Attend Governance Committee Meeting

Purpose: Gather Information

- Refer to your yellow card of questions
- If information is urgent contact E-board to share out at following Senate meeting as Public Comment/Call for emergency meeting
- If information is not urgent plan to share-out at scheduled Senate meeting

Meet with Fellow Classified Members on Committee

Purpose: Compare notes

- Designated Senator will:
  - Compile notes with other Classified members on committee
  - Prepare compiled Share-Out Form and communicate to E-board time needed to present at Senate meeting

Present at Classified Senate Meeting

Purpose: To share out information gathered

- Present compiled Share-out information at scheduled Classified Senate Meeting

Develop Senate Action Plan

(Determined at Senate Meeting)

Purpose: To determine next steps and obtain feedback

- If feedback is necessary information will to be shared with other Classified Members as assigned to seek input and report back out to Senate using Feedback Form

Feedback Form

Purpose: To obtain feedback from Classified members as needed

- Senators will utilize Feedback Form to collect feedback from assigned areas
  - Feedback will need to be completed no later than the following Friday after a Senate meeting
- Send all Feedback Forms to designated Senator to compile commonalities amongst feedback
  - These will need to be submitted to Senator that following Monday
- Designated Senator will communicate with E-board time needed to share out at following Senate Meeting
  - If determined an urgent matter by Senate, Designated Senator will e-mail E-board and Senators compiled feedback

Communicate Back to Governance

Purpose: To provide Classified voice

- Share out Classified feedback and recommendations to Governance Committee