



District Services Classified Senate

Thursday, August 13, 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, EDCE & TVCC
☐ Vacant, Activities Coordinator	☒ Kelly Costello, Chancellor's Office, PRMG & ITS

Members Present: Michael McClung, Cathy Gould, Uma Nadkarni, Jennifer Hanna, Melissa Lee

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 Chasity noted that the meeting was being recorded for the purpose of preparing minutes and would not be published or shared.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 August 13, 2026 agenda was reviewed, and members were invited to provide changes or revisions. Dawn motioned to approve the agenda, and Ro seconded. With no objections or abstentions stated, the August 13, 2026 agenda was approved by consensus.

2. Review and Approval of Minutes

2.1 Approval of Minutes - July 09, 2026 Meeting

Draft minutes from the July 9, 2026 meeting were reviewed. Chasity summarized the major items from the July meeting, including approval of the June minutes, election results and welcoming new senators, the 2026-2027 meeting calendar, IPBM committee assignments, Senate goals, Convocation activities, professional development planning, SEIU, future agenda items, and adjournment.

Members were invited to provide corrections or edits. No corrections were stated. Dawn motioned to approve the July 9 minutes, and Joy seconded. With no objections or abstentions stated, the July 9, 2026 minutes were approved by consensus. Chasity stated that the minutes would be finalized and posted.

3. Discussion / Decision Items

3.1 (ai) IPBM Committee Assignments 2026-2027

Chasity reviewed the Institutional Planning and Budget Model committee assignment process and directed members to the district committee information posted on the District Office website. She noted that the Senate holds voting seats on the District Facilities Committee, District Planning and Budget Committee, and District Technology Coordinating Committee, as well as participation in the District Enrollment Management Committee and Chancellor's Council.

The proposed 2026-2027 assignments were reviewed: Chasity Whiteside for Chancellor's Council, Dawn Neideffer for the District Enrollment Management Committee, Roseann Renzullo for the District Planning and Budget Committee, and Cathy Gould for the District Technology Coordinating Committee. Chasity initially listed herself for the District Facilities Committee because no other representative had volunteered. Joy Iwashimizu offered to serve as the official representative for the District Facilities Committee, and the document was amended to list Joy in that role.

Peter motioned to approve the 2026-2027 committee assignments as amended, and Ro seconded. With no further edits, objections, or abstentions stated, the committee assignments were approved by consensus. Chasity stated that the updated document would be published as final.

3.2 (ai) Senate Goals for 2026-2027

Chasity reviewed the proposed Senate goals for 2026-2027 and explained that the goals are stated broadly, but additional details had been developed to identify how progress may be measured and accomplished during the year.

The goals reviewed included modernizing the Senate Constitution and Bylaws; developing a District Services professional development framework; engaging in responsible and practical artificial intelligence implementation; strengthening shared governance representation and committee communication; supporting meaningful classified involvement in Program Review and resource planning; and improving classified engagement, communication, and participation.

Discussion emphasized that Constitution and Bylaws updates will include bringing the 2004 document up to date and addressing Facilities, Bond, Maintenance and Operations representation. The professional development framework was described as a business process for classified professionals to request professional development opportunities, both while current funds are available and as a longer-term District Services process. Chasity also noted that the Senate will participate in districtwide AI policy and procedure conversations through Chancellor's Council and will continue supporting AI training and communication.

Joy motioned to approve the Senate Goals for 2026-2027, and Cathy seconded. With no additional feedback, objections, or abstentions stated, the goals were approved by consensus.

3.3 Convocation Schedule & Activities for Classified - August 20

Chasity reviewed the published Convocation schedule for August 20 at Las Positas College. She noted that this year's schedule includes a classified professional session in the afternoon, which is different from prior years. Schedule items discussed included breakfast, the SEIU meeting for bargaining unit members, the regular lunch period, the District Services meeting from 1:00 to 2:30 PM, a break, and the all-classified session from 2:45 to 4:00 PM focused on AI use in daily work, service, and operations.

Peter provided additional information from the planning discussion with Vice Chancellor Jeannie Wilson. He shared that separate conversations are being planned for classified professionals, faculty, administrators, and other groups. The classified session is intended to introduce employees to how AI is already being used, how it may support daily work, and how classified professionals may use it as a tool to support efficiency and productivity. The session is expected to include panelists, moderators, note-taking, and an opportunity for participants to ask questions.

Dawn asked whether the ethics of AI in higher education had been raised in prior discussions. Chasity responded that ethical use has been discussed repeatedly, but the district does not currently have a formal AI policy or clear districtwide guidelines for workplace use. Chasity emphasized that classified participation in policy development will be important as AI Board Policy and Administrative Procedure work moves through Chancellor's Council. Dawn shared concerns about critical thinking, independent writing, and responsible use, and noted that she planned to attend AI training with an open mind.

Chasity also noted that a karaoke social is scheduled from 4:00 to 5:00 PM after the AI session, providing an opportunity for classified professionals from across the district to gather informally. Members were encouraged to participate in the AI session and related discussions so the Senate can bring back classified feedback and concerns to support responsible AI implementation across the district.

3.4 District Services Professional Development Day - August 21

Rachel provided an overview of the inaugural District Services Classified Professional Development Day. She explained that the day is intended to provide District Services classified professionals with professional development opportunities comparable to those available at the colleges. She thanked members who had submitted RSVPs and emphasized that classified professionals also deserve training and professional development opportunities.

Rachel reviewed the planned structure for the day, including breakfast beginning at 8:30 AM at EDCE, a State of the District presentation by Chancellor Gerhard, a break, a workplace safety training titled "Workplace Safety: Things You Shouldn't Learn the Hard Way," lunch, and a 1:00 PM Q&A with executive administrators based on questions submitted by classified professionals. Chancellor Gerhard is expected to close the day. Rachel noted that the event will help gather feedback for future District Services professional development activities, especially as the district moves toward hiring a professional development coordinator.

Chasity opened the item for additional discussion. Ro encouraged members to RSVP, participate, and help communicate event details to coworkers. Chasity reported that 45 responses had been received so far, with 40 people attending and 5 unable to attend. She estimated that the invitation had gone to approximately 120 to 122 permanent District Services classified professionals, including District Office, ITS, EDCE, and Maintenance and Operations employees assigned to the college campuses.

Peter noted that the RSVP response shows interest, particularly because some employees who normally do not work Fridays under the 4/10 schedule may be adjusting their schedules to attend. Ro emphasized that executive leadership is encouraging attendance and that employees should coordinate with their managers as needed. Members discussed the importance of sharing practical details with colleagues who may not have read or retained all email communication. Ro also suggested reminding attendees to bring a sweater or jacket because EDCE rooms may be cold, and to bring a refillable water bottle.

4. Report-outs

4.1 SEIU

Rachel provided an SEIU update. Bargaining is continuing regarding the compressed calendar and winter intersession. She noted that the Wednesday before Thanksgiving remains a holiday for employees, but will be an instructional day under the compressed calendar, so related language is being discussed to address how work during that period may be handled.

Rachel also reported that conversations are beginning around DEIAB and how related requirements may be reflected in classified evaluations. She noted that the conversation is in the early stages and that additional information will be shared as it develops. SEIU is also still seeking employees to serve as District Office site secretary and site vice president. Interested employees were encouraged to contact Rachel.

Chasity asked for an update regarding the retroactive payment expected in September. Rachel reported that the payment remains in process and that Payroll is testing with ITS to ensure employees receive the correct amount. The 2026-2027 fiscal year increase should already have appeared on the July paycheck, and the prior-year retroactive payment is expected on the September paycheck. Rachel noted that employees may wish to consider withholding impacts due to the larger payment.

5. Future Agenda Items

Future agenda items discussed included the Constitution and Bylaws update timeline, a Convocation debrief, a District Services Professional Development Day debrief, the professional development framework, AI policy and classified feedback as Chancellor's Council resumes, the Program Review calendar and classified feedback process, standing committee report-outs, and Board Policy and Administrative Procedure review items from Chancellor's Council.

Chasity noted that when items require a vote, the Senate will generally present the item for discussion at one meeting and bring it back for action at the following meeting so members have time to gather feedback from their areas. A post-event survey will also be sent after Professional Development Day so members can provide feedback on the event.

6. Adjourn

The meeting was adjourned at approximately 12:52 PM.

7. Next Meeting

The next meeting is scheduled for September 10, 2026.