District Services Classified Senate Regular Meeting Minutes
Thursday, October 23, 2025, 12:00pm - 1:00pm
Prepared by: Chasity Whiteside

Governing Council	Guests	Guests
☒ Chasity Whiteside, President	Amabella Camins	
☒ Roseann "Ro" Renzullo, Vice President	Kelly Costello	
☐ Vacant, Treasurer	Rachel Ugale	
☐ Vacant, Activities Coordinator	Cathy Gould	
Senators	Rachel Ugale	
☐ Vacant, Payroll & Human Resources		
☐ Vacant, Accounting & Purchasing		
☐ Vacant, Educational Services & Student Success/EDCE		
☐ Vacant, Chancellor's Office, PRMG & ITS		

Item	Information/Discussion	Action
	Meeting called to order @ 12:04 am	
1.	**Welcome/Call to Order** (information item) Chasity noted that the meeting was being recorded solely for the purpose of preparing minutes and would not be publicly posted. Quorum met, all members are voting members	Quorum Met
2.	**Approve Today's Agenda** (action item) The agenda was reviewed. A revision was made to move the Governing Council Vacancies ahead of Senate Constitution Updates. Agenda approved. All in favor, no abstentions.	Agenda Approved
3.	**Approval of Minutes** (action item)	Tabled

	Minutes from the previous meeting were not yet finalized. Chasity noted she prioritized posting the recording of Chancellor Gerhard's presentation and will provide both the prior meeting minutes and the current meeting minutes at the next meeting for approval.	

4.	**President's Report**
	(information item)
	
	Chasity reported:
	• Board meeting information is available via the Board of Trustees webpage and BoardDocs. Members were shown how to access agendas, supporting documents, and minutes.
	• The Senate President and Vice President meet quarterly with Chancellor Gerhard and have an upcoming meeting scheduled.
	• Planned discussion topics with the Chancellor include:
	    o Establishing the regular Senate meeting schedule (second Thursdays, 12–1 p.m.)
	    o Program Review engagement feedback	

5.	**IPBM Committee Reports**
	(information item)
	
	Chasity provided an overview of IPBM committees, noting they meet monthly during instructional months and typically use their first meeting of the academic year to establish chairs (tri-chair model), confirm membership, review committee charge and goals after reviewing the IPBM survey results presented by the chancellor.
	
	Future meetings will include a walkthrough of committee webpages to familiarize members with agendas, schedules, and participation methods.
	
	Technology Coordinating Committee (TCC)
	    Two meetings have been held. Initial meetings focused on housekeeping, membership review, and vacancies. Topics discussed included district-wide technology purchasing procedures, accessibility training, MyPortal student registration module demo, technology project updates, and distinguishing district vs. college-wide technologies. Minutes and agendas are posted on the IPBM website (October materials pending posting).
	
	Facilities Committee
	    First meeting (September 25) focused on chairs, membership, goals, and committee charge review. Next meeting scheduled for the following day. Representation includes administration, faculty, classified senate, union, and student senate.
	
	Planning and Budget Committee (PBC)
	    September meeting included presentation of the adopted budget (approved by the Board September 9). October meeting was canceled. Chasity currently serves as Senate representative and invited others to express interest.
	
	District Enrollment Management Committee (DEMC)	

	Not an IPBM committee (faculty-negotiated). September meeting included FTES allocation and enrollment management updates. October meeting canceled. Chancellor's Council October 14 meeting included enrollment updates (on target), winter intersession update (75–80 sections), compressed calendar update, and Board Policy/AP review. Senate Presidents may provide report-outs at Council meetings.	
6.	**SEIU Updates** (information item) Negotiations are ongoing; bargaining sessions continue. A Contract Action Team (CAT) is being formed. CAT leaders receive updates immediately following bargaining sessions and share information with at least 10 colleagues. Updates are distributed via personal email to protect strategy. Invitations to college site meetings are being forwarded to district staff; discussion included exploring permanent inclusion of district staff in invitations.	

7.	**Discussion/Decision Items**
	(ai) = action item
	
	Chasity explained that future agendas will identify Action Items (AI). Standard practice will be discussion at one meeting and voting at the next, when possible.
	
	a. Regular Meeting Schedule: 2nd Thursdays 12-1pm, Zoom
	    The Senate will meet regularly on the second Thursday of each month from 12–1 p.m. Next meetings: November 13 and December 11.
	
	b. (ai) Governing Council Vacancies
	    Vacancies include: Activities Coordinator, Treasurer, Area Senators (Facilities not currently represented in Constitution)
	
	    Senator assignments are a One-year term commitment (July 1–June 30 typical cycle).
	
	    Rachel Ugali expressed interest in serving as Treasurer.
	
	    Motion to Approve Rachel as Treasurer was Seconded.
	    Vote: No objections or abstentions were voiced.
	    Result: Rachel Ugali elected Treasurer unanimously.
	
	    Discussion followed regarding the value of classified leadership participation. Rachel and Chasity emphasized
	    The importance of classified voices in governance spaces. The opportunity to influence planning and budget discussions.
	
	c. Senate Constitution Updates
		Rachel Ugale approved as Treasurer

	The current Constitution (adopted 2004) was reviewed. Key discussion points: Representation groups listed in the Constitution do not include Facilities; updates are needed to reflect current structure. Voting structure currently allows full membership voting (unlike some colleges that restrict voting to governing council members). This may warrant discussion. Updates are needed to modernize and clarify roles and structure. Updating the Constitution will require filling Governing Council vacancies. d. Board Policy/Administrative Procedure Review Process 　Chasity explained the Chancellor's Council review process. First Reading: Council members gather constituent feedback. Second Reading: Revisions considered and vote taken before final adoption. Proposal: Send Senate members the BoardDocs detailed agenda link for first readings and request feedback via email or at meetings. Members agreed this approach is feasible. 　Guidance was provided on reviewing policies for impact on classified professionals, district services operations, and business processes. e. District Services Program Review 　Chasity described ITS's engagement process where the CTO shared a draft document for staff input. Staff provided written feedback. CTO will incorporate feedback and return draft for additional review prior to submission. 　Discussion clarified: Program Reviews are submitted by District Services cost centers (Vice Chancellors/executive staff). Some divisions (e.g., Facilities/M&O) may submit separately. 　Members shared varying experiences with engagement; ITS appears to have actively involved staff. 　Feedback regarding consistency of engagement will be shared with Chancellor Gerhard. f. Clarifying Roles: Senate Governance vs Union Representation 　The governance vs. union representation handout was reposted for reference. Time did not allow detailed review; topic will continue at future meetings. 　Chasity also proposed potential Senate/Union drop-in hours for informal Q&A.	
8.	**Future Agenda Topics** (information item) 　• Committee website walkthrough and participation guidance 　• Governing Council vacancies 　• Ongoing Program Review updates Ro expressed appreciation for increased SEIU communication and encouraged continued inclusion of district staff in invitations.	
9.	**Good of the Order**	

10.	**Adjournment**	
	Meeting adjourned 1:00pm	
	Future Meeting Dates: November 13, 2025	