

District Services Classified Senate Regular Meeting Minutes
Thursday, September 18, 2025, 12:00pm - 1:00pm
Prepared by: Chasity Whiteside

Governing Council	Guests	Guests
<input checked="" type="checkbox"/> Chasity Whiteside, President	Cathy Gould	Patrick Chappell
<input checked="" type="checkbox"/> Roseann “Ro” Renzullo, Vice President	Maisha Jameson	Rachel Ugale
<input type="checkbox"/> Vacant, Treasurer	Amabella C	Stacey Followill
<input type="checkbox"/> Vacant, Activities Coordinator	Christian Castaneda	Uma Nadkarni
Senators	Erika Santillan	Audrey Webb
<input type="checkbox"/> Vacant, Payroll & Human Resources	Janet Malski	Rachel Ugale
<input type="checkbox"/> Vacant, Accounting & Purchasing	Juanita Gildea	
<input type="checkbox"/> Vacant, Educational Services & Student Success/EDCE	Kelly Costello	
<input type="checkbox"/> Vacant, Chancellor's Office, PRMG & ITS	Kiley Zieker	

Item	Information/Discussion	Action
	Meeting called to order 12:01 am	
1.	Welcome and Introductions (information item) Quorum met, all members are voting members	Quorum Met
2.	Approve Today’s Agenda (action item) Agenda approved. All in favor, no abstentions.	Agenda Approved
3.	Presentation by Ron Gerhard, CLPCCD Chancellor: Classified Professional participation in District Services Program Review and Participatory Governance (information item) The Chancellor welcomed members to the District Office Classified Senate meeting and congratulated the group on reconvening. Appreciation was expressed to Chasity and Ro for their leadership in bringing greater structure and engagement to the District Office Classified Senate, particularly in strengthening its role within shared governance and in alignment with Title V and district policy. It was noted that many members bring valuable experience from the colleges, and there is hope that the District Office Senate will continue developing a structure and level of engagement similar to that of the college senates.	

The Chancellor provided an overview of the Senate’s role in shared governance, particularly as it relates to program review. Administrative Procedure (AP) 2510 was referenced to emphasize the Board of Trustees’ commitment to participatory governance. Under this policy, Classified Senates are recognized as the representative bodies for classified professionals on all non-collective bargaining matters that significantly affect them. Matters related to collective bargaining, including salary, compensation, and working conditions, remain under the purview of SEIU.

In accordance with AP 2510 and Title V, the Classified Senate has the right and responsibility to participate in the formulation and development of policies and procedures affecting classified professionals. These areas include student support and success, governance structures, technology systems, professional development, program review, institutional planning and budget development, accreditation processes, staffing, facilities planning, and other policies or procedures with significant impact on classified professionals.

The Chancellor then reviewed Administrative Procedure 3250, which outlines the district’s annual institutional planning process, including program review. Program review is part of an integrated planning and resource allocation process designed to support achievement of annual goals and institutional performance metrics.

Program reviews are conducted approximately six months prior to the start of the next fiscal year. Currently, vice chancellors, the Chief Technology Officer, and the Director of PRMG are preparing program reviews for Fiscal Year 2026–2027. These reviews include assessments of progress toward prior goals, identification of upcoming goals, and any associated resource requests, including budget and staffing requests. Completed program reviews are due to the Chancellor by November 3.

The Chancellor shared that District Service Area Program Reviews have been conducted annually for several years, originally in response to an accreditation recommendation to ensure transparency and public availability. These reviews are accessible on the Chancellor’s webpage under District Service Area Program Review. Prior years’ reviews, including rankings and funded resource requests, are publicly available for reference. The 2024–2025 review cycle is currently being finalized.

It was emphasized that the Classified Senate has both the opportunity and responsibility to review District Office Service Area Program Reviews and provide feedback. The Senate will be formally asked, likely in November or December, to review the submitted program reviews and offer input, particularly regarding goals, resource requests, and staffing proposals. Managers are also expected to review program reviews with their respective departments, and feedback is welcomed if this consultation does not occur.

Following submission of program reviews, resource requests will be ranked and prioritized in early spring (January or February). Funding decisions will be aligned with the district-wide budget development cycle for the fiscal year beginning July 1, 2026.

The Chancellor concluded the presentation by reiterating the importance of the Senate’s engagement in program review and shared governance processes and invited questions from members.

Rachel expressed enthusiasm about the reestablishment of the District Office Classified Senate and shared her prior experience serving on the Chabot Classified Senate. She emphasized the importance of shared governance and meaningful classified participation in program review at the colleges. She asked whether a formal structure would be shared with managers to ensure

classified voices are incorporated as program review evolves. She also inquired whether Service Area Outcomes (SAOs) are assessed in a manner similar to the colleges.

Response: The Chancellor confirmed that SAOs should be clearly identified and assessed within each service area program review. SAOs are expected to align with Board of Trustees' priorities, annual institutional goals, and administrators' annual performance goals. Program reviews should evaluate whether goals were met, and if not, identify resource needs to support improvement. The Chancellor also shared that while the district has historically conducted comprehensive annual program reviews, the process will transition to a three-year comprehensive cycle with shorter annual updates in between, aligning more closely with the colleges' model. Timelines will also be adjusted to better mirror the colleges' schedule, with synthesis and prioritization of resource requests shared in December.

Rachel asked a follow-up question regarding the potential development of a more formalized structure, such as a resource allocation or prioritization process similar to campus-level committees (e.g., RAC or PAR), to support classified participation.

Response: The Chancellor acknowledged that the district is in the early stages of building this structure and anticipates that, as the Senate becomes more engaged, additional formal processes or committees may be developed. He encouraged Senate leadership to bring forward recommendations as the structure evolves.

Chasity asked for clarification regarding annual performance goals and how they relate to departmental goals and SAOs. She also inquired where classified professionals might access this information in advance to better understand departmental direction.

Response: The Chancellor explained that annual performance goals are established for administrators and are aligned with departmental and district priorities. While individual performance evaluations are confidential, alignment between personal goals and departmental goals is reflected in program reviews. At present, prior year program reviews posted on the Chancellor's webpage are the primary publicly available source of this information. He noted that as the district builds a more formal structure, additional transparency may be incorporated.

Cathy shared that classified staff sometimes learn about departmental goals after the fact and asked how better alignment and communication could be achieved.

Response: The Chancellor reiterated that program reviews are intended to provide cohesion between departmental goals and day-to-day operations. He emphasized the importance of ongoing communication within departments and noted that the Senate's growing involvement in program review should help improve transparency and alignment.

Ro asked the Chancellor to speak to the importance of participation for new members attending their first Senate meeting.

Response: The Chancellor emphasized that classified professionals often possess critical institutional knowledge and perspectives that inform effective decision-making. He provided the example of discussions surrounding the compressed calendar, noting that direct input from classified professionals—particularly in IT—brought forward workload concerns that might not otherwise have been elevated. He underscored that the Senate serves as a formal and safe venue to elevate concerns, provide input, and influence institutional decisions.

	<p>The Chancellor further highlighted the importance of participation on district-wide committees, including the Planning and Budget Committee (PBC), Technology Coordinating Committee (TCC), and Facilities Committee. Classified Senate representatives hold voting seats on these committees and play a key role in reporting back to the Senate to ensure broad awareness and engagement.</p> <p>Chasity asked for clarification that classified professionals should feel supported in attending shared governance meetings during regular work hours, even if not serving as voting members.</p> <p>Response: The discussion affirmed that participation in shared governance committees is appropriate during regular work hours, and employees should feel comfortable coordinating with their managers to attend meetings.</p> <p>Cathy asked whether district-wide committee meeting information, such as Planning and Budget Committee Zoom links, could be broadly distributed to encourage participation.</p> <p>Response: The Chancellor confirmed that these are public meetings and that sharing meeting information district-wide is appropriate.</p> <p>With no additional questions, Chasity thanked the Chancellor for his time and indicated that the Senate would follow up as needed or invite him back for future discussions. The Chancellor concluded by expressing appreciation for the conversation and departed the meeting.</p>	
4.	<p>IPBM Committee Appointments, 2025-2026 (information item)</p> <p>Chasity resumed the agenda following the previous discussion and provided an overview of Institutional Planning and Budget Model (IPBM) committee appointments. She noted that the Classified Senate holds designated seats on several district committees. Current committee assignments are listed on the Classified Senate website under “Committee Appointments.” Members were encouraged to review the site and reach out to the listed representatives, Chasity, or Ro with any questions about committee work or participation.</p> <p>For the current academic year, committee appointments will remain as assigned. However, Chasity emphasized the goal of increasing participation next year and encouraged members to consider becoming more involved, including sitting in on committee meetings. She reiterated that, as discussed earlier, members should feel confident attending these public meetings.</p>	
5.	<p>Board Policies and Administrative Procedures Review/Update Process (information item)</p> <p>Chasity highlighted the Senate’s representation on Chancellor’s Council. She explained that Chancellor’s Council follows a regular timeline for reviewing and updating Board Policies and Administrative Procedures. As policies and procedures are brought forward for review, she will share them with the Senate membership for feedback. Members are encouraged to provide comments, suggestions, or identify concerns so that she may represent the Senate’s input at Chancellor’s Council. These updates are expected to be shared approximately once per month.</p>	

<p>6.</p>	<p>Review Governing Council Vacancies (information item)</p> <p>Chasity addressed current vacancies within the Senate’s governing structure. At present, only the President (Chasity) and Vice President (Ro) roles are filled. Vacant positions include Activities Coordinator, Treasurer, and Senator representatives from various district service areas. Elections or appointments to fill these roles will take place at future meetings. Members interested in serving were encouraged to contact Chasity in advance.</p>	
<p>7.</p>	<p>SEIU Update (information item)</p> <p>Cathy provided a brief SEIU union update on behalf of Joanne Bishop-Wilber, SEIU Vice President, who was unable to attend. Cathy serves as the District Office Secretary representative for the union.</p> <p>She reported that contract negotiations began in June and are currently ongoing. The negotiation process involves both the union and the district opening the collective bargaining agreement, reviewing articles, proposing changes, and exchanging counterproposals. A negotiation session was recently held on the 16th, and discussions are continuing.</p> <p>Rachel provided additional detail regarding proposals recently advanced during negotiations. Key topics under discussion include:</p> <p>Holidays: A proposal to increase the number of recognized holidays.</p> <p>Overtime and Compensation: Updates related to overtime, particularly in preparation for the first winter intersession under the compressed calendar. Discussions include aligning compensation for special closure days (e.g., days between Christmas and New Year’s) more closely with holiday pay practices.</p> <p>Hours and Work Schedules: Proposed changes related to overtime, telecommuting, and flexible scheduling, including potential expansion of telecommuting opportunities.</p> <p>Reclassification (Article 14): Review of the reclassification process, particularly in light of the retirement of the consultant historically used for reclassifications and the potential shift in how the process will be conducted.</p> <p>Evaluation Procedures (Article 9): Proposed updates aimed at improving fairness and clarity in employee evaluations.</p> <p>Cathy shared a link to the current collective bargaining agreement and encouraged members to review it, provide input, and reach out to her or Joanne with questions or feedback. She also invited members to attend union site meetings at either college, noting that participation is open to bargaining unit members.</p> <p>Ro asked whether the district office should hold separate union meetings or whether attending college site meetings is sufficient. Cathy responded that district-specific meetings have been held infrequently in the past and that members are welcome to attend any college site meeting. She also noted the importance of ensuring district office bargaining unit members receive meeting invitations.</p>	

	<p>Chasity confirmed that SEIU will have a standing agenda item at future Classified Senate meetings to provide regular updates and allow time for questions or discussion.</p> <p>No further questions were raised.</p>	
8.	<p>Clarifying Roles: Senate Governance vs. Union Representation (information item)</p> <p>With limited time remaining, Chasity provided a brief overview clarifying the distinct roles of the Classified Senate and SEIU, noting that this topic may continue in future meetings due to common misconceptions.</p> <p>She emphasized that while both entities support classified professionals, their functions differ. The Classified Senate is primarily focused on shared governance and is recognized under Title V. Its responsibilities include participation in district and college governance committees, councils, planning processes, accreditation, institutional effectiveness efforts, policy review and input, professional development, and classified staff engagement and recognition.</p> <p>In contrast, SEIU is recognized under state and federal labor law as the exclusive bargaining agent for classified staff. The union’s primary responsibilities include negotiating contracts; bargaining over wages, benefits, hours, and working conditions; protecting and enforcing staff rights; managing salary schedules; addressing workload and job security matters; and handling grievances.</p> <p>Chasity noted that while the union may also participate in shared governance discussions, its central focus remains labor and contract-related matters. She shared a brief comparison handout outlining these distinctions and invited members to review it. She also acknowledged that as the Senate continues to grow and formalize its structure, additional clarification and discussion on this topic may be necessary.</p> <p>Members were encouraged to bring forward any questions regarding the distinction between Senate governance and union representation at future meetings.</p>	
9.	<p>Future Agenda Topics (information item)</p> <p>Chasity reviewed items related to future meetings and ongoing Senate business. She noted that the current meeting agenda and supporting handouts are posted, including the document outlining the distinction between Senate governance and union representation. She also indicated that Administrative Procedure 3250, discussed earlier in relation to program review, will be linked for members’ reference.</p> <p>The Senate plans to establish a regular monthly meeting schedule. While a specific cadence has not yet been finalized, members will receive notice at least two weeks in advance of the next meeting, along with a consistent monthly schedule moving forward.</p> <p>Chasity invited suggestions for future agenda items. Rachel recommended including regular updates on the progress of program review as a recurring agenda item. Chasity agreed, noting that since district cost center program reviews are due November 3 and</p>	

	<p>final prioritization decisions are expected in January or February, monthly updates would be appropriate until the process is complete.</p> <p>Cathy suggested adding committee report-outs as a standing agenda item. Chasity confirmed that a reporting structure will be implemented whereby members serving on IPBM and other district committees, including non-voting representatives such as on DEMC, will provide regular updates to ensure the Senate remains informed of district-wide discussions and decisions.</p>	
10.	Good of the Order	
	<p>Meeting adjourned 1:00pm</p> <p>With no additional items raised, the meeting concluded on time.</p> <p>Next Meeting: October 23, 2025</p>	