



## **District Services Classified Senate**

Thursday, June 11, 2026

12:00-1:00 p.m. Online - Zoom

### **DRAFT MINUTES**

#### **Governing Council Attendance:**

|                                                                           |                                                                              |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Chasity Whiteside, President          | <input type="checkbox"/> Vacant, Payroll & Human Resources                   |
| <input checked="" type="checkbox"/> Roseann "Ro" Renzullo, Vice President | <input type="checkbox"/> Vacant, Accounting & Purchasing                     |
| <input checked="" type="checkbox"/> Rachel Ugale, Treasurer               | <input type="checkbox"/> Vacant, Educational Services & Student Success/EDCE |
| <input type="checkbox"/> Vacant, Activities Coordinator                   | <input type="checkbox"/> Vacant, Chancellor's Office, PRMG & ITS             |

**Members Present:** Dawn Neideffer, Peter MacDonnell, Cathy Gould, Uma Nadkarni, Ann-Marie Fisher, Patrick Chappell, Joy Iwashimizu, Kelly Costello, Amabella Camins

#### **1. Review and Approval of Agenda**

The meeting was called to order by Chasity at approximately 12:02 PM. The June 11, 2026 agenda was reviewed, and members were invited to provide additions, edits, or changes to the order of items. No feedback or objections were raised. Members were reminded that all Senate members have voting rights. With no abstentions or no votes stated, the agenda was approved by consensus.

#### **2. Review and Approval of Minutes**

##### **2.1 Approval of Minutes - April 9, 2026 Meeting**

Draft minutes from the April 9, 2026 meeting were reviewed. Chasity summarized the major items from the meeting, including the Board Policy and Administrative Procedure review process, the Senate elections nomination form and timeline, professional development training, AI training survey results, open discussion on AI training, the Partnership Resource Team visit, the need for training at different levels, concerns regarding AI training, job security and clear communication, and report-outs from SEIU and committees.

Ro asked whether updating the bylaws had been included as a future agenda topic in the April minutes. Chasity noted that while it may not have been listed for that particular meeting, the item would return as a future topic now that new senators are coming in. Ro motioned to approve the April 9 minutes, and Cathy seconded. With no objections or abstentions stated, the April 9, 2026 minutes were approved by consensus.

##### **2.2 Approval of Minutes - May 14, 2026 Meeting**

Draft minutes from the May 14, 2026 meeting were reviewed. Chasity summarized the Chancellor's presentation, including the budget update and Governor's May Revision, Supplemental Employee Retirement Plan planning, impacts to District Services positions concentrated primarily in Information Technology and Maintenance and Operations, staffing and transition plan communication through department managers, potential temporary impacts to service levels, the AI Peer Resource Team visit summary, the train-the-trainer model, the Menu of Options, and Senate feedback requesting that classified professionals be explicitly included in the Institutional Effectiveness Plan.

Ro motioned to approve the May 14 minutes, and Ann-Marie seconded. With no objections or abstentions stated, the May 14, 2026 minutes were approved by consensus. Approval of the April 9 and May 14 minutes brought the Senate's published meeting materials current.

### **3. Discussion / Decision Items**

#### **3.1 Senate Elections Update & Voting Process**

Chasity reported that nominations had been received, nominees had accepted, and the voting ballot had been distributed earlier that morning. Members were encouraged to vote and to support representation from the various District Services areas. It was noted that the Senate has been functioning during the year, but additional senator participation is needed to increase representation and ensure planning reflects actual needs across District Services.

Voting opened the morning of the meeting and will close at the end of the day on Wednesday, June 17, 2026. Results are expected to be shared on Thursday, June 18, 2026. The ballot includes vacant senator positions but does not include the Activities Coordinator position because no nomination was received for that role. The Activities Coordinator vacancy will be discussed with the incoming senators, including how to cover the work or whether restructuring should be considered. Newly elected senators will begin their terms on July 1, 2026, and the next Senate meeting is scheduled for July 9, 2026. Ro noted that the voting form was easy to use.

#### **3.2 Professional Development**

##### **3.2.1 Funding allocated to District Services Classified Professionals - \$34,288**

Discussion focused on the available professional development funding and the need to create a professional development framework for District Services classified professionals. Chasity emphasized that the conversation is not only about which opportunities to fund, but also about developing a structure at the District Services level. The colleges have established professional development committees using a tri-chair model, coordinate Flex Day activities, evaluate professional development activities, communicate campus-wide opportunities, and oversee annual professional development funding. District Services does not currently have an equivalent centralized structure.

It was noted that District Services should not necessarily copy the college model because District Services has different staffing, locations, roles, and operational needs. However, the colleges' structures and processes may provide useful examples. Members discussed the importance of gathering feedback from across District Services, including office-based employees, employees in the field, Facilities, Maintenance and Operations, and staff located at different sites. The goal is to use the available funding thoughtfully, equitably, and in a way that reflects the current District Services structure.

Ro suggested possible professional development categories such as work life, career development, and wellness. Wellness was discussed broadly, including education, mental health, physical well-being, financial well-being, and creating joy. Chasity clarified that District Services does have professional development opportunities through Human Resources, districtwide trainings, college activities, compliance and mandatory trainings, and department-specific conferences. The current gap is that opportunities are not centrally visible, widely accessible, or tied to a clear process through which classified professionals may request or identify professional development needs.

##### **3.2.2 Next Steps**

AI training was discussed as part of the broader districtwide AI implementation. Chasity noted that while AI training was not initiated directly by the Senate, it falls within the Senate's purview to provide feedback and request training opportunities. Amabella shared that the Chabot classified AI training was useful but dense, and suggested breaking the training into shorter sessions, allowing repeat attendance, or ensuring offerings are available at Chabot, Las Positas, and the District Office.

Kelly provided context on the districtwide AI training effort. Approximately 1,500 employees need to be trained, and coordination is currently occurring without a dedicated professional development coordinator. She noted that training is optional, the cost of training is significant, and sessions need enough attendees to justify scheduling. District Services presents additional coordination challenges because employees work in different roles and locations and include supervisors, confidential employees, and SEIU-represented classified professionals. Kelly

shared that additional trainings are being scheduled, including faculty sessions and another classified session at Las Positas, and that approximately 1,300 employees still need to be reached.

Discussion followed regarding the difficulty of encouraging participation when some employees are enthusiastic and others are hesitant. Kelly noted the importance of encouragement from senior leadership and department groups so employees understand they are allowed and encouraged to attend. Ro shared that outreach for large events often requires personal contact and clear explanation of the value to the specific audience. She suggested that future District Services professional development planning include a survey to gather ideas from classified professionals and improve participation by aligning offerings with stated needs.

Chasity noted that a new Human Resources Professional Development Coordinator classification was added to the classified ranks at the May 19 Board meeting. The position would be districtwide rather than limited to District Services, but would support the District Services Classified Senate in the same way it supports college senates and other employee groups. The hiring timeline and placement in program review are not yet known, but the position will remain part of ongoing conversations with the Chancellor and Human Resources leadership.

Rachel discussed the college Flex Day model and the history of classified professionals gaining inclusion in Flex Day activities. She noted that Chabot and Las Positas College Flex Days typically include all-day schedules with one- and two-hour sessions, staff-facilitated workshops, keynotes, and professional trainers. Rachel shared recent college Flex Day schedules as examples and noted that many sessions are connected to student service, current state issues, wellness, and other relevant topics.

Rachel suggested a possible pilot District Services Flex Day aligned with College Day following Convocation. August 21 was identified as a possible date for a pilot, likely in a virtual format due to the short planning timeline and the challenge of identifying a venue large enough for District Services employees across the District Office, EDCE, and college-based District Services staff. January 28 or 29 were also identified as possible future dates because they align with college Flex Days before the spring semester begins.

Rachel emphasized the need for professional development opportunities specifically for District Services classified professionals, including represented employees, executive assistants, confidential employees, and supervisors. Chasity added that these conversations are also being carried back to Chancellor Gerhard and Vice Chancellor Druley, and that planning will need support from department managers to ensure employees have the opportunity to participate. Ro offered to participate and assist with developing ideas. The topic will continue to return for monthly planning and updates.

## **4. Report-outs**

### **4.1 SEIU**

Cathy reported that she is no longer on the SEIU leadership team and did not have a report. Rachel provided a brief update and noted that SEIU elections had occurred. Candidates who ran unopposed were elected by acclamation. Vacancies remain for District Services Vice President and Site Secretary. The District Services Vice President would represent members and work with Human Resources and labor relations on unit issues, while the Site Secretary supports site meetings. These vacancies may be considered for appointment at a future leadership meeting. Union members received communication regarding the elected leadership through personal email. Rachel also noted that continued classified leadership participation is needed in both Senate and SEIU roles.

### **4.2 Committees: PBC, DEMC, TCC, Facilities, Chancellor's Council**

Planning and Budget Committee (PBC) and District Enrollment Management Committee (DEMC): Rachel reported that the PBC update was substantially the same as the update provided by Chancellor Gerhard at the prior Senate meeting. The district is off hold harmless, cost-of-living adjustment funding is positive, and fiscal conditions appear favorable. Chasity noted that DEMC conversations regarding the growth model and target setting align with the PBC update and prior budget discussion.

Technology Coordinating Committee (TCC): Cathy reported that the May 8 TCC meeting was brief and lasted approximately 35 minutes. The meeting coincided with Information Technology work related to Canvas, and not all agenda items were covered due to limited information. Tim Druley chaired the meeting. It was the final TCC meeting of the academic year, and the committee will resume in the fall. Ann-Marie noted that TCC achieved all of

the goals it established earlier in the year, and that the goals document was posted as a handout. Chasity expressed appreciation for committees tying goals back to agendas and report-outs.

Facilities Committee: The Facilities Committee met, but no major updates were identified for report-out.

Chancellor's Council: Chasity reported that Chancellor's Council reviewed the 2026-2027 meeting calendar, pending membership changes, and the IPBM survey. Chancellor Gerhard discussed the Partnership Resource Team visit and the IEPI plan, which had also been presented at the May Senate meeting. A Canvas security update was provided, and it was emphasized that district IT servers were not compromised; Canvas and unstructured data were involved, and continued vigilance regarding phishing remains important. An enrollment update was also provided, with both colleges at or exceeding FTES targets for 2025-2026. Chasity also noted that Dr. Jeannie Wilson was approved as Vice Chancellor of Educational Services on the April 21 Board agenda and began in the role on May 20.

## **5. Future Agenda Items**

Future agenda items may include

- election results
- Senate Constitution planning
- continued discussion of a District Services professional development framework and structure
- professional development funding priorities and the process for identifying opportunities to fund
- AI training follow-up and district AI policy updates
- Board Policy and Administrative Procedure review when Chancellor's Council resumes
- review of the fall IPBM governance calendar and any changes to committee voting seat assignments
- July Convocation update to prepare for the August activities and updated convocation schedule format
- year-end Senate accomplishments and continuing work

## **6. Adjourn**

Chasity thanked members for participating throughout the year and noted that the meeting closed the Senate's first full year as a meeting and functioning Senate. Members were reminded to vote and support their colleagues and the Senate. With no further good of the order, the meeting was adjourned at approximately 1:01 PM.

## **7. Next Meeting**

The next meeting is scheduled for Thursday, July 9, 2026.