

# CPDC MINUTES

LOCATION: [Online](#)

DATE: April 8, 2025

TIME: 11:00 - 12:30 p.m.



	<b>Cynthia Orr</b> Tri-Chair, CSEA 262		<b>Kimberly Butler</b> Tri-Chair, CSEA 651	x	<b>Diana Dzib</b> Tri-Chair, Class. Senate	x	<b>Lisa Rodriguez</b> POD		<b>Vanessa Ortiz</b> Confidential Rep
x	<b>Timothy Leslie</b> Class. Senate Rep	x	<b>Valerie Biller</b> CSEA 262 Rep		<b>George Gutierrez</b> CSEA 651 (Pres.)	x	<b>Ramiro Pinedo</b> CSEA 262 PT Rep	x	<b>Aaron Mezzano</b> POD (non-voting)

ITEM	Member	Description/Notes
<b>CALL TO ORDER</b>	Chairs	Meeting called to order at 11:08 a.m.
<b>AGENDA AND MINUTES REVIEW</b>	Coordinator	<p><b>Agenda Approval:</b> Motion to approve agenda by Tri-Chair, Seconded by CSEA 262 Rep, vote carries all in favor, passes.</p> <p><b>Minutes Approval:</b> Motion to approve the CPDC meeting on March 25, 2025, minutes by Tri-Chair, Seconded by CSEA 262 Rep, vote carries all in favor, passes.</p>
<b>BUDGET UPDATES</b>	Coordinator	Regular Fund and Grant Updates - Reviewed current funds, spending options for CPD Day Keynote and Swag purchases.
<b>EMPLOYEE GROUP AND COMMITTEE UPDATES</b>	All	<p>a) <b>Confidential Employees</b> - tabled.</p> <p>b) <b>CSEA 651</b> - tabled.</p> <p>c) <b>CSEA 262</b> - New revisions for AP presented at PAC but pulled back, suggested changes forthcoming.</p> <p>d) <b>PDC</b> - Some funds remain and can be used for classified/confidential travel. PDC is reviewing denied applications with the hope to approve formerly declined applicants. POD provided information criteria considered when reviewing applications.</p> <p>e) <b>POD</b> - New Employee Success Program (NESP) is rolling out by POD and HR. POD asked CPDC members to sign up as mentors and share with their other groups to help onboard new employees. Reviewed in-house training opportunities.</p>
<b>OLD BUSINESS</b>	Chairs	<p>a) <b>Prospective CPD Day Keynote Speaker Review/Voting</b> - Reviewed votes for keynote speaker between meetings. CSEA 262 Rep motioned a vote to bring the highest voted speaker, Dr. Julia Locklear, to campus as CPD Day 2025 Keynote Speaker, seconded by Classified Senate Rep. Vote carried unanimously, and was approved. Classified Rep will contact Dr. Locklear to schedule a meeting date and include POD and Tri-Chairs.</p>

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- b) **Review CPD Day Swag Review/Voting** - Reviewed votes and discussed purchase options for CPD Day 2025 swag for participants. Committee agreed on purchasing pins and padfolios for participants but leave some remaining funds for additional purchases. CSEA 262 motioned to vote on purchase of pins and padfolios, seconded by Tri-Chair. Passed unanimously and approved. ]
  - c) **Remaining Budget Expenses, Purchasing Deadlines** - Reviewed remaining funds, fiscal deadlines, and considerations within the next 2 weeks prior to purchase order deadlines. Identified potential items for purchase, will return to these at next meeting.

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**NEW  
BUSINESS**

Chairs

- a) **CPD Day Taskforce Selection** - Reviewed submission of CPD Day Taskforce and Volunteers. Identified a taskforce volunteer who can create the CPD Day 2025 logo for pins and padfolios. Chairs will recruit from pool soon.
- b) **Minimizing CPD Day Office Operations** - CSEA 262 suggested tri-chairs discuss the possibility of a campus shutdown during CPD Day 2025 to increase the availability of classified and confidential employees. They will bring this to the President during their meeting to ask for assistance from the President's Office to cover hospitality charges for CPD Day 2025.
- c) **New Employee Welcome Recap (March 27, 2025)** - POD reviewed New Employee Welcome participants (12), topics, and outcomes from new activities. Three on probation signed up for New Employee Success Program.

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**PARKING LOT AND  
ADJOURNMENT**

All

- Tri-Chairs meet with President for hospitality, campus shutdown
- Classified Senate rep will contact Dr. Locklear to set up a meeting, discuss payment schedule, and deliverables.
- Identify specific wording of CPD Day 2025 Theme for swag.

Meeting adjourned at 12:20 p.m.