Crystal Ferrer

Yuba College

Division of Student Success and
Institutional Effectiveness

Summer 2020



Introductions

- ▶ Name
- ▶ Department and position
- ▶ How long have you worked for the district?
- ▶ How do you use BoardDocs?

- ▶ Find meetings
- ▶ View agendas and documents within them
- ▶ View minutes
- ▶ Find Board Policies/Administrative Procedures
- ▶ Log in to the system
- ▶ Create agendas (template and new)
- ▶ Post agendas publicly and feature meetings
- ▶ Create minutes using the Meeting Control Panel
- ▶ Post minutes publicly on an agenda
- ▶ Upcoming BoardDocs standards for agendas and minutes

What Is Covered In This Training?





How To Get There

Home - YCCD


yccd.edu

Apps Personal Work School How to watch the... LiveHealth Online ID Theft







BOARD OF TRUSTEES




CENTRAL SERVICES



WOODLAND
COMMUNITY
COLLEGE



YUBA COLLEGE



FOUNDATION

Coronavirus Virtual Campus

Yuba Community College District eGovernance Site: Access Meeting Agendas and Minutes

Citizens' Bond Oversight Committee (CBOC)

Access BoardDocs from the YCCD main page by clicking this link.

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Accept



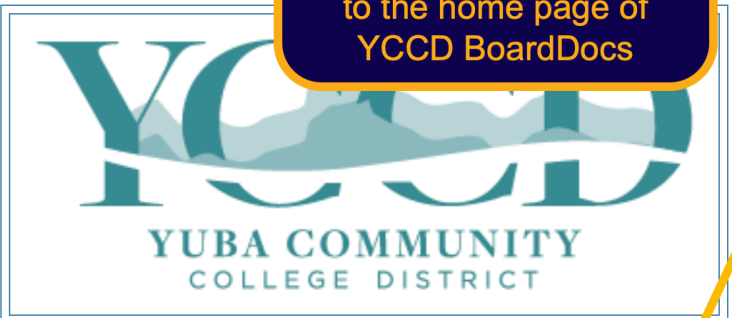
The Front Page

425 Plumas Blvd., Suite 200 | Yuba City, CA 95991 | Ph: (530) 741-6972 | Yuba Community College District

YCCD

FEATURED MEETINGS POLICIES LIBRARY

Featured gets you back to the home page of YCCD BoardDocs



Yuba Community College District

Board of Trustees eGovernance Site

WELCOME to the Yuba Community College District Governing Board eGovernance site.

The Yuba Community College District Board of Trustees is committed to the values and principles of diversity, to high standards and to promoting sustainability in the district.

~
Dr. Douglas B. Houston, Chancellor

The Board agenda is posted 72 hours prior to each Regular meeting of the Board and 24 hours prior to each Special meeting.

If requested, the agenda shall be made available in appropriate alternate formats to persons with a disability, as required by Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d), and the rules and regulations adopted in implementation thereof. Persons needing alternate formats should contact Kathryn Wilkins at kwilkins@yccd.edu, the Monday prior to the Board Meeting.

Meetings

- Thursday, July 9, 2020
Regular Board Meeting
Main Governing Board
- Wednesday, June 10, 2020
Alumni & Friends Committee Meeting
YC - Foundation Alumni & Friends
- Monday, May 18, 2020
Yuba College Academic Senate
YC - Academic Senate
- Thursday, May 7, 2020
DCAS Meeting
District - DCAS

Documents

- YCCD Governing Board Resolution Committing to the Board of Governor's Vision for Success Goals - August 9, 2018
- YCCD Conflict of Interest Code
- BoardDocs Instructions
- YCCD Governing Board Measures of Student Success
- 2020 Board of Trustee Meetings Calendar
- Show all 7

These are featured meetings that are coming up soon

Clicking on Meetings will navigate to the agendas

The Front Page

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FEATURED

MEETINGS

Main Governing Board



Yuba Community College District

Board of Trustees eGovernance Site

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Meetings

Thursday, July 9, 2020
Regular Board Meeting
Main Governing Board

Wednesday, June 10, 2020
Alumni & Friends Committee Meeting

Click Main Governing Board to get a drop-down list of all of the committees in the district. YC are Yuba College committees.

District - DCAS

Documents

YCCD Governing Board of Trustees Meeting Agenda, 9, 2018

YCCD Confidentiality Policy

BoardDocs

YCCD Governing Board of Trustees Meeting Agenda, 9, 2018

2020 Board of Trustees Meeting Agenda

Show all 7

Click on a committee to open the agendas.

- Main Governing Board
- District - Academic Calendar Committee
- District - CBOC
- District - CLASS
- District - DC3
- District - DCAS
- District - EEO Committee
- District - Retirement Board of Authority
- District - Sabbatical Leave Committee
- District - Technology Committee
- District - YCCD Foundation
- LCC - FT Faculty
- LCC - Site Council
- LCC - Student Services
- WCC - Academic Senate
- WCC - College Council
- WCC - Curriculum
- WCC - Planning and Institutional Effectiveness
- WCC - Safety Committee
- YC - Academic Integrity
- YC - Academic Senate
- YC - ASYC
- YC - CEAC
- YC - College Council
- YC - Flexible Calendar
- YC - Foundation Alumni & Friends
- YC - LEAD
- YC - Outcomes Committee
- YC - Perkins
- YC - Planning and Budget
- YC - Safety
- YC - Staff Development

The Meeting Page

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Home Search User YC - LEAD



FEATURED

MEETINGS

AGENDA

POLICIES ▾

LIBRARY ▾

Search Meetings

2020

May 11, 2020 (Mon)
LEAD Committee

Apr 27, 2020 (Mon)
LEAD Committee

Apr 13, 2020 (Mon)
LEAD Committee

Mar 9, 2020 (Mon)
LEAD Committee

Mar 2, 2020 (Mon)
DREAM Team Workgroup (LEAD)

Feb 24, 2020 (Mon)
LEAD Committee

Feb 10, 2020 (Mon)
LEAD Committee

Jan 27, 2020 (Mon)
LEAD Committee

Jan 23, 2020 (Thu)
First Year Experience Workgroup (LEAD)

2019

+

2018

+

LEAD Committee Monday, May 11, 2020

Leadership in Equity, Achievement, and Diversity (LEAD) currently meets on the second and fourth Monday of the month from 1:00-2:30 pm via Zoom.
Committee Members: Kiara Koenig (Co-Chair), Jeremy Brown (Co-Chair), Rupinder Bajwa, Stephanie Bone, Quy Bui, Denice Burbach, Georganna O'Keefe-Schwering, John Summers, Anabel Toche, Kristina Vannucci, (1 Vacant)
Committee Resources: William Cook, Martin Gutierrez, Amandeep Kandola, Tonya Mack, Tammy Pack
Online at <https://cccconfer.zoom.us/j/91412866154> or via teleconference at: +1 669 900 6833 (US toll); Meeting ID 914 1286 6154.

Meeting descriptions and membership can be found here.

View the Agenda

Print the Agenda

View Minutes

Click on "View Minutes" to view the minutes for the selected meeting.

Agendas can be found chronologically. Click on the date to open more information about that meeting.

Click on "View the Agenda" to view the full agenda for the selected meeting.



The Agenda Page

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YCCD

FEATUREDMEETINGSAGENDAPOLICIESLIBRARY

Q Search Agenda

1. Approvals

1.01 Minutes

2. Standing Reports

2.01 Committee and Workgroup Updates

3. New Business

3.01 Equity Definition

3.02 Review Convocation Agenda Versions

3.03 Program Review Questions

3.04 RISC Survey Questions

3.05 Reflections and Recommendations

4. Advancing the Dialogue

4.01 Advancing the Dialogue

4.02 Next Topic

5. Closing Items

5.01 Emerging Issues

5.02 Future Agenda Topics

5.03 Next Meeting

<>🖨️

Agenda Item Details

Meeting

May 11, 2020 - LEAD Committee

Category

Approvals

Subject

Minutes

Type

Minutes

Minutes

🕒 View Minutes for Apr 27, 2020 - LEAD Committee

Minutes

📎 Attachments:

1. 2020.04.13 Minutes

📎 1. 2020.04.13 Minutes.pdf (82 KB)

🔗

Click on the agenda item to view the details.

Click on "View Minutes" to see the minutes from the previous meeting.

Attachments are listed in PDF format here. Click on the attachment to open the PDF in a new window.

This symbol indicates there are attachments in the agenda item.

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The Minutes Page

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Meeting Minutes

LEAD Committee (Monday, April 27, 2020)

Generated by Crystal Ferrer on Tuesday, April 28, 2020

Meeting called to order at 1:00 PM

Committee Members Present: Jeremy Brown (co-chair), Stephanie Bone, Quy Bui, Denice Burbach, Georganna O'Keefe-Schwering, Wendy Taliaferro, Anabel Toche
Committee Resources Present: Tonya Mack

1. Approvals
Minutes: 1.01 Minutes
Tabled.

2. Standing Reports
Information: 2.01 Committee and Workgroup Updates
AB 705: Jeremy Brown presented data and shared it with the AB 705 workgroup, the Board Student Policy and Success Committee, and the College Effectiveness and Accreditation Committee (CEAC). The data will also be shared with the English faculty at their next department meeting. Yuba College has seen positive success, and the number of students who have passed has increased significantly.

DREAM Workgroup: Rupinder Bajwa reported that the group has not yet met and there are no updates. Kiara Koenig stated that undocumented students are not receiving federal support right now and that it may be equitable to ensure that money is getting to people who need it most. Undocumented students are not eligible for CARES funding, however, the Chancellor's Cabinet agrees that those3 students should be included in modeling for funding and the Cabinet is considering Promise funding.

First Year Experience workgroup: Anabel Toche reported that the group has not yet met. The group has one student who has completed Quick Reg.

3. New Business
Action, Discussion: 3.01 Equity Definition
The committee discussed the Equity Definitions for Woodland Community College and Yuba College. Kiara Koenig presented the Yuba College definition to

The minutes panel opens in the same window.

Print the minutes or save them as a PDF by clicking "Print"

Close

Print

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Board Policies and Administrative Procedures

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YCCD

FEATUREDMEETINGSAGENDAPOLICIESLIBRARY

YCCD

YUBA COMMUNITY COLLEGE DISTRICT

Meetings

Thursday, July

Regular Board Meeting

Main Governing Board

Wednesday, June 10, 2020

Alumni & Friends Committee Meeting

YC - Foundation Alumni & Friends

Monday, May 18, 2020

Yuba City School District

Documents

YCCD Governing Board Resolution Committing to the Board of Governor's Vision for Success Goals - August 9, 2018

YCCD Conflict of Interest Code

BoardDocs Instructions

YCCD Governing Board Measures of Student Success

Click "Policies" to view Board Policies and Administrative Procedures

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YCCD

FEATUREDMEETINGSAGENDAPOLICIESLIBRARY

Search Active Policies

Book: Board Policies

Chapter 1: The District

Chapter 2: The District and The Board of Trustees

Chapter 3: General Institution

Chapter 4: Academic Affairs

Chapter 5: Student Services

Chapter 6: Business and Fiscal Affairs

Chapter 7: Human Resources

Active

Draft

Active or Draft policies can be selected in the drop-down menu.



Board Policies and Administrative Procedures

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YCCD

FEATUREDMEETINGSAGENDAPOLICIES ▾LIBRARY ▾

Q Search Active Policies

Book: Board Policies ▾

Chapter 1: The District

1100

The Yuba Community College District

1150

Designation and Naming of District Educational Sites

1200

District Mission

1300

Diversity Policy

1400

Yuba Community College District Official Marks

Chapter 2: The District and The Board of Trustees

+

Chapter 3: General Institution

+

Chapter 4: Academic Affairs

+

Chapter 5: Student Services

+

Chapter 6: Business and Fiscal Affairs

+

Chapter 7: Human Resources

+

BookBoard Policies

SectionChapter 1: The District

TitleThe Yuba Community College District

Code1100

StatusActive

AdoptedJuly 21, 2004

Last RevisedJanuary 25, 2017

Last ReviewedOctober 11, 2012

Reference: Education Code Section 72000(b)

The District has been named the Yuba Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any colleges or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is under the control of, the District.

The District includes the following areas: Glenn, Lake, and Yolo counties; and small sections of Butte and Placer counties. The following areas are also included: Nicolaus, Esparto, Konocti, Live Oak, Marysville, Maxwell, Middletown, a portion of Nevada Union, P...

The District address is:
Yuba Community College District
425 Plumas Blvd., Suite 200
Yuba City, CA 95991

The District consists of the following colleges, education centers and outreach facilities:

YUBA COLLEGE
2088 North Beale Road

Click on the policy number to open up the selected policy.

The selected policy will appear in the window. Information regarding adoption and revisions can be found at the bottom of the policy.

Use the + to open the policies or procedures.

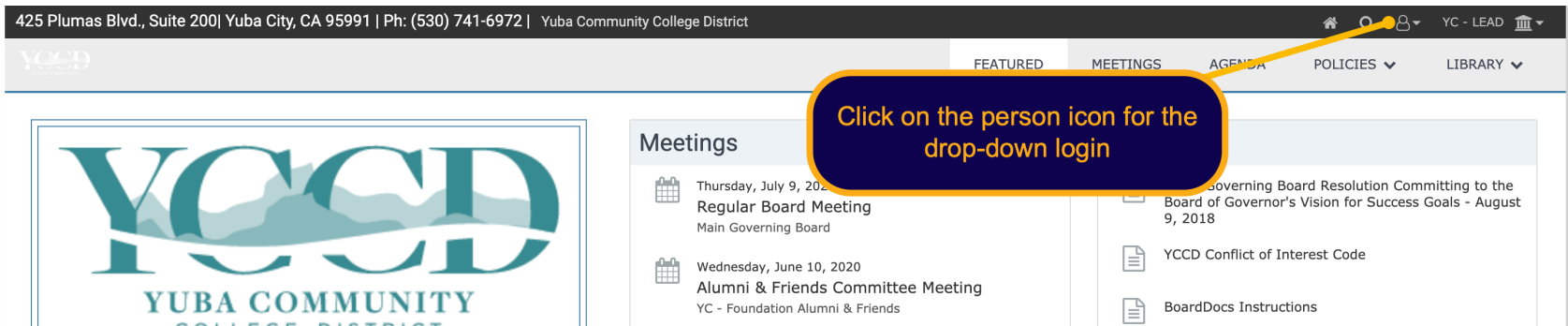
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Minute Takers and Co-Facilitators



The Login Page





The Front Page

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YCCCD
YUBA COMMUNITY COLLEGE DISTRICT

Yuba Community College District

Board of Trustees eGovernance Site

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Regular Board Meeting
- Monday, May 18, 2020
Yuba College Academic Senate
YC - Academic Senate
- Thursday, May 7, 2020
DCAS Meeting

Documents

- YCCD Board of Trustees Meeting Minutes - August
- YCCD Conflict of Interest Code
- BoardDocs Instructions
- YCCD Governing Board Measures of Student Success
- 2020 Board of Trustees Meetings Calendar
- Show all 7

Crystal Ferrer

- Update Contact Info
- Change Password
- Log Out
- BoardDocs Help
- BoardDocs Options
- Public View

Help is a great resource and includes a 24x7 phone number for support in addition to searchable documents.

Options goes to a control panel for all of the "governing bodies" in one's control.

Public view will lead to logging out to view BoardDocs as a member of the public.



The Options Page

BoardDocs® Manager

Governing Bodies

- YC - ASYC
- YC - CEAC
- YC - LEAD**

People

Search People

- Barbara Sluder
- Becki Jeffries
- Brandi Asmus
- Brent Haste

Setup **User Access** **Email** **Agenda** **Workflow** **Approval Trees** **Printing** **Meeting Control**

Group Type: **Committee**

Visibility: **Public**

Select moderated governing body here

Make sure the visibility is set to public, or agendas and minutes will not show.

Setup **User Access** **Email** **Agenda** **Workflow** **Approval Trees** **Printing** **Meeting Control**

Super Publishers

Cathy R Richter Douglas B Houston Renee A Hamilton Kathryn Wilkins

Publishers

Can view/edit public, admin and executive content in YC - LEAD.

Kiara Koenig Jeremy Brown Crystal Ferrer Anabel Toche Alejandra Barnes

Publisher Admins

No access to Executive content. Can view/edit public and admin content in YC - LEAD.

Super publishers cannot be changed and are district appointed.

Publishers can add, change, or delete agendas and minutes.

Administrators

Administrators of YC - LEAD.

Moderators

Moderators of YC - LEAD.

Crystal Ferrer Jeremy Brown Alejandra Barnes

Scroll to the bottom to view moderators. Moderators must be assigned to use the Meeting Control Panel (MCP) to take minutes during the meeting.

Drag and drop names from the left menu into the appropriate areas to add moderators or publishers.



The Options Page

Setup

User Access

Email

Agenda

Workflow

Approval Trees

Printing

Meeting Control

Meeting

Public Release

When the meeting is made active ▾

Default Meeting Security

Public ▾

i

Determines security level that is initially selected when a meeting is created

Agenda Item Content

Agenda Style

Detailed ▾

Default Numbering

1.01, 2.02, 3.03 ▾

Agenda Item Types

ActionDiscussionInformationMinutesPresentationProcedural

Type in agenda item types here

Public release can be set for 72 hours prior to meeting to comply with Brown Act.



Meetings and Agendas

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YCCD

Q Search Meetings

2020

May 11, 2020 (Mon)
LEAD Commi

★ Feature

Apr 27, 2020 (Mon)
LEAD Commi

🔗 Duplicate

🗑 Delete

Apr 13, 2020 (Mon)
LEAD Commi

✍ Make Draft

Mar 9, 2020 (Mon)
LEAD Committee

FEATURED MEETINGS POLICIES LIBRARY

YC - LEAD

Right click the meeting date for a meeting menu.

Feature puts the meeting on the Feature section on the front page and adds MCP.

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Q Search Meetings

2020

May 11, 2020 (Mon)
LEAD Committee

Apr 27, 2020 (Mon)
LEAD Committee

Apr 13, 2020 (Mon)
LEAD Committee

Mar 9, 2020 (Mon)

FEATURED MEETINGS POLICIES LIBRARY

YC - LEAD

Active

Draft





Templates


My Agenda Items

The Meetings drop down leads to active meetings (viewable by the public), draft meetings (only viewable by publishers), templates (only viewable by publishers), and My Agenda Items (only viewable by publishers).

Drafts and Templates

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YC - LEAD



FEATURED
MEETINGS ▾
AGENDA
POLICIES ▾
LIBRARY ▾

Search Templates

DREAM Team Workgroup (LEAD)
First Year Experience Workgroup (LEAD)
LEAD Committee

New Template

<
>



LEAD Committee


Leadership in Equity, Achievement, and Diversity (LEAD) currently meets on the second and fourth Monday of the month from 1:00-2:30 pm in Room 303.

Committee Members: Klara Koenig (Co-Chair), Jeremy Brown (Co-Chair), Rupinder Bajwa, Stephanie Bone, Quy Bui, Denice Burbach, Georganna O'Keefe-Schwering, John Summers, Anabel Toche, Daniel Turner, Kristina Vannucci

Committee Resources: William Cook, Martin Gutierrez, Tonya Mack, Tammy Pack

YC - LEAD


View the Agenda


Print the Agenda

The 3 lines (or hamburger) drops down "New" items. Add a New Template here.

The pencil icon enables editing of the item. This pencil enables editing of the main description information on all agendas.

To edit specific agenda items, click "View the Agenda."

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Editing the Agenda

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YCCD

FEATURED MEETINGS AGENDA POLICIES LIBRARY

Search Agenda

1. Approvals

1.01 Minutes

1.02 Emerging Issues

2. Standing Reports

2.01 Guided Pathways

2.02 AB 705

2.03 Strategic Enrollment Management

2.04 Workgroup updates

2.05 Advancing the Dialogue

3. New Business

4. Future Topics

4.01 Future Agenda Topics

5. Closing Items

5.01 Next Meeting

New Category

New Agenda Item

Print Agenda

Collapse Agenda

Rename

Duplicate

Delete

Agenda Item Details

Meeting Dec 05, 2019 - LEAD Committee

Category Approvals

Subject Minutes

Public Minutes

Public Content

Last Modified by Crystal Ferrer on March 29, 2019

Click the pencil to edit the agenda item selected.

Click the hamburger to add a category (dark grey whole numbers) or an agenda item under the categories.

Right click the agenda item to rename, duplicate or delete. Left click the agenda item to open it up for further editing.

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Editing the Agenda

The screenshot displays the BoardDocs interface for editing an agenda item. The top navigation bar includes the YCCD logo, contact information, and links to Featured, Meetings, Agenda, Policies, and Library. The left sidebar shows a hierarchical menu of agenda items, with '2.02 AB 705' selected. The main content area is titled 'Agenda Item Details' and contains several fields: Meeting (Dec 05, 2019 - LEAD Committee), Category (Standing Reports), Subject (AB 705), Access (Public), and Type (Information, which is selected with a blue checkmark). Below these fields is a 'Public Content' section with a rich text editor toolbar. Five callout boxes provide instructions: 1. 'Click the "Save" icon after every edit to ensure that the agenda item is saved.' points to a save icon in the top left. 2. 'Verify that this information is correct prior to publishing, including the title.' points to the Meeting dropdown. 3. 'Mark the agenda type so viewers know what it is, but also so that it shows up in the MCP.' points to the 'Information' checkbox under Type. 4. 'Public content, such as descriptions of the agenda item and background information, goes here.' points to the Public Content text area. 5. A callout points to the '2.02 AB 705' item in the sidebar menu.

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Yuba Community College District

FEATURED MEETINGS ▾ AGENDA POLICIES ▾ LIBRARY ▾

Q Search Agenda

1. Approvals

1.01 Minutes

1.02 Emerging Issues

2. Standing Reports

2.01 Guided Reports

2.02 AB 705

2.03 Strategic Enrollment Management

2.04 Workgroup updates

2.05 Advancing the Dialogue

3. New Business

4. Future Topics

4.01 Future Agenda Topics

5. Closing Items

5.01 Next Meeting

Agenda Item Details

Meeting Dec 05, 2019 - LEAD Committee

Category Standing Reports

Subject AB 705

Access Public

Type

☐ Action

☐ Discussion

☒ Information

☐ Minutes

☐ Presentation

Public Content

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Adding Minutes to the Agenda

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FEATURED MEETINGS AGENDA

Agenda Item Details

Meeting: Jul 16, 2020 - CEAC Committee

Category: Opening Items

Subject: Approve minutes

Access: Public

Type: ☐ Action ☐ Discussion ☐ Information ☒ Minutes ☐ Presentation

Attach Minutes: - Select -

Goals: Manage Attached Goals

Public Content

Choose the minutes from the appropriate committee and date to load in to the agenda. The minutes must be "Released" for the public to view them if they are attached.

Attach Minutes dropdown menu:

- Jul 07, 2020 - Chancellor's Cabinet
- Jun 30, 2020 - Chancellor's Cabinet
- Jun 30, 2020 - District Consultation & Coordination Council (DC3)
- Jun 23, 2020 - Chancellor's Cabinet
- Jun 23, 2020 - DSET Meeting
- Jun 16, 2020 - Chancellor's Cabinet
- Jun 10, 2020 - Alumni & Friends Committee Meeting
- Jun 10, 2020 - Copy of Alumni & Friends Committee Meeting
- Jun 09, 2020 - Chancellor's Cabinet
- Jun 09, 2020 - DSET Meeting
- Jun 02, 2020 - Chancellor's Cabinet
- Jun 02, 2020 - District Consultation & Coordination Council (DC3)
- May 26, 2020 - Chancellor's Cabinet
- May 19, 2020 - Chancellor's Cabinet
- May 12, 2020 - DSET Meeting

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FEATURED MEETINGS AGENDA POLICIES LIBRARY

Agenda Item Details

Meeting: Jul 16, 2020 - CEAC Committee

Category: Opening Items

Subject: Approve minutes

Access: Public

Type: ☐ Action ☐ Discussion ☐ Information ☒ Minutes ☐ Presentation

Attach Minutes: - Select -

Goals: Manage Attached Goals

Public Content

Minutes must be selected as a Type to allow "Attach Minutes"

Selecting "Attach Minutes" brings up a drop-down menu of previous meetings from which to select.



Minutes and the MCP

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FEATUREDMEETINGS ▾AGENDAPOLICIES ▾LIBRARY ▾

Q Search Meetings

Featured

★ Jul 16, 2020 (Thu)
CEAC Committee

2020 +

2019 +

2018 +

< > ✎

CEAC Committee

Thursday, July 16, 2020

College Effectiveness and Accreditation Committee meets the second and fourth Friday of the month from 1:00-2:30 pm via Zoom. CEAC Members: Julie Colombo (co-chair), Cassie Leal (co-chair), Jeremy Brown, Martin Gutierrez, Brian Jukes, Roy Martin (faculty vacancy, classified vacancy)
Online at <https://cccconfer.zoom.us/j/627549789> or via teleconference at: +1 669 900 6833 (US toll); Meeting ID 627 549 789.

YC - CEAC

☰ View the Agenda

🖨 Print the Agenda

🕒 Add Minutes

⚙ Launch MCP

Minutes can be added separately or loaded from the MCP here.


MCP stands for Meeting Control Panel.


When a meeting is Featured, the MCP can be utilized to take minutes in real-time.

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The Meeting Control Panel (MCP)


BoardDocs® Meeting Control Panel
 July 16, 2020 - CEAC Committee



1. Opening Items

1.01 Approve minutes
 Minutes, Procedural

2. Reports

2.01 Emerging Issues
 Information

2.02 Guided Pathways
 Information

2.03 Strategic Enrollment Management
 Information

3. New Business

3.01 Documentation of Yuba College Grants Process
 Discussion

3.02 Yuba College Integrated Planning Model Discussion
 Discussion

3.03 Committee Objective Reports and Committee Self-Assessment Reports
 Discussion

3.04 BoardDocs Style Guide
 Discussion

4. Closing Items

4.01 Future agenda topics
 Information

4.02 Next Meeting
 Information

Summary & Comments

Content

Agenda Item Type
 Minutes, Procedural

Subject
 Approve minutes

Action Comments

Save

Clicking "Start Meeting" records the time in which the meeting began.

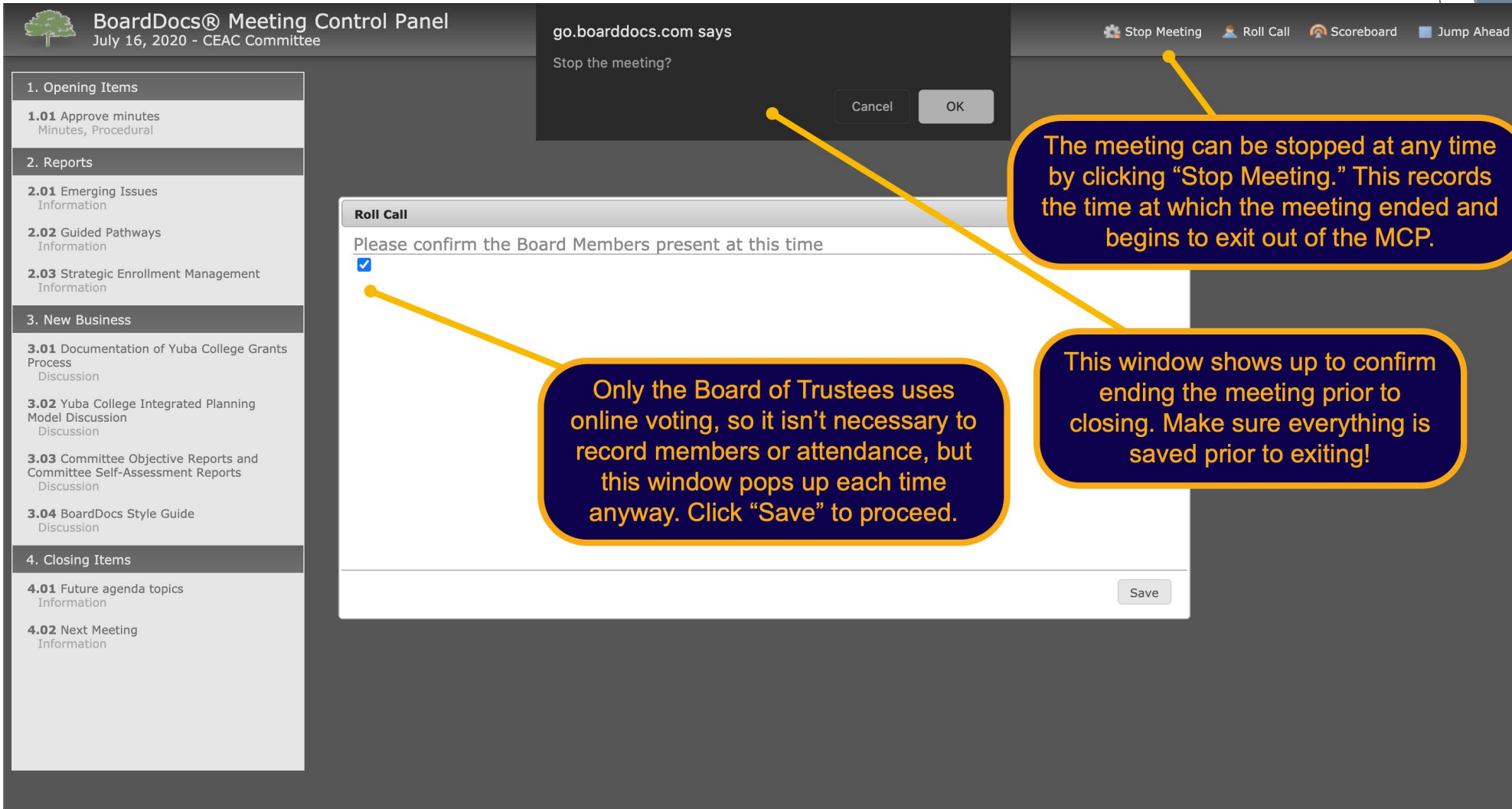
This shows the agenda item and type to ensure appropriate action is taken, such as voting.

Minutes can be taken in real-time here. Edits are not needed and mistakes are okay, as the minutes can be reformatted and edited later.

Make sure to click save after inputting information, otherwise it will disappear.

The complete agenda can be found here, each item with it's appropriate label (it must be labeled in the agenda to show up in the MCP). Clicking on an item opens it up for minute-taking.

The Meeting Control Panel (MCP)



BoardDocs® Meeting Control Panel
July 16, 2020 - CEAC Committee

go.boarddocs.com says
Stop the meeting?

Stop Meeting Roll Call Scoreboard Jump Ahead

1. Opening Items

- 1.01 Approve minutes**
Minutes, Procedural

2. Reports

- 2.01 Emerging Issues**
Information
- 2.02 Guided Pathways**
Information
- 2.03 Strategic Enrollment Management**
Information

3. New Business

- 3.01 Documentation of Yuba College Grants Process**
Discussion
- 3.02 Yuba College Integrated Planning Model Discussion**
Discussion
- 3.03 Committee Objective Reports and Committee Self-Assessment Reports**
Discussion
- 3.04 BoardDocs Style Guide**
Discussion

4. Closing Items

- 4.01 Future agenda topics**
Information
- 4.02 Next Meeting**
Information

Roll Call

Please confirm the Board Members present at this time

☒

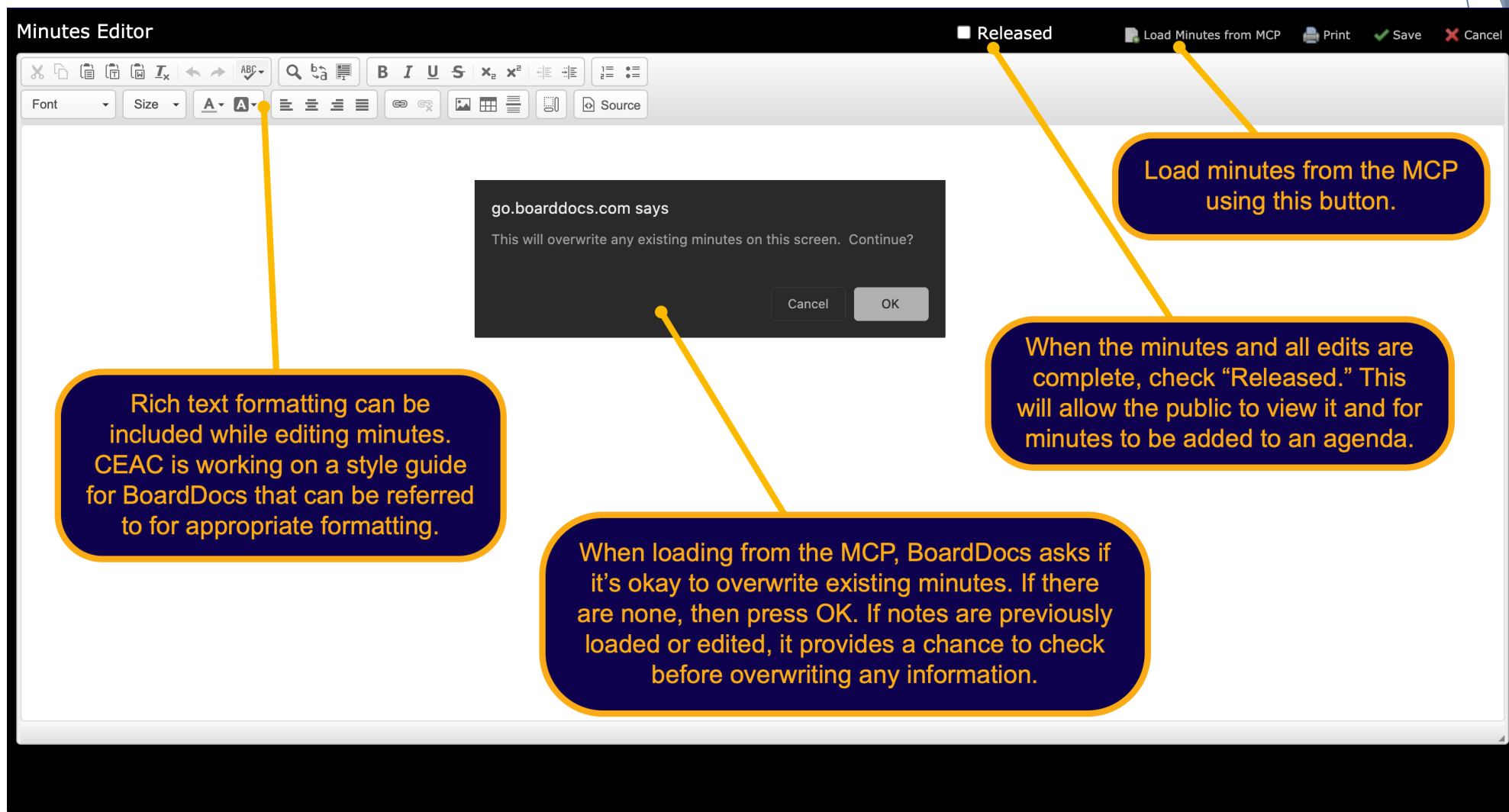
Save

Callout 1: Only the Board of Trustees uses online voting, so it isn't necessary to record members or attendance, but this window pops up each time anyway. Click "Save" to proceed.

Callout 2: The meeting can be stopped at any time by clicking "Stop Meeting." This records the time at which the meeting ended and begins to exit out of the MCP.

Callout 3: This window shows up to confirm ending the meeting prior to closing. Make sure everything is saved prior to exiting!

Minutes Editor



The screenshot shows the 'Minutes Editor' window. At the top, there is a toolbar with various editing tools like bold, italic, underline, and text color. Below the toolbar is a large text area for editing minutes. A modal dialog box is open in the center, asking for confirmation to overwrite existing minutes. Callouts point to specific features: the rich text toolbar, the 'Load Minutes from MCP' button, the 'Released' checkbox, and the overwrite confirmation dialog.

Minutes Editor

■ Released Load Minutes from MCP Print Save Cancel

Rich text formatting can be included while editing minutes. CEAC is working on a style guide for BoardDocs that can be referred to for appropriate formatting.

When loading from the MCP, BoardDocs asks if it's okay to overwrite existing minutes. If there are none, then press OK. If notes are previously loaded or edited, it provides a chance to check before overwriting any information.

Load minutes from the MCP using this button.

When the minutes and all edits are complete, check "Released." This will allow the public to view it and for minutes to be added to an agenda.

go.boarddocs.com says
This will overwrite any existing minutes on this screen. Continue?

Cancel OK



Be sure to click “Save” after everything to ensure that completed minutes are not lost.

Additional Resources

- ▶ BoardDocs Pro Plus Online Help
 - ▶ <https://go.boarddocs.com/manual/help.nsf/ViewHelp?open&v=Pro+Plus&role=Publisher>
- ▶ YouTube
- ▶ BoardDocs 24/7 Help Line and Email
 - ▶ 800-407-0141, option 1
 - ▶ support@boarddocs.com





CEAC Proposed BoardDocs Style Guide (Draft Only)

► <https://bit.ly/30nyyBJ>