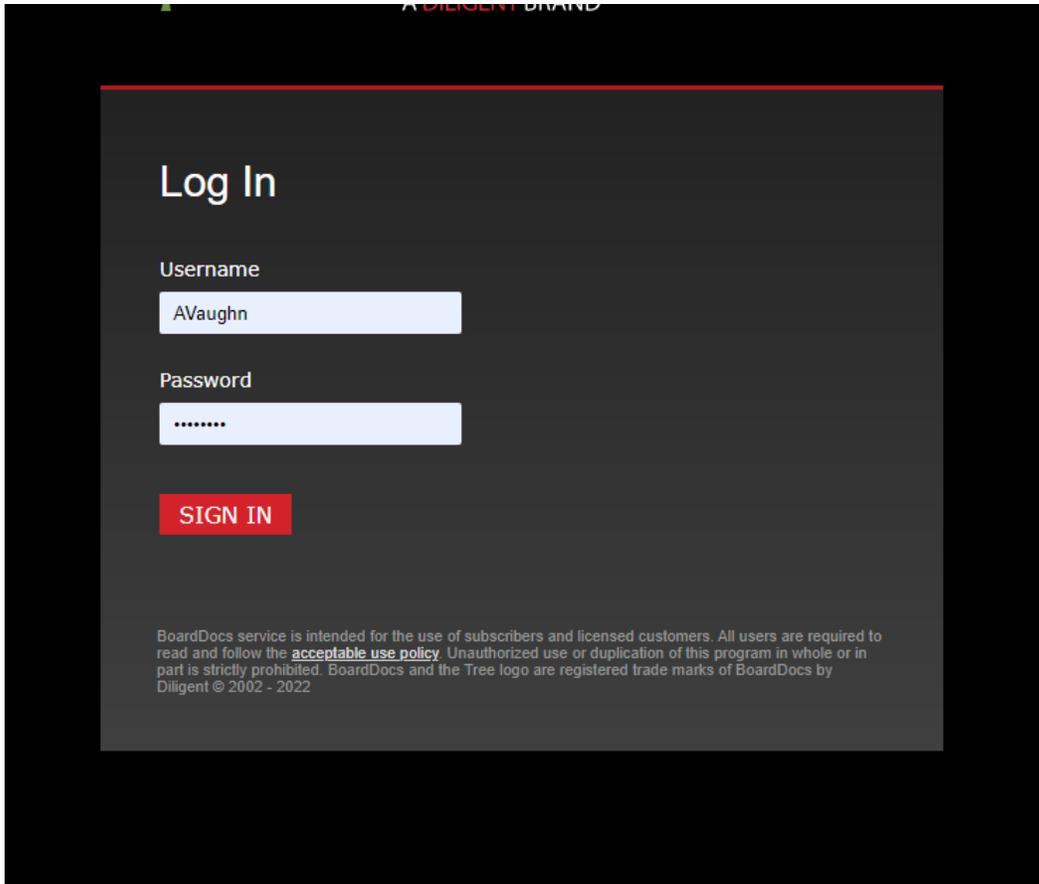


Steps to Create Agendas in Board Docs

Go to <https://boarddocs.com/> and click Login in the top right hand corner. The screen below will appear. Add you username and password here.



Log In

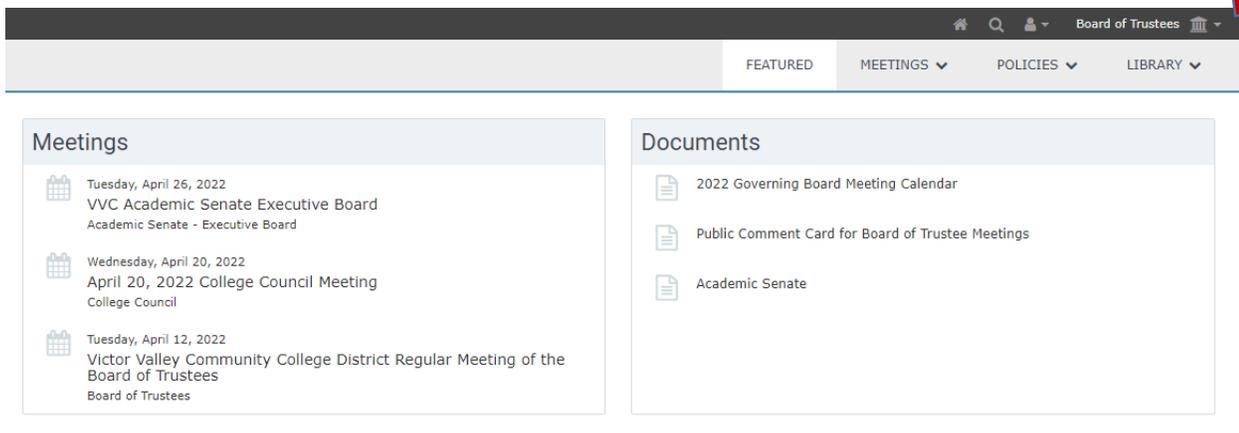
Username
AVaughn

Password
.....

SIGN IN

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Once you are logged in you will see the screen below. Click on the arrow in the upper right hand corner to view the drop down menu.



Board of Trustees

FEATURED MEETINGS POLICIES LIBRARY

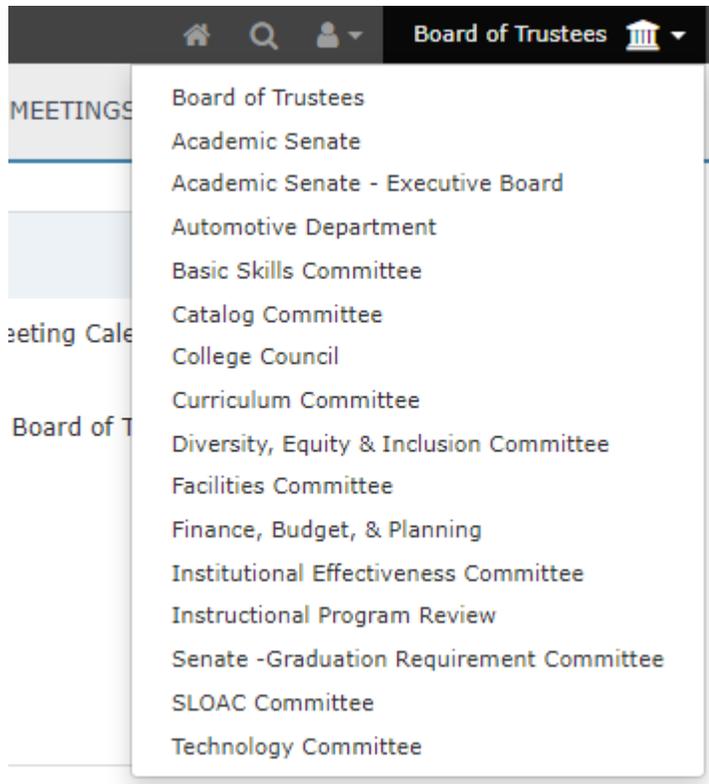
Meetings

- Tuesday, April 26, 2022
VVC Academic Senate Executive Board
Academic Senate - Executive Board
- Wednesday, April 20, 2022
April 20, 2022 College Council Meeting
College Council
- Tuesday, April 12, 2022
Victor Valley Community College District Regular Meeting of the Board of Trustees
Board of Trustees

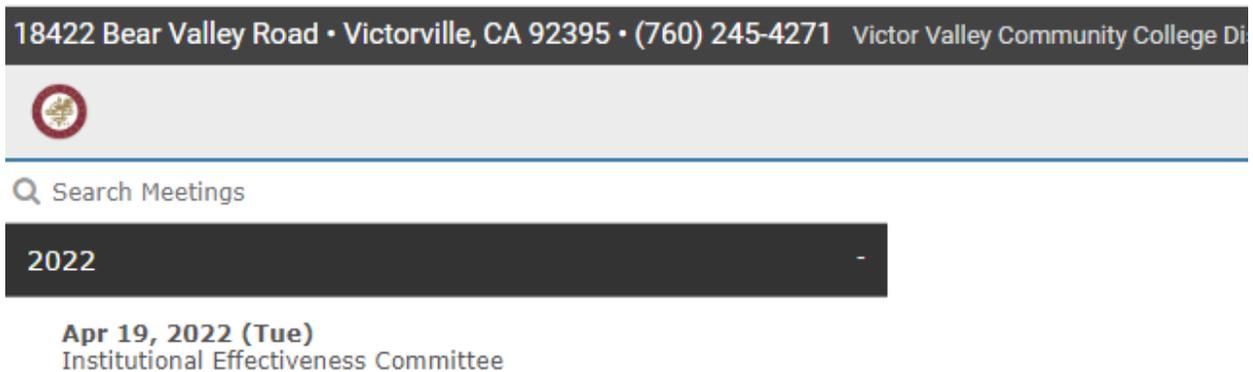
Documents

- 2022 Governing Board Meeting Calendar
- Public Comment Card for Board of Trustee Meetings
- Academic Senate

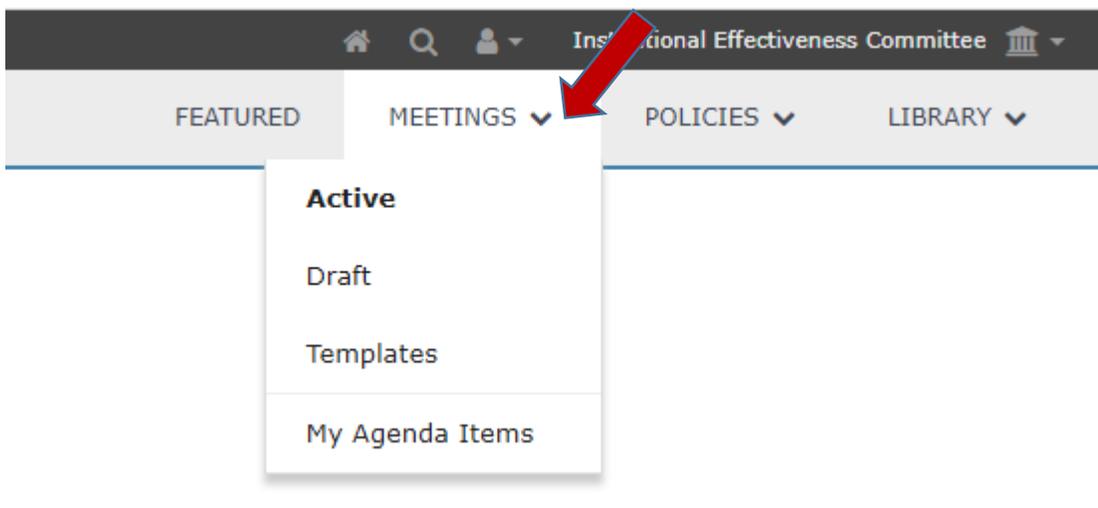
Once the drop down menu appears, select the name of the committee you are representing.



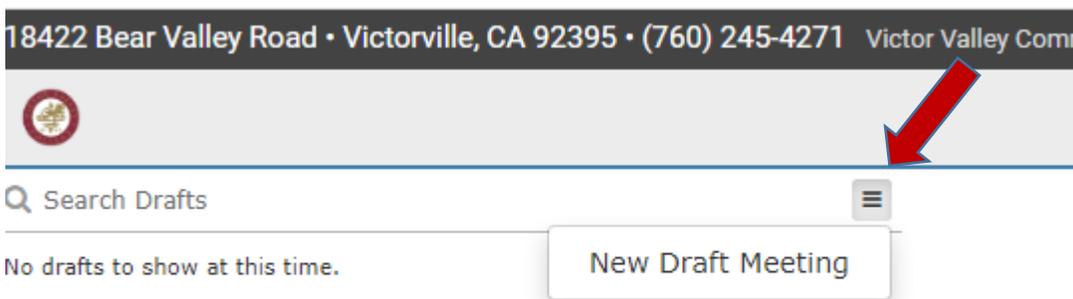
This is where your live agenda's will be displayed on the left side of the screen



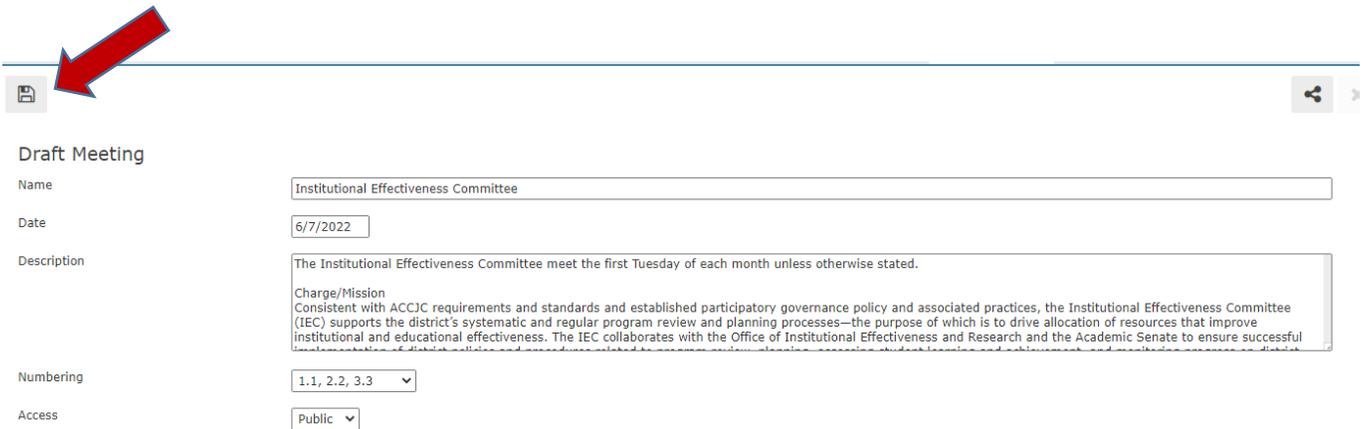
To create an agenda you will need to get into the draft area. On the right side of the screen click on the word "Meetings" and the drop down menu will appear. From there select "Draft"



Click on the menu option and then "New Draft Meeting"



The committee info screen will pop up. Put the name of the committee, date of the meeting and in the description put the committee meeting schedule first then the committee charge. Then click "Save"



Draft Meeting

Name: Institutional Effectiveness Committee

Date: 6/7/2022

Description: The Institutional Effectiveness Committee meet the first Tuesday of each month unless otherwise stated.
Charge/Mission: Consistent with ACCJC requirements and standards and established participatory governance policy and associated practices, the Institutional Effectiveness Committee (IEC) supports the district's systematic and regular program review and planning processes—the purpose of which is to drive allocation of resources that improve institutional and educational effectiveness. The IEC collaborates with the Office of Institutional Effectiveness and Research and the Academic Senate to ensure successful

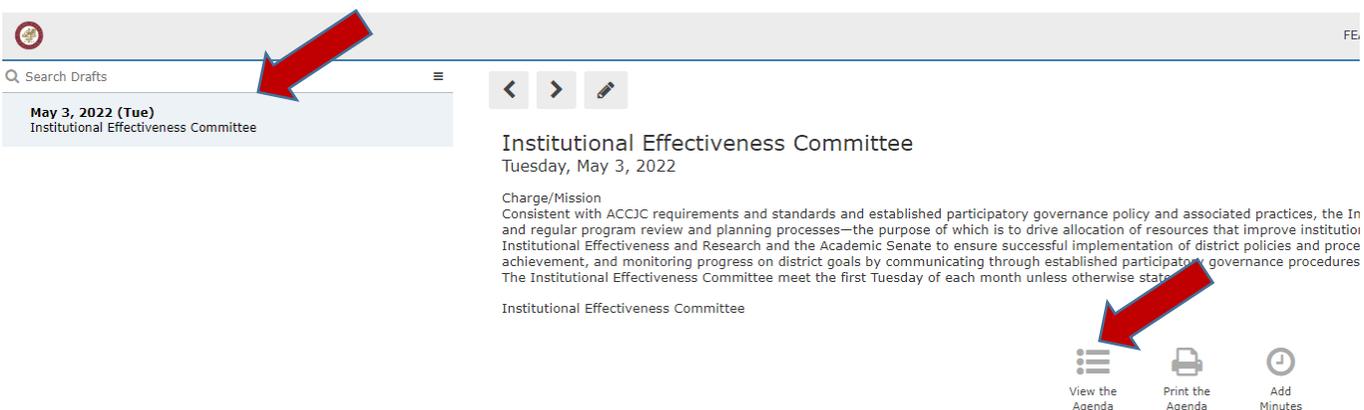
Numbering: 1.1, 2.2, 3.3

Access: Public

Providing a Live Video of your Meeting?

You can create a button that links to a live video feed by providing the complete URL of the video, and selecting when you would like it to show. The button will appear on the meeting information page.

Once you save it click on the meeting date on the left and this screen will appear. Then click on "View the Agenda"



May 3, 2022 (Tue)
Institutional Effectiveness Committee

Institutional Effectiveness Committee

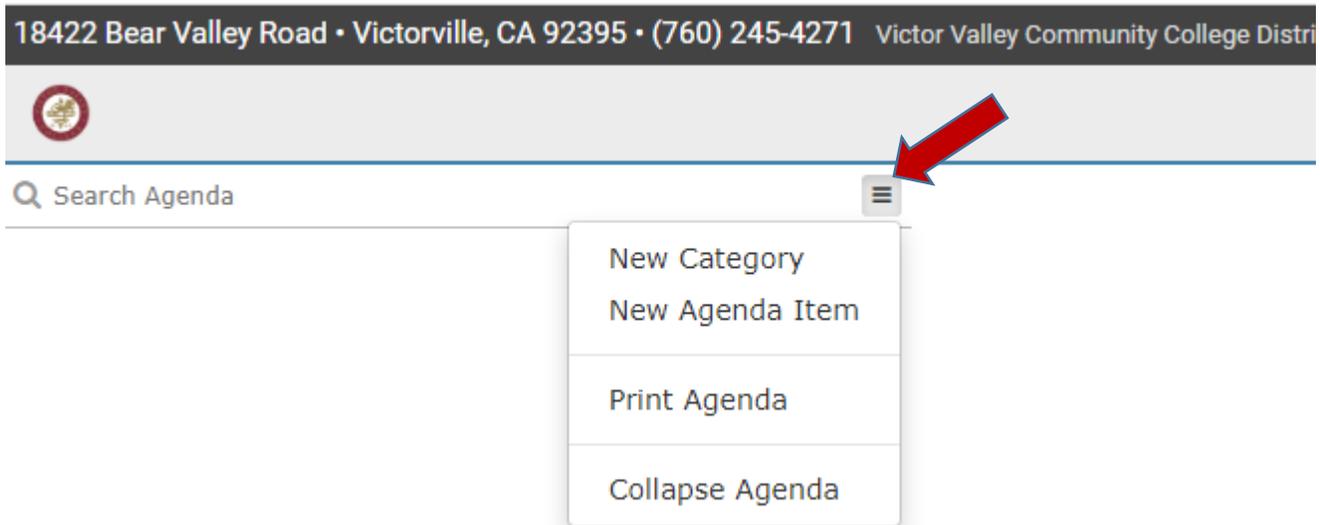
Tuesday, May 3, 2022

Charge/Mission
Consistent with ACCJC requirements and standards and established participatory governance policy and associated practices, the Institutional Effectiveness Committee (IEC) supports the district's systematic and regular program review and planning processes—the purpose of which is to drive allocation of resources that improve institutional and educational effectiveness. The IEC collaborates with the Office of Institutional Effectiveness and Research and the Academic Senate to ensure successful implementation of district policies and procedures and monitoring progress on district goals by communicating through established participatory governance procedures. The Institutional Effectiveness Committee meet the first Tuesday of each month unless otherwise stated.

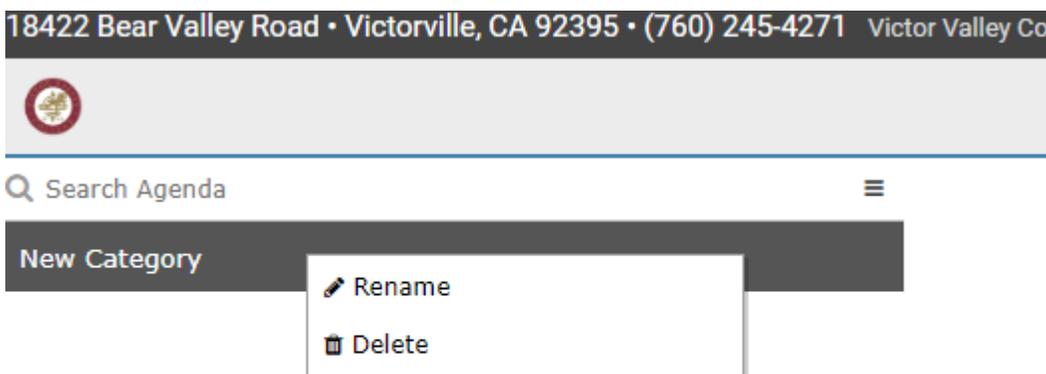
Institutional Effectiveness Committee

[View the Agenda](#) [Print the Agenda](#) [Add Minutes](#)

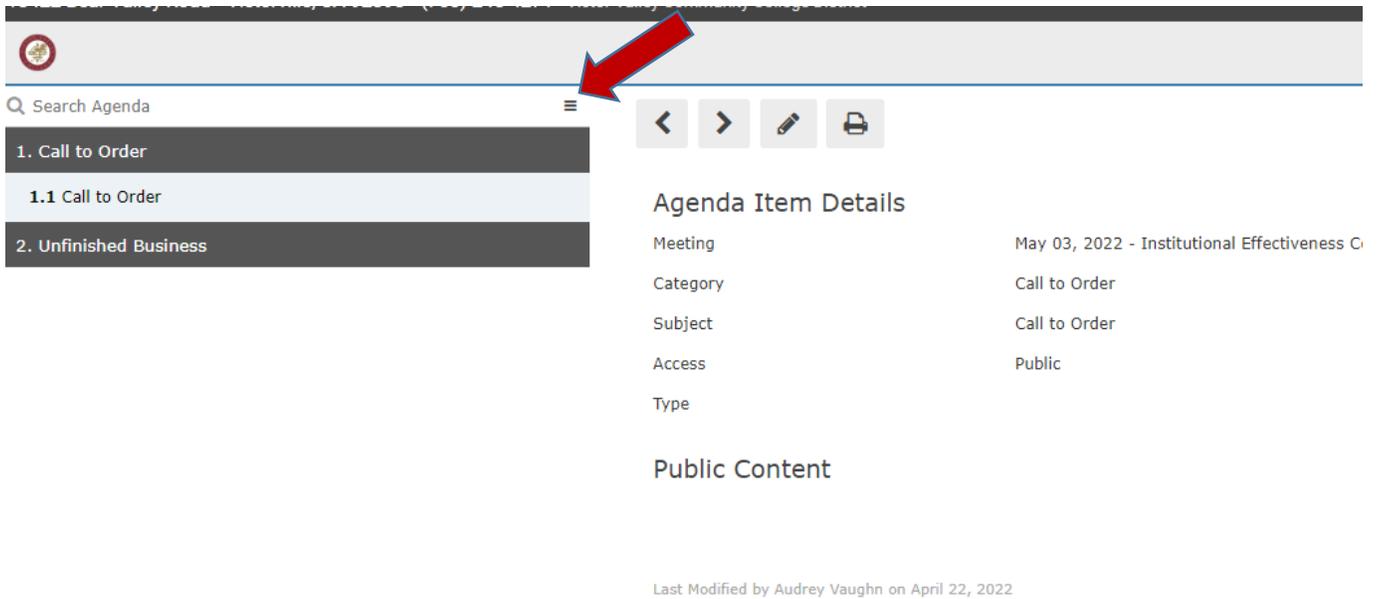
Once the agenda opens click on the 3 lines next to the search bar to get the menu to come up. Then click on "New Category"



The title will be "New Category" so you will need to change it. Right click in the box and select "Rename" (example 1. Call to Order)

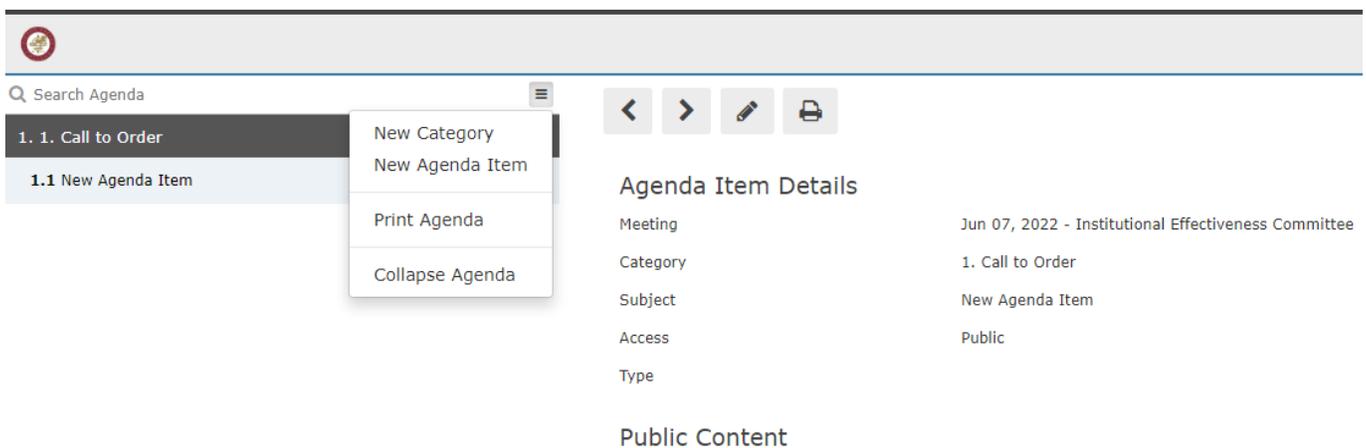


Once you get your first item named then you will go back to the 3 lines to get the menu to add the items under the category.



The screenshot shows the top navigation bar with a search icon and the text "Search Agenda". Below this is a list of agenda items: "1. Call to Order", "1.1 Call to Order", and "2. Unfinished Business". To the right of the search bar is a menu icon (three horizontal lines) which is highlighted with a red arrow. Further right are navigation icons: a left arrow, a right arrow, an edit icon, and a print icon. Below the navigation bar is the "Agenda Item Details" section, which includes fields for Meeting, Category, Subject, Access, and Type. The details for the selected item are: Meeting: May 03, 2022 - Institutional Effectiveness C; Category: Call to Order; Subject: Call to Order; Access: Public; Type: Public Content. At the bottom, it says "Last Modified by Audrey Vaughn on April 22, 2022".

As you add new agenda items they will automatically show up under Item 1.1 New Agenda Item. You can pull them down into the category you need them and then change the titles



The screenshot shows the same agenda system interface as above, but with a dropdown menu open over the "1.1 New Agenda Item" category. The dropdown menu contains four options: "New Category", "New Agenda Item", "Print Agenda", and "Collapse Agenda". The "Agenda Item Details" section now shows: Meeting: Jun 07, 2022 - Institutional Effectiveness Committee; Category: 1. Call to Order; Subject: New Agenda Item; Access: Public; Type: Public Content.

As you build your agenda it will look like this.

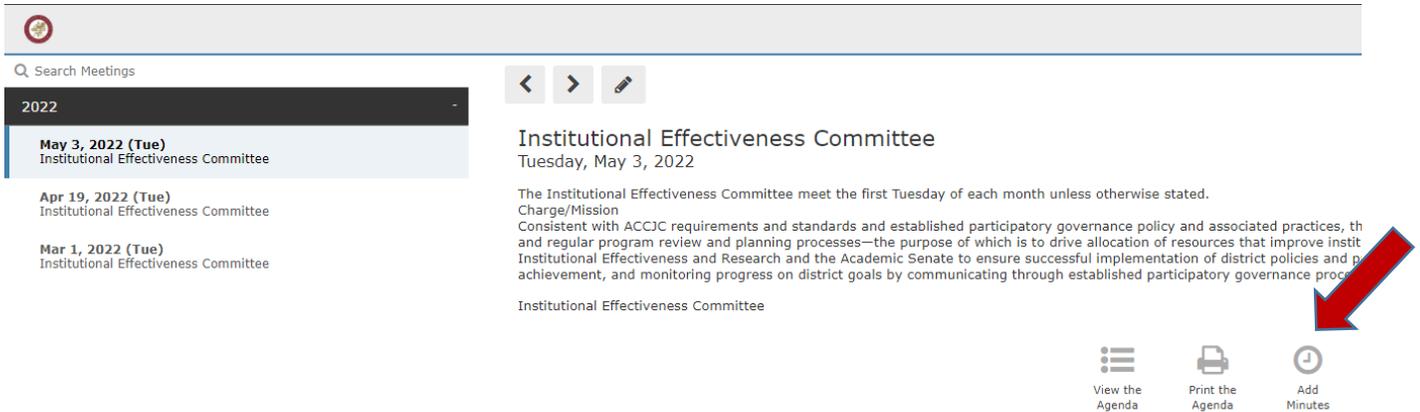
The screenshot displays an agenda management interface. On the left, a search bar labeled "Search Agenda" is positioned above a list of agenda items. The items are organized into sections: "1. Call to Order/Introductions" (with sub-item "1.1 Call to Order"), "2. Unfinished Business" (with sub-item "2.1 None"), "3. New Business" (with sub-items "3.1 Approval of March 1, 2022 Meeting Minutes", "3.2 Board Docs Review", "3.3 Plan for PRAISE post-mortem", and "3.4 Plan for year-end governance assessment"), "4. Topics for Discussion" (with sub-item "4.1 SEPI 2.0 - IRPE Follow Up"), "5. Next Scheduled Meeting" (with sub-item "5.1 May 3, 2022 @ 11:00 a.m."), and "6. Adjournment" (with sub-item "6.1 Adjourn the April 19, 2022 meeting"). On the right, the "Agenda Item Details" section shows the following information: Meeting (Apr 19, 2022 - Institutional Effectiveness Committee), Category (Call to Order/Introductions), Subject (Call to Order), Access (Public), and Type. Below this, the "Public Content" section indicates "Last Modified by Audrey Vaughn on April 22, 2022".

Once your agenda is complete you need to move it from draft to active. Right click on the agenda date and click "Make Active."

The screenshot shows a draft agenda item with the text "18422 Bear Valley Road • Victorville, CA 92395 • (760) 245-4271 Victor". Below this, a search bar labeled "Search Drafts" is visible. The date "Jun 7, 2022 (Tue)" is highlighted, and a context menu is open over it, displaying three options: "Duplicate", "Delete", and "Make Active".

Steps to Create Minutes in Board Docs

Go back into your active meetings and select the meeting date you wish to add minutes to. Click on "Add Minutes"



The screenshot shows the Board Docs interface for the Institutional Effectiveness Committee meeting on Tuesday, May 3, 2022. The interface includes a search bar, a list of meeting dates, and a detailed view of the selected meeting. A red arrow points to the "Add Minutes" button in the bottom right corner.

Search Meetings

2022

- May 3, 2022 (Tue)
Institutional Effectiveness Committee
- Apr 19, 2022 (Tue)
Institutional Effectiveness Committee
- Mar 1, 2022 (Tue)
Institutional Effectiveness Committee

Institutional Effectiveness Committee

Tuesday, May 3, 2022

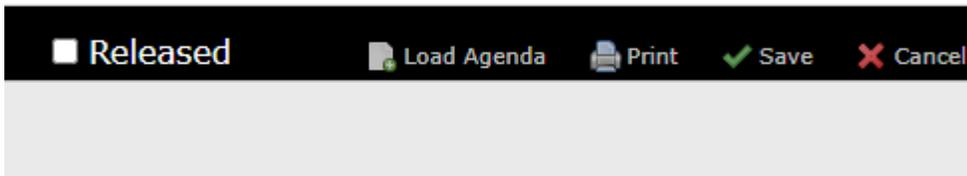
The Institutional Effectiveness Committee meet the first Tuesday of each month unless otherwise stated.

Charge/Mission
Consistent with ACCJC requirements and standards and established participatory governance policy and associated practices, the and regular program review and planning processes—the purpose of which is to drive allocation of resources that improve instit Institutional Effectiveness and Research and the Academic Senate to ensure successful implementation of district policies and p achievement, and monitoring progress on district goals by communicating through established participatory governance proce

Institutional Effectiveness Committee

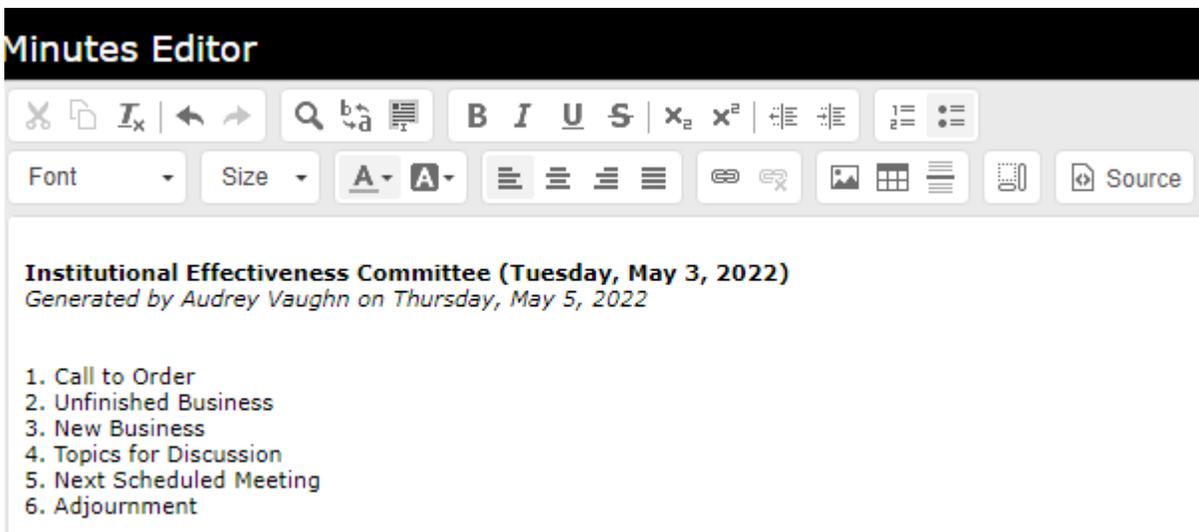
View the Agenda Print the Agenda Add Minutes

The blank minutes editor screen will open and in the top right hand corner you will have the option to "Load Agenda"



The screenshot shows the top right corner of the minutes editor screen. It features a dark header with the following buttons: "Released" (with a white square icon), "Load Agenda" (with a document icon), "Print" (with a printer icon), "Save" (with a green checkmark icon), and "Cancel" (with a red X icon).

You can select this option and you will get the screen below that will allow you to type your minutes.



The screenshot shows the Minutes Editor screen. It features a rich text editor toolbar with various formatting options (bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, link, source) and a list of agenda items.

Minutes Editor

Institutional Effectiveness Committee (Tuesday, May 3, 2022)
Generated by Audrey Vaughn on Thursday, May 5, 2022

1. Call to Order
2. Unfinished Business
3. New Business
4. Topics for Discussion
5. Next Scheduled Meeting
6. Adjournment

Or you can continue doing your minutes in the word format you normally use and then just paste it in the editor.

Once you finalize your minutes you will save them and then in order for them to show up as active you have to click on "Released"

