



District Services Classified Senate
 Thursday, November 13, 2025
 12:00 p.m. - 1:00 p.m., Online - Zoom

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: Audrey Webb, Amabella Camins, Uma Nadkarni

DRAFT MINUTES

1. Welcome/Call to Order

The meeting was called to order by Chasity at 12:10 PM.

2. Approval of Agenda & Minutes

With no objections or additions from attendees, the agenda was approved by consensus.

The minutes from the prior meeting were not available for approval. Chasity shared that the minutes will be presented at a future meeting.

3. Reports and Updates

3.1 President

In the President’s Report, it was noted that most updates would be provided within the committee reports. No additional presidential updates were shared at this time.

3.2 Treasurer

Rachel provided a detailed report regarding the district’s current fiscal outlook and available professional development funding.

Rachel began by reporting that the district will officially be coming off Hold Harmless status under the Student Centered Funding Formula. This information was previously shared by Chancellor Gerhard in a districtwide memo. Remaining on Hold Harmless significantly impacted the district’s current-year budget, including the absence of a Cost-of-Living Adjustment (COLA). High cost-of-living districts, including Chabot-Las Positas

Community College District, Peralta, Ohlone, and CCSF, were disproportionately affected due to the funding formula's reliance on metrics such as financial aid participation. Because many students in higher cost-of-living regions may not qualify for financial aid at the same rates as other districts, this metric has negatively influenced funding allocations.

Although the district cannot retroactively recover COLA funds for the current year, coming off Hold Harmless positions the district more favorably for future funding eligibility, including potential COLA allocations in the next fiscal year. Additional funding components tied to financial aid participation and degrees awarded may also increase revenue; however, final determinations will not be known until January when the Governor releases the initial state budget proposal. Rachel emphasized that this milestone will also influence ongoing collective bargaining discussions and broader fiscal planning.

Rachel also reported on classified professional development funding that originated from a state block grant allocation distributed by the California Community Colleges Chancellor's Office prior to the COVID-19 pandemic. At that time, classified senates across the district, including those at Chabot and Las Positas Colleges, received funding intended specifically for professional development. Historically, District Services classified professionals have not had access to structured professional development comparable to campus-based Flex Day or College Day programming.

Rachel confirmed that approximately \$34,000 remains available for District Services Classified Senate use. While the original concept in 2019 involved hosting a districtwide classified Flex Day, most funds at the college senates have since been expended, making a combined district event less feasible. However, she emphasized that the District Services Classified Senate may independently determine how to utilize its remaining funds.

Potential uses discussed included hosting on-site professional development workshops like campus Flex Day offerings. Examples included retirement planning sessions facilitated by CalPERS representatives, which were previously well received and encouraged employees to further engage in retirement planning resources. Other workshop ideas mentioned included self-defense training and other skill-building opportunities. She also noted that other senates have used similar funds to support conference attendance, including registration and travel costs.

Rachel expressed enthusiasm about the availability of these funds and the opportunity to develop meaningful professional development programming for District Services classified professionals.

Chasity confirmed that the availability of the funds have been verified with Chancellor Gerhard and confirmed that there is no deadline for expenditure. The only requirement is that funds be used for professional development purposes. Chasity further suggested that attendance at the 4CS Classified Leadership Institute could be considered as a potential future agenda item and funding opportunity.

The Treasurer concluded the report, and no additional questions were raised at that time

3.3 Committees

PBC & DEMC: The most significant development reported was the district's transition off Hold Harmless status under the Student-Centered Funding Formula. Committee members acknowledged the extensive work undertaken across committees and departments to reach this milestone, recognizing its importance to the district's long-term fiscal stability.

DEMC has completed its recommendation for the allocation of full-time equivalent faculty (FTEF) for the upcoming academic year. As part of its charge, DEMC reviews enrollment data and develops a proposed FTEF allocation for instructional programs and faculty assignments across the colleges. This recommendation is forwarded to the Chancellor for review. The Chancellor will make the final decision regarding FTEF allocations for the next academic year. It was noted that these decisions are closely tied to the district's overall budget planning and revenue projections.

TCC: An update from the Technology Coordinating Committee was provided in the absence of the usual representative, Cathy. Based on a review of the most recent draft minutes, the committee has been focused on establishing annual goals. These goals are being aligned with accreditation standards and institutional priorities. It was noted that TCC had not previously formalized annual goals for the past two years, making this a significant step toward strengthening the committee's planning and accountability processes.

The most recent meeting occurred on October 10, and the committee is scheduled to meet again on November 14. The discussion at the October meeting was described as productive and centered on clarifying the committee's purpose and measurable objectives for the year.

Facilities: A report was delivered on behalf of the Classified Senate representative to the Facilities Committee, Betty Castano. The committee was unable to vote on the tri-chair position at its most recent meeting due to a lack of quorum, and the matter was tabled.

The Space Inventory CAP report, which was due to the State Chancellor's Office in October, was presented. The committee also received construction updates for both campuses from district facilities leadership. No updated feedback was received from the college facilities committees at this time. The Facilities Committee will not meet in November or December due to holiday scheduling conflicts and will reconvene in January.

3.4 SEIU

An update was provided regarding SEIU activities and collective bargaining. At the time of the meeting, SEIU was actively engaged in bargaining sessions with the district.

Related to professional development, the bargaining team is reviewing language related to artificial intelligence (AI). Discussions center on ensuring ethical implementation of AI technologies and preventing the use of AI as a means to eliminate classified positions or reduce staffing under the guise of operational efficiencies. The union emphasized the importance of protecting classified roles and livelihoods as the district explores emerging technologies.

Additionally, discussions are ongoing regarding a Supplemental Employee Retirement Plan (SERP). The proposed SERP would provide an incentive for eligible employees, those age 55 or older with at least ten years of service, to retire, functioning as a cost-saving measure for the district. The proposal is currently under consideration by both SEIU and the Faculty Association and has not been finalized. Eligibility numbers are reportedly lower than in prior years, which may limit the potential cost savings. If approved, eligible employees would likely have the opportunity to opt in by the end of the fiscal year.

Bargaining is expected to pause until updated budget information becomes available, including final fiscal data and implications of the district's transition off Hold Harmless status. In the interim, the bargaining team will continue drafting and refining contract language in preparation for future sessions.

Members acknowledged the complexity and length of the negotiations process and the significant work involved behind the scenes.

4. Discussion / Action Items

(ai) = action item

4.1 (ai) December 11th Meeting – District Office Winter Celebration

The December 11th meeting on the agenda is an action item. After confirming that regular meetings would take place on the second Thursday of each month, the governing council was notified that the District Office Winter Celebration (bowling event) is scheduled for December 11th, same day as our next meeting.

Chasity proposed canceling the December 11th meeting to allow members to attend the Winter Celebration and to provide the committee with a reset period before reconvening in January. Chasity noted that December is typically a busy month and that taking a brief pause could be beneficial for the committee.

Members were asked if there were any objections, abstentions, or comments regarding canceling the December meeting.

With no objections or abstentions, the December 11th meeting was canceled. The next regular meeting will be held on January 8.

4.2 (ai) Governing Council Vacancies

Chasity provided an update on Governing Council vacancies.

Current Executive Board members include:

President: Chasity, Vice President: Ro, and Treasurer: Rachel

The following positions remain vacant:

Activities Coordinator (Executive Board position)

4 Senator positions

Chasity emphasized the importance of filling these vacancies to ensure broad representation across departments and to support planned updates to the Senate Constitution, originally created in 2004. She also noted that current senator roles do not include representation from Facilities and Maintenance & Operations (M&O), highlighting the need to review and update the governance structure to reflect the district's current organizational infrastructure.

Chasity proposed the formation of a Senate Election Committee. Members serving on the Election Committee may participate until voting begins; if a committee member becomes a candidate, they must recuse themselves from the Election Committee at that time.

Currently proposed Election Committee members: Chasity, Rachel, and Ro.

Chasity proposed the following criteria:

- Maintaining the current Executive Board (President, Vice President, Treasurer) for a second-year term to ensure leadership continuity.
- Conducting elections for all other vacant positions (Activities Coordinator and Senators).
- Beginning the election process in March.
- Finalizing elections in late spring.

New terms begin July 1 and run through June 30, aligning with the fiscal year.

Members were asked for objections or comments regarding maintaining the current Executive Board and moving forward with elections for remaining positions.

With no objections noted, the proposal was approved. The Election Committee process will be revisited as a discussion item in January, and the formal election process will begin in February.

4.3 Navigating Board Docs: Committee Information & Board Meetings

Chasity provided a walkthrough of BoardDocs, the district's platform for accessing Board of Trustees and committee meeting materials.

Key points covered: BoardDocs is accessible via the Board of Trustees webpage. The main page provides access to current and past board meetings. The upper right-hand corner menu allows navigation between: Board of Trustees, Chancellor's Council, District Enrollment Management Committee (DEMC), District Facilities, District Planning and Budget Committee (PBC), Technology Coordinating Committee (TCC), and the Citizen's Bond Oversight Committee.

Within each meeting: The left-hand navigation panel lists agenda sections. Agendas can be viewed online, downloaded as PDFs, or printed. Supporting documents and handouts are linked within each agenda item.

Chasity highlighted key sections of a board agenda, looking at Personnel items (new hires and separations), Senate report-outs, Contract approvals, as well as First and second readings of Board Policies and Administrative Procedures.

It was noted that while there has been an effort to centralize committee documentation in BoardDocs, some information may still reside on the District Office website on the committee webpages.

Members expressed appreciation for the tutorial and indicated it was helpful.

4.4 Board Policy and Administrative Procedure Review

Chasity discussed the Board Policy (BP) and Administrative Procedure (AP) review process, referencing guidance received from district leadership and the district's work with the Community College League of California.

Some points noted were: Policies and procedures follow a review cycle. Updates may be prompted by changes in law or recommendations from the League. First readings occur at Chancellor's Council, where feedback is gathered. Second readings incorporate feedback and are typically finalized before being forwarded to the Board of Trustees for adoption.

"Redlined" documents show tracked changes. Some policies are reviewed with "no changes" as part of the regular cycle.

Members will receive links to first readings (sections 4.1 and 4.2 of the detailed agenda).

Monthly review cycles will continue to align with Chancellor's Council meetings.

Chasity acknowledged that a broader discussion with more members present would be beneficial and we will commit to revisiting this topic in January.

4.5 (ai) District Services Program Review

Chasity initiated discussion regarding District Services Program Review and asked whether members had engaged in departmental conversations.

Ro reported there has been no engagement in her area. Amabella reported no participation in discussions either.

A discussion followed regarding how different departments are conducting program review. Some departments hold discussions at the manager's level and cascade information to classified. Others hold all-staff discussions. Some may submit drafts before the broader group is able to review.

Draft program reviews were due November 3 and are posted on the District Office website under the Chancellor's Office. The District Executive Staff reviewed them once and will meet again on December 1. Senate feedback submitted prior to December 1 may be considered.

The Chair reviewed examples of resource requests from several departments:

Business Services

No requests for additional personnel, supplies, or technology.

Educational Services & Student Success

No funding or staffing requests.

Facilities

Requested positions:

- Sustainability Coordinator
- District Emergency Preparedness & Workplace Safety Manager (previously existing role)

Requested funding for conference/travel and technology software.

Human Resources

Requested an Internal Investigator.

Included facility modifications to support new personnel.

Information Technology Services (ITS)

Multiple personnel requests, including:

- Programmer Analyst I (MIS reporting)
- Programmer Analyst II (backfill)
- Network Specialist II (data security)
- Administrative Systems Analyst II (CRM support)
- Network Systems Specialist II (student email systems)
- Non-bond IT Project Manager

Contract services and conference/travel funding requests.

Discussion included:

- The importance of reviewing staffing and funding requests.
- Whether feedback should be formal (Senate-level submission) or informal (through direct discussion with the Chancellor).
- The challenge of providing feedback without representation from all departments.
- The need to clarify deadlines and feedback mechanisms.
- Members acknowledged that this is the first year of reviewing District Services Program Reviews in this manner and that a formalized feedback process has not yet been established.

Next Steps:

- ITS members will discuss feedback internally with their CTO.
- Educational Services representatives will review and discuss as appropriate.
- The Governing Council will regroup to determine whether formal or informal feedback will be submitted prior to the December 1 District Executive Staff discussion.
- If formal feedback is not developed, the Senate President will provide informal feedback to the Chancellor and describe the Senate's review process.

5. Future Agenda Items**AI Training**

Artificial Intelligence (AI) training was identified as a priority topic for a future meeting. Chasity noted that some employees have already participated in AI training; however, prior training opportunities offered to District Senate leadership were limited in availability and scheduling, preventing participation.

Chasity reported that she met with Chancellor Gerhard to discuss expanding access to AI training where he confirmed there will be AI training opportunities for District Services classified professionals. It is anticipated that multiple training sessions will be offered to ensure wider participation, though specific dates, formats, and details have not yet been finalized.

AI training will be placed on a future agenda for further discussion. If additional information becomes available prior to the December meeting, Chasity will communicate updates to members via email.

Professional Development Funds

Rachel, as Treasurer, reported that over \$34,000 remains available in professional development funds. The allocation and use of these funds will be included as a discussion item on the January agenda to allow adequate time for planning and coordination.

6. Good of the Order

Chasity invited members to share any additional comments or items for the good of the order. No additional comments were made.

Members expressed appreciation for the meeting and for one another's participation. Chasity reminded members that any feedback, questions, or comments may be submitted via email between meetings.

7. Adjournment

The meeting was adjourned at 1:00 PM.

The next meeting is scheduled for January 15, 2026.