



District Services Classified Senate Meeting

Minutes: Thursday, May 14, 2026

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: Cathy Gould, Kelly Costello, Ann-Marie Fisher, Juanita Gildea, Helen Henneman, Patrick Chappell, Uma Nadkarni, Janet Malski, Ron Gerhard

MINUTES

1. Review and Approval of Agenda

The meeting began at approximately 12:04 PM. The May 14, 2026 agenda was reviewed, and members were invited to provide feedback or request changes. No changes were requested, and with no objections or abstentions, the agenda was approved by general consent.

2. Review and Approval of Minutes

Approval of the April 9, 2026 minutes was tabled. The minutes will be brought back for review and approval at the next meeting.

3. Presentation by Ron Gerhard, CLPCCD Chancellor

3.1 Budget Update

The Chancellor provided an update on the Governor’s May Revision, which had been released earlier that morning. It was explained that the January budget proposal begins the state budget framework for the upcoming fiscal year, and the May Revision updates that proposal based on more current information such as state revenue, tax receipts, and economic conditions. The May Revision reflected stronger-than-expected state revenues and a continued positive economic outlook.

The January proposal included a cost-of-living adjustment of 2.31% for K-12 and community colleges, and district leadership had anticipated a possible increase to 2.87%. The May Revision instead proposed a 4.31% COLA, which was described as historically high compared with typical COLA levels. If included in the enacted budget, the proposal would bring approximately \$2.5 million in additional funding to the district. The Chancellor noted that the current-year budget remains stable with approximately one and a half months left in the fiscal year, and that the outlook for the next fiscal year is positive. The proposal will continue to be monitored until the final state budget is signed on or before June 30.

3.2 SERP Planning

An update was provided regarding Supplemental Employee Retirement Plan planning. Forty-nine employees districtwide have elected to participate in the SERP. Within District Office classified professional positions, approximately eleven employees accepted the SERP, with most of those retirements concentrated in Information Technology and Maintenance and Operations. Seven of the affected District Office classified

positions are in IT and three are in M&O. A small number of classified and administrative retirements are expected effective June 30, while most are expected in December.

Draft transition and replacement plans are being developed with department leadership, particularly in the most affected areas. Planning is intended to support continuity, stability, knowledge transfer, documentation, and onboarding. Questions were raised regarding whether new employees may overlap with retiring employees and whether budget limits affect the amount of overlap that can occur. The Chancellor explained that the amount of overlap will depend on the position, classification, scope of work, retirement date, available documentation, operational need, and available resources. Ideally, at least a couple of weeks to one month of crossover would occur where feasible.

Members asked where District Services classified professionals should expect to receive information about staffing and transition plans. It was stated that department managers should communicate this information through department meetings. Additional questions focused on recruitment priorities, given that Human Resources cannot recruit for all SERP-related vacancies at the same time. The Chancellor explained that priorities are being considered districtwide and will take into account departure dates, scope of work, whether a position is the only one of its kind, and operational impact.

Concerns were raised regarding the effect of retirements on day-to-day operations, particularly in IT, where remaining employees may need to maintain current work while also supporting training and knowledge transfer. Members noted that some districtwide understanding may be needed regarding temporary impacts to service levels or response times during the transition. It was also clarified that new positions approved through program review continue to move forward separately from SERP replacement planning.

3.3 AI Peer Resource Team Visit Summary

The Chancellor summarized the Institutional Effectiveness Partnership Initiative and Partnership Resource Team process. The district applied for and received support from the state, which assembled a peer resource team made up of colleagues from across the California community college system. The team reviewed the district's work related to artificial intelligence training and professional development and provided feedback, constructive criticism, and options for continued planning.

The district's goal is to develop a train-the-trainer model in which district employees become internal resident experts who can support ongoing AI learning across the colleges and District Services. The training offered to date has included three-hour, hands-on introductory sessions focused on using tools such as ChatGPT as a workplace support tool. The Chancellor emphasized that the purpose is to help employees use AI to perform work more efficiently and effectively, not to replace employees. Additional classified professional training opportunities are planned, including a June 10 session.

The Partnership Resource Team recognized the district for taking a proactive approach to AI training and for investing in structured, hands-on professional development. More than 200 employees, including classified professionals, administrators, and faculty, have participated in training to date. The team also recognized the district's interest in building internal expertise rather than relying only on outside consultants.

Recommendations included developing a district policy on acceptable, appropriate, and ethical AI use in the workplace, beginning through Chancellor's Council in the fall, and establishing measures or key performance indicators to assess the effectiveness of the train-the-trainer model.

Discussion followed regarding the need for interim guidance before a formal policy is completed. Concerns included the risk of employees uploading personally identifiable information, student rosters, employee data, copyrighted materials, private emails, or other sensitive records into public AI tools. The Chancellor acknowledged the concern and compared the current stage of AI use to the district's earlier transition to Microsoft 365 and OneDrive, when clearer expectations were needed around secure systems and storage of district records. It was noted that a future workgroup may recommend a district-supported platform or

enterprise account after policy development. Convocation, division meetings, and department meetings may also provide opportunities to communicate initial guardrails.

Additional comments emphasized that AI-related searches and chats may create risks in legal or public-records contexts, further supporting the need for clear awareness and guidance. Kelly also shared that the June AI training for IT will be structured specifically for IT employees so that technical questions, system capabilities, and potential district limitations can be discussed directly with the training provider.

3.4 CLPCCD Institutional Effectiveness Plan

The Chancellor described the draft CLPCCD Institutional Effectiveness Plan as a roadmap for AI professional development, implementation of the train-the-trainer model, and future district policy work. Feedback is requested by May 25 so the plan can be finalized and returned to the state. The plan is connected to a \$250,000 grant intended to support implementation. Members were encouraged to review the materials and provide feedback.

4. Discussion / Decision Items

4.1 Senate Elections – Nominations Open through Friday, May 15

The Senate elections nomination form remains open through Friday, May 15, 2026. The prior deadline of May 11 was extended to allow additional nominations. Members may nominate themselves or a colleague using the online form. The form asks for basic information such as name, work email, department, and the position for which the person is being nominated.

After nominations close, members of the Elections Committee will contact nominated individuals to confirm whether they accept the nomination before their names are placed on the ballot. Voting information will be sent after the nomination period closes. Members were encouraged to participate and were reminded that Senate work includes both public-facing and behind-the-scenes opportunities.

4.2 CLPCCD Institutional Effectiveness Plan – Senate Feedback by May 25

Following the Chancellor’s presentation, the Senate President reviewed the related Partnership Resource Team Menu of Options and the draft Institutional Effectiveness Plan. The Menu of Options includes a section on AI strategy and institutional capacity building as well as a separate shared governance section specific to Chabot College. Members were advised that District Services Classified Senate feedback should focus on the AI strategy and institutional capacity building materials.

The draft plan identifies objectives, responsible parties, target dates, actions, and measures of progress. The new Vice Chancellor of Educational Services, Jeannie Wilson, is identified in the draft as the responsible party for several items. The Senate President will send both documents to meeting attendees by email for review. Members may submit feedback to the Senate President, and the Governing Council will determine how to summarize and forward Senate feedback to the Chancellor before the May 25 deadline.

5. Report-outs

5.1 SEIU

An SEIU update was provided. A union election has occurred, and information regarding the new leadership team was communicated to union members through personal email. An MOU is also under review regarding renaming the floating holiday as Farm Workers Day.

A separate clarification was provided regarding a Chabot College plaza item discussed during the update. The action taken was to remove the prior name, and the space is currently referred to as The Plaza. A future renaming is expected to return for Board consideration at a later date.

5.2 Committees: PBC, DEMC, TCC, Facilities, Chancellor’s Council

Committee report-outs were limited due to the Chancellor’s presentation and the end-of-semester meeting schedule. The Planning and Budget Committee and Facilities Committee were scheduled to meet the following

day. Chancellor's Council met earlier in the week, and many of the items discussed at Council were addressed during the Chancellor's presentation. District committees are expected to pause over the summer and resume when faculty return.

6. Future Agenda Items

Future agenda items include approval of the April 9 and May 14 minutes, Senate elections and voting process updates, continued discussion of professional development funding and next steps, follow-up on AI training and policy development, and committee updates as available.

7. Adjournment

The meeting was adjourned at approximately 1:06 PM.

8. Next Meeting

The next meeting is scheduled for June 11, 2026.