



District Services Classified Senate

Thursday, July 09, 2026

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

DRAFT MINUTES

Governing Council Attendance:

☒ Chasity Whiteside, President	☒ Joy Iwashimizu, Payroll & Human Resources
☒ Roseann "Ro" Renzullo, Vice President	☒ Dawn Neideffer, Accounting & Purchasing
☒ Rachel Ugale, Treasurer	☒ Peter MacDonnell, Educational Services & Student Success/EDCE
☐ Vacant, Activities Coordinator	☒ Kelly Costello, Chancellor's Office, PRMG & ITS

Members Present: Cathy Gould, Amabella Camins, Mary Armanuse, Laura, Kaitlyn Bowden, Ann-Marie Fisher, Janet Malski

1. Review and Approval of Agenda

The meeting was called to order by Chasity at approximately 12:02 PM. Chasity noted that the meeting was being recorded for the purpose of preparing minutes and would not be published or shared. The July 9, 2026 agenda was reviewed and members were invited to provide changes or additions. No changes, objections, or abstentions were stated, and the agenda was approved by consensus.

2. Review and Approval of Minutes

2.1 Approval of Minutes - June 11, 2026 Meeting

Draft minutes from the June 11, 2026 meeting were reviewed. Chasity summarized the major items from the June meeting, including approval of the April and May minutes, Senate election updates and voting process, professional development funding, discussion of the college professional development model, artificial intelligence training, the new Human Resources professional development coordinator position approved at the May 19 Board meeting, possible District Services flex day planning, SEIU and committee report-outs, future agenda items, and adjournment.

Members were invited to provide corrections or edits. No corrections were stated. Ro motioned to approve the June 11 minutes, and Amabella seconded. With no objections or abstentions stated, the June 11, 2026 minutes were approved by consensus.

3. Discussion / Decision Items

3.1 Election Results - Welcome New Senators!

Chasity announced the 2026-2027 Senate election results and welcomed the newly elected senators: Joy Iwashimizu for Payroll and Human Resources, Dawn Neideffer for Accounting and Purchasing, Peter MacDonnell for Educational Services, EDCE and TVCC, and Kelly Costello for Chancellor's Office, PRMG and ITS. Chasity expressed appreciation for the increased representation across District Services and invited the new senators to speak if they wished.

Joy shared that she was excited to be part of the Senate and looked forward to the year ahead. Peter shared that he looked forward to representing his area, sharing feedback with the Senate, and helping strengthen two-way communication. Ro reflected on her first year of Senate participation and thanked Chasity and Rachel for their leadership, noting that participation in committees and meetings had helped her learn more about the district and shared governance. Chasity stated that the additional representation will help surface classified voices and better inform Senate planning.

3.2 Meeting Calendar 2026-2027

Chasity reviewed the 2026-2027 Senate meeting calendar, noting that the meeting dates are posted on the Senate website. She reminded members that Governing Council terms run from July 1 through June 30, so the annual meeting calendar is reviewed from July through the following June.

3.3 IPBM Committee Assignments 2026-2027

Chasity reviewed the Institutional Planning and Budget Model committee assignment process. Districtwide committees meet during the fall and spring terms, with most expected to resume in September after the fall term begins on August 24. The Facilities Committee may meet at the end of August because it meets on the fourth Friday. The Senate has one voting seat on several districtwide committees and a non-voting representative seat on the District Enrollment Management Committee.

Current or continuing representation was reviewed. Chasity currently serves on the District Enrollment Management Committee and Planning and Budget Committee, with Rachel reporting back to Senate from Planning and Budget through her SEIU seat. Cathy Gould expressed interest in continuing with the Technology Coordinating Committee, and Betty Castano currently represents the Senate on the Facilities Committee. The Senate President will continue serving on Chancellor's Council.

Members expressed interest in committee participation, including Ro for Planning and Budget Committee, Dawn for District Enrollment Management Committee, and Ann-Marie for Technology Coordinating Committee. Chasity clarified that the Senate will formally name voting seat representatives at the August meeting and then communicate assignments to committee chairs. Members were also encouraged to attend shared governance meetings even if they are not serving in the official Senate voting seat.

Discussion emphasized that shared governance meetings are open and that classified professionals are supported in attending during regular work hours, in coordination with their managers when needed. Ro encouraged participation and shared that attending committee meetings helped her understand districtwide planning and upcoming changes. Chasity noted that District Services does not have the same local committee structure as the colleges, so visible participation in districtwide committees is an important first step in strengthening District Services input. Kelly also encouraged members to attend Chancellor's Council, noting that the meetings provide a broad districtwide view and are available by Zoom for observers.

Committee logistics were discussed. DEMC and PBC meet online, TCC and Facilities offer hybrid participation, and Chancellor's Council alternates in-person attendance requirements for council members while still offering Zoom access for others. Cathy shared the districtwide committee webpage link in the chat. Chasity stated that committee information will be revisited when committees resume so members know where to find agendas, minutes, schedules, and BoardDocs materials.

3.4 Senate Goals for 2026-2027

Chasity reviewed the draft 2026-2027 Senate goals and noted that the goals are posted on the Senate website in draft form. She explained that having senators seated across District Services will support the Senate's ability to make progress on the work. The high-level goals reviewed were: modernize the Senate Constitution and Bylaws; develop a District Services professional development framework; engage in responsible and practical AI implementation; strengthen shared governance representation and committee communication; support meaningful classified involvement in Program Review and resource planning; and improve classified engagement, communication, and participation.

Peter read the draft goal related to modernizing the Senate Constitution and Bylaws. Discussion focused on updating the 2004 Constitution to reflect current District Services structure, operational practices, and representative needs. The review will include senator representation groups, possible clearer representation for Facilities and Maintenance and Operations, voting procedures, elections, vacancies, officer roles, committee appointments, and succession planning. Kelly expressed appreciation for addressing the governing documents, noting that the current document is outdated and that departments have changed over the years.

Ro read the draft goal related to developing a District Services professional development framework. The goal is to create a structured and sustainable framework that supports equitable access, relevant learning, intentional use of resources, clear processes for identifying needs, prioritizing opportunities, allocating funds, and evaluating outcomes. Discussion emphasized that the colleges have established professional development structures and that District Services should build a structure that reflects its own operations rather than simply copying a college model. Chasity noted that the goal is large but attainable, with support from district leadership, and that the Senate should create infrastructure that continues even after current funds are exhausted.

Chasity read the draft goal related to responsible and practical artificial intelligence implementation. The goal includes contributing classified perspectives to districtwide AI planning, advocating for role-specific guidance, clear expectations around data privacy, confidentiality, accessibility, appropriate use, and human review, and supporting learning opportunities that help employees use AI safely and effectively. Peter stated that clearer standards or policy guidance would help employees understand what is appropriate. Kelly noted that Chancellor's Council is expected to take on significant AI policy work in the fall, likely beginning in late September or October.

Ann-Marie read the draft goal related to strengthening shared governance representation and committee communication. Discussion focused on distributing committee participation more broadly, formalizing committee assignments, and standardizing report-outs so members receive meaningful updates about discussions and decisions that may affect classified professionals. Chasity clarified that committee report-outs do not need to include every detail from each meeting, but should focus on information relevant to District Services classified professionals or items that may affect planning.

Chasity read the draft goal related to meaningful classified involvement in Program Review and resource planning. The goal includes tracking implementation of approved 2025-2026 District Services Program Review positions, monitoring deferred or unresolved resource requests, supporting earlier classified feedback during the next Program Review cycle, and strengthening department-level communication about goals, requests, service outcomes, staffing impacts, and SERP transition effects. Chasity noted that the prior year's Program Review feedback process was somewhat informal and that the Senate may be able to provide more timely and formal feedback during the next cycle.

Joy read the draft goal related to improving classified engagement, communication, and participation. The goal includes making Senate work more visible and easier to understand through regular meetings, website updates, Board reports, accomplishment summaries, targeted outreach, and continued clarification of the distinction between Senate shared governance work and SEIU labor representation. Chasity noted that seated senators will help broaden communication and encourage members to participate in Senate and shared governance spaces.

The draft goals will return in August for a Senate vote. Chasity stated that the high-level goals will be brought forward for formal action, while the more detailed background information will help members understand the purpose and possible measures for each goal.

3.5 Convocation Schedule & Activities

Chasity introduced discussion of the Convocation schedule and noted that Convocation is scheduled for August 20. Kelly explained that this year's Convocation is intended to be more inclusive of all employees. Afternoon breakouts will be structured differently than in prior years, with classified professionals from across the district meeting together rather than only in department-based breakouts.

Kelly reported that the classified professional breakout will focus on artificial intelligence and using AI in the workplace. Peter has volunteered to participate on a panel, and representation is expected across the district, including facilitators from the colleges. Administrators and faculty will also have separate afternoon sessions. Additional social opportunities may be available later in the day, and more information will be shared in the coming weeks.

Chasity stated that the classified AI panel will provide information on how AI is being used by classified professionals across the district and may provide an opportunity for employees to express interest in future work related to AI planning or the train-the-trainer model. Kelly explained that the district is working toward a future train-the-trainer model in which classified professionals train classified professionals, faculty train faculty, and administrators train administrators. This model is intended to reduce reliance on expensive external training and create ongoing professional development opportunities for trainers.

3.6 Professional Development

3.6.1 Professional Development Day for District Services Classified

Ro reported that a District Services Classified Professional Development Day is being planned for Friday, August 21. Final details, including time, schedule, and rooms, were still being confirmed. Ro noted that the event is significant because it has been a long-standing goal and will provide a dedicated professional development opportunity for District Services classified professionals. Communication with additional details will be sent as planning is finalized.

Ro also shared that an anonymous survey is being considered so classified staff may submit questions they would like addressed by leadership. Chasity added that the planning is occurring in coordination with Chancellor Gerhard and Vice Chancellor Druley. The first Professional Development Day is expected to include internal presenters from Human Resources and District Services departments. The survey will help shape programming by asking employees what information or questions they would like presenters to address. Chasity noted that another planning meeting with Vice Chancellor Druley was scheduled for July 14.

3.6.2 Professional Development Framework for Funding Allocation

Rachel provided an update on the broader professional development framework. She noted that the Senate has discussed the existing professional development funds multiple times and that the timing aligns with the new District Services Professional Development Day and the district's approval of a professional development coordinator position. Rachel explained that the colleges have processes by which employees may apply for professional development funds, requests are reviewed, and awards are made. The Senate is looking in a similar direction while developing a process appropriate for District Services classified professionals.

Rachel discussed the value of making professional development opportunities available to District Services employees, including staff at the District Office, EDCE, and other District Services locations. Potential uses include training, conference attendance, upskilling, and opportunities that may not be supported by individual department budgets. Rachel noted that planning has advanced quickly, from early discussion of a District Services flex-style day to an actual planned event, and that the professional development coordinator position helps connect these efforts.

Chasity emphasized the strong support received from Chancellor Gerhard and Vice Chancellor Druley. She stated that the Senate's goal is to establish professional development infrastructure, not only spend existing funds. The intent is to create a process that can continue beyond the current funding. The first Professional Development Day will rely primarily on internal presenters rather than external consultants. Chasity noted that lunch may be funded as part of the professional development event, but the event is not expected to use a large portion of the professional development funds.

Rachel added that the event can help District Services employees feel more connected to the larger educational institution and to the rhythm of the academic year. Chasity noted that the day is expected to include the Chancellor speaking directly to District Services classified professionals about the state of the district, local planning, hiring, budget, and operational topics. She stated that this type of local District Services conversation has not typically occurred during Convocation and represents a meaningful opportunity for communication with executive leadership.

4. Report-outs

4.1 SEIU

Chasity noted that the District Office SEIU leadership positions are currently vacant. Rachel provided a brief update, reporting that SEIU met with district management regarding a memorandum of understanding related to winter intersession and the compressed calendar. The prior MOU had expired, and discussions are underway to renew it. Rachel encouraged feedback from employees who worked during winter intersession or who may be affected by compressed calendar implementation.

Rachel also noted that the Wednesday before Thanksgiving has historically been a holiday for employees and will remain a holiday, but there will be instruction that day under the compressed calendar. Additional support for the colleges may be needed. More updates will be provided, and bargaining unit members interested in learning more may contact Rachel.

5. Future Agenda Items

Future agenda items include committee assignments, Senate goals for 2026-2027, Convocation updates, professional development, and the District Services Classified Professional Development Day. Chasity noted that communications will be forthcoming regarding the Convocation schedule and the Professional Development Day schedule. Members should also expect a survey to help inform Professional Development Day programming.

6. Adjourn

The meeting was adjourned at approximately 1:01 PM.

7. Next Meeting

The next meeting is scheduled for August 13, 2026.