



District Services Classified Senate

Thursday, September 10, 2026

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

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: Cathy Gould, Khush Grewal, Leticia Macias, Melissa Lee

1. Review and Approval of Agenda

The meeting was called to order by Chasity at approximately 12:01 PM. Ro motioned to approve the September 10, 2026 agenda, and Cathy seconded. With no objections or abstentions stated, the agenda was approved by consensus.

2. Review and Approval of Minutes

2.1 Approval of Minutes - August 13, 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.

3. Discussion / Decision Items

3.1 (ai) Senate Constitution and Bylaws: First Draft for Review

Chasity introduced the first draft of the updated District Services Classified Senate Constitution and Bylaws. She explained that the governing document was originally created in 2004 and is being modernized to reflect the current District Services structure and Senate operations. The draft is redlined so members can distinguish existing language from proposed revisions. Although the item is identified as an action item, the September discussion was the first review and no vote was taken.

Key proposed revisions include replacing references to "District Office" with "District Services"; clarifying that membership includes permanent full-time and permanent part-time classified professionals, including confidential and supervisory personnel; excluding temporary, hourly, short-term, student, professional expert, and other non-permanent employees; and adding a fifth Senator representing Facilities, Bond, Maintenance and Operations. Chasity noted that Facilities and M&O were not represented in the 2004 structure because District Services was organized differently at that time.

The draft also adds procedures for amendments and ratification, including a two-thirds vote of members who respond to the call to vote; separates the Bylaws from the Constitution; formalizes electronic voting; allows the Senate to establish committees and workgroups; establishes regular committee reporting; and adds language regarding Senate recommendations, professional development, parliamentary procedure, and periodic review of the governing documents.

The most significant discussion focused on terms of office. The existing Constitution limits elected officers and Senators to two consecutive terms. Chasity expressed concern that strict term limits may contribute to vacancies and suggested allowing members to continue serving when they remain willing to participate and are nominated and elected through the regular election process. Ro suggested considering an exception for members running unopposed after reaching the term limit. Rachel asked for clarification

regarding when such an exception would apply, and Peter noted that retaining an election requirement could preserve an opportunity for others to run while still allowing an incumbent to continue when unopposed.

Members agreed that additional research would be helpful to balance continuity, participation opportunities, fairness, and the need to keep leadership positions filled. Chasity will review additional examples, discuss the language with the Governing Council, and return with revised terms-of-office language in the next draft. Members may submit additional feedback by email or through their area Senator. The second draft will return at a future Senate meeting.

3.2 Board Policy and Administrative Procedures Review

Chasity reported that Chancellor's Council completed first reading on September 8, 2026 for the current Board Policy and Administrative Procedure review cycle. The Senate review materials are posted on the Senate website so members can review the proposed track changes and submit feedback before the items return to Chancellor's Council on October 13 for second reading and possible final adoption.

Items under review include BP 2365 Recording, BP 2710 Conflict of Interest, AP 2325 Teleconferenced Meetings, AP 2710 Conflict of Interest, and AP 6600 Capital Construction. Chasity briefly reviewed the proposed changes, noting that several updates modernize or clarify existing language, including technology-neutral recording language, conflict-of-interest disclosures related to prospective employment, remote participation requirements, and capital construction provisions.

A separate working draft of BP 3775 Responsible Use of Artificial Intelligence was also reviewed. Chasity clarified that BP 3775 is for discussion only and is not on the same second-reading/adoption timeline as the other policies. The draft establishes broad principles related to human-centered judgment and accountability; equity, accessibility and nondiscrimination; privacy, security and intellectual property; transparency, accuracy and integrity; teaching and learning; and AI literacy and continuous improvement.

Discussion emphasized that the Board Policy is intentionally high-level and that much of the operational detail will likely be addressed in the Administrative Procedure. Chasity noted questions about how the eventual procedure may need to address AI embedded in third-party software and automated features, not only stand-alone generative AI tools. Cathy observed that the draft reads as a broad executive-level framework spanning both instructional and administrative use and agreed that implementation detail will likely reside in the Administrative Procedure.

Members were encouraged to share the working draft broadly within their areas and submit comments, proposed edits, or general feedback to Chasity or their area Senator. The Senate will revisit the AI policy at the October 8 meeting before Chasity returns to Chancellor's Council on October 13 to share classified feedback.

3.3 Program Review Timeline

Chasity reviewed the fall District Services Program Review timeline. Service areas are expected to finalize Program Review documents toward the end of October, and classified professionals should begin hearing information from managers during that time. At the October Senate meeting, members will be asked whether Program Review discussions have occurred in their areas and whether they have feedback from those conversations.

If department-level discussions have not yet occurred, the Senate will continue the check-in in November. Draft District Services Program Review documents are expected to be published on the Chancellor's website by the end of November. Members who would like to participate in their area's Program Review discussion were encouraged to communicate with their managers as the work progresses.

3.4 Professional Development

3.4.1 Professional Development Day Feedback & Expenditures

Chasity reported that final expenditures for the inaugural District Services Classified Professional Development Day totaled \$626.22 from the Classified Professional Development Block Grant. The expenses were associated with food and beverages provided during the event.

Feedback collected through the post-event survey and from executive leadership was described as overwhelmingly positive. Participants appreciated the opportunity to engage directly with district leadership, ask questions, and connect with colleagues across District Services. Chasity recognized Ro for coordinating significant event logistics. Ro emphasized that the event was a group effort and thanked Governing Council members and others who helped during the day.

Suggestions for future events included providing name tags, considering catered food so Senate leaders can participate more fully rather than working event logistics, shortening the workplace safety presentation, and selecting a date that is not immediately after Convocation. The timing after Convocation was identified as the most consistent concern because District Services classified professionals are heavily involved in supporting Convocation activities. Members agreed that the first event was a strong success and expressed interest in continuing the Professional Development Day in future years.

3.4.2 PDEV Day Follow-Up: Workplace Safety

Chasity highlighted the workplace safety information distributed by Vice Chancellor Jennifer Druley following Professional Development Day. The communication provided links to District workplace safety resources and served as

follow-up to questions raised during the event. Chasity encouraged members to review and retain the information, noting that it included useful District-specific resources and procedures.

3.4.3 Framework for Funding Allocation and Requests

Chasity reported that a small Governing Council workgroup is continuing development of a business process that would allow District Services classified professionals to request use of the Classified Professional Development Block Grant funds. The work is intended to establish a clear and sustainable funding request process rather than rely on informal requests.

The workgroup is scheduled to meet with Vice Chancellor Druley the following week to continue the discussion and to begin considering timing for the next District Services Professional Development Day. Additional information will return to the Senate as the framework develops.

4.2 Committee Reports: DEMC, PBC

DEMC: Dawn provided a brief update from the first District Enrollment Management Committee meeting of the academic year. Vice Chancellor Jeannie Wilson welcomed members and reviewed the committee framework. Much of the discussion focused on the DEMC Allocation Model Workbook and establishing 2027-2028 FTES and FTEF targets. Chancellor Gerhard requested that the workbook be reviewed through each college's enrollment management committee, and co-chair Jeff Drouin requested that college feedback be brought back to the October DEMC meeting for further discussion.

PBC: Chasity summarized the first Planning and Budget Committee meeting. The committee reviewed annual IPBM survey results, standing budget status reports, and new member appointments, including Ro as the District Services Classified Senate representative and Vice Chancellor Jeannie Wilson as the District Services administrator representative. The committee also reviewed BP 6250 Budget Management, including clarification that a 16.7 percent unrestricted reserve represents approximately two months of annual expenditures.

PBC also discussed upcoming college Program Review presentations planned for November and raised the question of whether District Services Program Reviews may also be presented at the district level. Chasity noted that increased public discussion of District Services Program Review would improve transparency and provide information that historically has not been shared as broadly.

4. Report-outs

4.1 SEIU

No report. Representative had to leave early to attend an in-person training.

5. Future Agenda Items

Future agenda items include the second draft of the Senate Constitution and Bylaws, continued review of the working draft AI Board Policy, Program Review updates, the professional development funding allocation/request framework, SEIU updates, and committee report-outs as additional district committees resume meeting.

6. Adjourn

The meeting was adjourned at approximately 1:01 PM.

7. Next Meeting

The next meeting is scheduled for October 8, 2026.