Dear Classified Committee Representative,

To standardize committee reporting, please find below the format for submitting your committee report. Complete the form below even if you were unable to attend your shared governance meeting, please submit your report *as an attached Word document* (i.e., not in the body of your email) and send it to ([kekahuna.r@mccd.edu](mailto:kekahuna.r@mccd.edu?subject=Classified%20Senate%20Committee%20Report)). Calendar-wise, it would be best to send the report before the Classified Senate meeting date (3rd Thursday of each month).

The reports you send will be attached to the Classified Senate minutes. The minutes and attachments will be posted on the Classified Senate website.

The format for your attached report:

Today’s Date:

Name of Classified Senate Committee Representative:

Name of Committee(s):

Date(s) of Meeting(s) Reported:

Report: