

# OPEN MEETING

Every UWL Student Association Committee will elect a Chair, Vice Chair, and Secretary. The standing committees of the UWLSA Student Senate are responsible for following open meeting laws. The Chair of each committee is required to submit their meeting information to the open meetings calendar 24 hours before the meeting occurs. It is mandatory to include the date, time, location, and agenda for that meeting.

Please use the link below to post the committee's meeting on the open meetings calendar. Chairs will select the link for Governance Group Committees and Subcommittees, then they will login using their UWLAX Net ID and password. If there are any questions about how to post a meeting, please contact the President and Vice President of Student Association.

Link to Post Meetings: <https://www.uwlax.edu/info/meetings/>

# EXAMPLE MEETING MINUTES TEMPLATE FOR USE

**Committee Name**

**Date**

**Time and Location:**

- I. Call to Order (*Record the time*)
- II. Roll Call (*Write names of those who attended the meeting and the individuals who were absent*)
- III. Agenda Item #1
- IV. Agenda Item #2.... (*usually comes in an email from the chair*)
- V. Discussion
- VI. Adjournment (*Record time*)

# **GUIDELINES FOR MEETING MINUTES**

It is the responsibility of the Committee Secretary to take minutes at each meeting. Minutes must include the date, time, and location of the meeting.

Minutes can resemble the agenda put together by the Chair and should include roll call, key notes, motions, and votes. Please write the name of the committee member who issued a motion, the second, and provide the final vote outcome. It is not necessary to list the names of the members who voted yes, no, or abstained from voting.

It is required to record the time of adjournment. After the meeting adjourns, the Secretary should finish updating the meeting minutes and send them to the Committee Chair.

It is the Committee Chair's responsibility to send the meeting minutes to the UWL Student Association Secretary and University Centers to be made public on the UWLSA website. The UWLSA Secretary and University Centers must receive the meeting minutes one week after the meeting ends.

# PAST EXAMPLE

AIDAC 2019-2020

December 3, 2019

4:30p

Student Union Room 2100

- I. Call to order
  - a. 4:30 PM
- II. Attendance
  - a. Fisher, Ringgenberg, Packard, Wiza, Cayo, Evensen, Haakenson, Collyar, Kuschel
- III. Budget Report Hearings
  - a. Admissions: Diversity Recruiter Position**
    - i. Staff position (Multicultural Admissions Counselor) & multicultural visit days. Last year the admissions counselor visited 64 high school visits (475 students) and went to 32 college fairs (1040 students). 12 multicultural visit days (292 students participated). Admissions department has a goal to increase the percentage of domestic students of color by 16%.
      - 1. \$80,014 (\$2537 less than FY20) <--- salary cuts via hiring a new counselor
      - 2. A decrease in funding --> limit the number of multicultural visit days and/or cut the recruiter position
      - 3. Has increased applications and increased enrollment
      - 4. Latinx Visit Day & Parent College – presents entirely in Spanish. Consider doing the same for Hmong students?
  - b. International Education & Engagement**
    - i. I-Engage scholarship for domestic & international students. Send ~400 students abroad every year. Average cost of a semester program is \$6500 - \$20000; average cost of a summer program \$4000 - \$8000. Partnership with over 30 countries. No budget discrepancies. International students pay \$29,000+ to attend UWL. 116 international students attend UWL.
      - 1. Admissions has two international recruitment counselors. Looking to develop more partnership programs.
      - 2. Only a .05 increase of international students coming to the USA this year, which is the lowest it has been historically. Lack of funding for international programing & students. Students are more commonly denied for student visas.
      - 3. Gave out 234 scholarships/year. In summer the awards range from \$250-\$1500. For a semester, the awards range from \$750-\$2500.

- IV. Adjournment
  - a. 5:45pm