



# Classified Senate Committee Meeting Report Form

Classified staff representatives on campus-wide governance committees are required to provide a short written report after each committee meeting. This report must be returned to the current Classified Senate Vice-President. This report will be reviewed at the Executive Committee meetings. Committee members may also be asked to provide an official report in person at a senate meeting. Reports may be submitted in writing or by email.

Senate Member Name:

Date of Meeting:

Committee Name:

Meeting Facilitator:

Date of Next Meeting:

Requires Senate attention:

Information Item

Action Item

Additional pages attached

Unable to attend

Requesting to be placed on the \_\_\_\_\_ Classified Senate agenda

Classified Highlights:

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Meeting Summary: (may attach additional sheet if necessary)