Professional Development Committee  
Thursday, September 20, 2012  
3:00 pm to 4:30 pm  
BEB-204  
MEETING MINUTES

Committee Members:  

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<th>S. Burks</th>
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I. Approval of Minutes  
   a. First meeting of year.  
   b. November Retreat – November 9 or 16, 2012, 1:00-4:30pm (Potluck at noon). PD discussed hosting a retreat this year; however, Laura felt that things have leveled off enough that it does not warrant having one. We will keep our regularly scheduled meeting of October 18th. Angie advised that we will probably need to meet at length to prepare for Health & Wellness week so it was suggested that we have a retreat in January. Laura suggested that we wait until November to see what everyone’s schedule is then make plans for a retreat if needed.

II. Fall Flex Wrap Up. Laura informed PD that Fall Flex had been planned as of our last meeting in May; however, we ended up integrating the Retiree and Service Award aspect of what was traditionally the luncheon, into the Convocation program. This wasn’t something that the committee discussed or planned but was changed at the last minute. Dr. Shannon wants to discuss how we are going to do this in the future. There were issues with the changes to the program, one, it went too long, and two, it was disappointing to see many people leave before the faculty presentations spoke. It was suggested that in the future, Convocation should be scheduled where Dr. Shannon is the last to speak.  
   a. Convocation – confusion with in-service and Flex credit. Dr. Guerrero wants Laura to speak with the Calendar Committee and ask if we need as many Flex days as we have. Dr. Guerrero’s point is that with the Faculty Success Center, there is a lot of ongoing professional learning and that’s really what the focus of Flex is supposed to be. Maybe we need to look at the Flex calendar differently and wouldn’t have to have as much as we’ve had. It was asked if Flex is determined by the Calendar Committee and if it is contractual. Laura said yes Flex is determined by the Calendar Committee; however, the only thing that is contractual is the 176 service days which 5 of those days are designated as Flex. The District sets the calendar and the 176 days are not negotiable but how those days get spent is up to the District. Laura did think it was very successful to have the department/school meetings on the same day as Convocation. If the District decides to keep Convocation as an in-service day, then we need to educate faculty about an in-service day as opposed to a Flex day. Laura said we’ll see what the Calendar Committee comes up and that will give us an idea on how to proceed with future planning.  
   b. Video Conferencing to Fontana and Chino. The video conferencing did not go off as planned. The Chino campus could not conference into the workshop despite assistance from ITS. Fontana was able to hear the presentation but the presenters couldn’t hear them and Fontana could not see the presenters. Prior to the presentation, a run through was done with the Fontana Center; however, we were not able to connect with the Chino Center to do a run through. If we plan future workshops for video conferencing to Fontana and Chino, we will have to arrange for a run through prior to the presentation. Angie will contact Lance McGee in IT to set up protocol for video conferencing to Chino and Fontana prior to Spring Flex. PD discussed going back to the original plan of streaming the workshop to the site; however, the off sites would not be able to participate in the presentation like you can with the video conference and with the streaming you would have to have an IT person on site throughout the presentation.  
   c. In-Lieu-of-Flex Clarification. No discussion.
d. Question Contest. Angie volunteered to do the question contest. She advised PD that Donna provided a website link that has health questions that can be used for the contest. Angie would also consult with Candice Tinsley, the Nutrition instructor, to help with the questions.

V. CPAC. Roni was absent for the meeting; however, Laura informed PD that the survey results from the Classified Assessment have been completed by Institutional Research and Giovanni Sosa would be presenting the results to the committee. The results of the assessment would be the basis for creating a calendar of events for next year.

VI. Floor Items. Laura asked if we had ever received the survey results for the Fall Flex activities and Angie said she had not. She will contact Jim to get those results for the next meeting.

VII. Adjournment. The meeting adjourned at 4:06pm. Our next meeting is scheduled on October 18, 2012 at 3:00 pm in BEB-204.
Professional Development Committee  
Thursday, October 18, 2012  
3:00 pm to 4:30 pm  
BEB-204  
MEETING MINUTES

Committee Members:  
P. Boroski ✓ S. Burks ✓ P. DeVries ✓ D. Dominguez ✓ H. Ell ✓ L. Hope ✓ 
A. Horton ✓ E. Jacobson ✓ J. Jimenez ✓ G. Keith-Gibson ✓ M. Moreno ✓ J. Osgood ✓ 
R. Osmanian ✓ L. Savitzky ✓ C. Walker ✓ D. Walker ✓ J. Wall ✓

I. Approval of Minutes  
b. Retreat – January. Present Hope/Mindset workshop at retreat. The committee discussed hosting this  
workshop at the retreat so that members would be familiar with what is going on campus wide. The  
question was raised as to how long the workshop is and Cindy advised that in order to make the  
workshop interactive and engaging, it would take two hours. Since the retreat is scheduled for four  
hours to plan events for the remainder of the year, Laura asked if it would be possible to make the  
workshop one and a half hours. Cindy agreed it could be done in that time frame and since this is the  
focus of the institution, it was agreed to have the workshop during the retreat. The committee agreed  
to host the retreat on Friday, January 25th from 11:00 am to 3:00 pm in the Faculty Success Center.

II. Recommendation Six of the Student Success Task Force Recommendations. Laura advised that the  
Student Success Task Force Recommendations are going into law under the Student Success Act and one  
of the aspects of the Chancellor’s recommendations has to do with Flex and professional learning.  
a. The Role of Professional Development. The Chancellor’s office is interested in strengthening  
professional learning as a focus of the community college for both faculty and staff. But specifically  
Flex only relates to faculty. One of the things we are going to be asked to do is provide input to the  
Chancellor’s office about Flex. Dr. Guerrero, from an administrative stand point, de-emphasized the  
importance of Flex because we have the Faculty Success Center which other colleges do not have. We  
have a built-in component for faculty that is ongoing and we are also developing professional learning  
for classified as well. It’s an issue we need to be mindful of because the requirements for Flex may  
need to be changed based on the way the law changes. They are looking to narrow the categories; right  
now there are nine broad categories for Flex. The Chancellor’s office is looking to strengthen the  
language that Flex is about advancing student success. By the time we have our retreat, the  
Chancellor’s office may have narrowed those categories for us which will give us guidelines for fall  
Flex. The calendar committee met and agreed on a calendar for the academic year, 2013-14, with one  
fewer Flex day than we previously had. So for fall we will have a Convocation day which is a service  
day and one Flex day; two Flex days in the spring, and Flex on the day of Faculty Lecturer that is now  
on Wednesday rather than Tuesday. The 2013-14 calendar now reflects four Flex days and a service  
day in which instruction does not occur but is devoted to professional learning. Faculty Lecturer was  
moved to accommodate the Fast Track classes.

III. Flex 2012 Workshop Evaluation Results  
a. Spring 2012 Scheduled Workshop Evaluation Results. The committee reviewed the workshop  
evaluation results and overall they were good. Technology and coordination of technology is a  
concern. Dr. Dembo, our guest speaker, received very positive feedback. RoseAnn commented that  
the workshop Success Guides received high marks as well as AMAN/AWOMAN. It was mentioned  
that the AMAN/AWOMAN workshop was previously presented in the Faculty Success Center and  
Laura asked to what extent should there be crossover between what happens in the Faculty Success  
Center and Flex? Should there be any or should there be some and how much? Lynn stated that it has
Professional Development Committee
Thursday, December 6, 2012
3:00 pm to 4:30 pm
BEB-204
MEETING MINUTES

Committee Members:

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I. Approval of Minutes
   a. Meeting minutes from October 18, 2012 approved

II. Spring Flex – January 10-11, 2013 and Faculty Lecturer of the Year.
   a. Kick-off Presentation – Dr. Shannon and Sherrie Guerrero Q and A. Laura met with Sherrie Guerrero and Dr. Shannon about Spring Flex. The theme for Flex is “Navigating the Chaffey College Student Success Agenda in the Brave New World.” Dr. Shannon will give his opening speech and Dr. Guerrero will be giving the Integrated Planning presentation. Dr. Shannon asked that Dr. Pinedo be added to the Q&A and that a panel be set up on the stage for all three to be able to answer questions. The committee agreed to set up a Twitter account for the sites to be able to participate in the Q&A.
   b. Workshop Offerings – finalize schedule of workshops and school meetings. Angie was informed that Human Resources would not be doing the Sexual Harassment Prevention training at Spring Flex. Angie will confirm with Susan Hardie before the schedule is distributed. The committee discussed other alternative dates and it was suggested that we offer it during Faculty Lecturer of the Year and again during Fall Flex. Laura advised that there still seems to be some confusion about the SLOs. It was suggested that the Flex workshop schedule show school/department/SLO updates from 1:00 pm – 3:00 pm and Angie will schedule computer labs and forward that information to Laura, and she will forward to the deans.
   c. Finalize technology and A/V needs. The committee discussed the additional A/V needs for Flex with the added Q&A component of Kick-off. It was determined that in addition to the live stream feed equipment, two additional laptops will be needed for the sites and two additional microphones for the panel set up. The Twitter account will be set up by RoseAnn Osmanian. Laura will ask Eric Bishop and Teresa Hull if they will be facilitators or designate one of their staff members to assist with the Q&A part.

III. Health & Wellness Week – Choose Subcommittees. Angie distributed copies of the H&W program volunteer form and the PD Event Preparation form. These forms will be used to set up subcommittees and assist with the planning of H&W week activities.
   a. Walk-Run Event – April 13, 2013. The following committee members volunteered to work this event; Jacque Wall, Jane Jimenez, Cindy Walker, Laura Hope, Gail Keith-Gibson, Melissa Sosa, Angie Horton, Paula Boroski, and Eric Jacobson. The subcommittee will designate someone to solicit a basket from the bookstore and the Foundation as opportunity drawing prizes.
   b. Workshops or “Meet-ups” (tennis, hiking). Cindy Walker will chair the workshops and meet-up subcommittee.
   c. Cooking Contest – Soup Recipe. The subcommittee will assist with the setup for the contest, distribute guidelines, take reservations, secure judges and judging materials, and coordinate activity on the day of the event. Joanne Osgood, Lyn Savitzky, and Angie Horton will chair this event.
   d. Question Contest – Angie will chair this contest. This year we’ll concentrate on exercise questions.
Professional Development Committee  
Friday, January 25, 2013  
11:00 am to 4:00 pm  
MACC-208  
PD RETREAT MINUTES

Committee Members:  
P. Boroski  √  S. Burks  √  D. Fitzgerald  √  D. Dominguez  √  H. Ell  √  L. Hope  √  
A. Horton  √  E. Jacobson  √  J. Jimenez  √  G. Keith-Gibson  √  M. Moreno  √  J. Osgood  √  
R. Osmanian  √  L. Savitzky  √  C. Walker  √  D. Walker  √  J. Wall  √  

I. Hope and Mindset Training (Cindy and Laura) – Cindy started off the PD Retreat with the Hope and Mindset and how the research around these concepts relates to our Strategic Vision. Handouts are attached to the minutes. During the working lunch the committee talked about how to apply the Hope and Mindset training and strategies to Professional Development as well as students. It was discussed on how to interact with students using the Hope and Mindset training and what the committee can do to help these students with having hope and different strategies for reaching their goal. This philosophy can be used for students, but the committee must also apply this training to themselves as well. Laura stated that the Hope and Mindset training needs to be done across the campus at Chaffey College.

II. Overview of Health and Wellness Week Schedule and Plans:
   a. Walk/Run Event: The sub-committee discussed the details for the walk/run event that will be held on Saturday, April 13, 2013 at 8:30 a.m. Everyone who is helping the day of the event will need to show up by 7:30 a.m. The following details were discussed by the sub-committee:

      Tasks:
      • Marketing/Publicize: contact Peggy (Hope Ell)
        o Flyers at anniversary
        o Add to marquee
        o Chaffey vision In the News
        o Breeze ad (Hope Ell)
        o Send email announcement to faculty (Cindy??)
        o send out flyers/collect money (Hope Ell)
        o Extra flyers to various buildings (Cindy)
        o Alumni/Foundation email (Nick – Hope)
        o City of Rancho Cucamonga (Melissa)
        o Chamber of commerce (Gail)
      • Order tables, chairs, easy-ups, flag from M & O (Angie)
      • Talk to Justin Caudill and German Paez to help (Jane)
      • Order shirts from Jared (1 color) – get extra with no year printed (Laura)
      • Buy water, cups for water table (Laura)
      • Buy snack packs (Laura)
      • Bottled water for the finish from either Foundation or Trisha’s husband (Hope Ell)
      • Make signs (Angie)
      • Print numbers in two different colors for walkers and runners (Cindy)
      • Laminate numbers (Paula/Jane)
      • Get stop watches (Jane)
      • Buy gift cards (Cindy)
      • Contact Timi Hayward re: EMT students (Hope)
VI. Floor Items: Laura brought up the subject of travel and conference requests for discussion. She stated that some money might be restored but that it most likely will not come back to Professional Development. She said that it had previously put the committee in some difficult situations having to approve or disapprove the requests that came in. The Office of Instruction and Student Services will have the money, so it won’t be under Professional Development. Everyone on the committee was in agreement to not take back this responsibility if the money was only going to be supplemental to other travel money. The committee still wanted to take part in creating the new forms/process and in creating and maintaining an accountability process for people who receive travel money. At the next committee meeting the group plans to discuss the set-up of the criteria for travel and conference requests and to add it under the statement on the Professional Development Conference Request form. The committee will look at the form and discuss it at the next committee meeting. It was also suggested to give people options on how to share what they’ve learned at their conference.

Cindy introduced the new committee member Duncan Fitzgerald, Business: Warehouse Management Adjunct Instructor.

VII. Adjournment: Meeting adjourned at 3:50 pm.

Next meeting: February 21, 2013, from 3:00 pm - 4:30 pm.
I. Approval of Minutes
   a. No quorum; approval of meeting minutes tabled until next meeting.

II. Health & Wellness Week – Updates on Progress of Planning/Responsibilities
   a. Walk/Run Event – Hope brought a copy of the flyer and asked for any additional updates and/or changes. The committee asked to have a statement added that sponsors are encouraged but not required and that sponsor forms are available at the time of registration. The committee would also like all forms available on the web. This will make it easier for community members to find the necessary forms. Hope will follow up with Marketing to get the forms on the web. Hope will also add a note that registration can be paid with cash or check only. Some other minor changes were made; the form should be ready for distribution on Monday.

   A big change for this year is that we will allow team registration. Team registration will be $15 per person ($20 during the late registration period) and there will be a prize to the team that brings in the most donations. Hope raised a question about whether teams have to sign up as walkers or runners for the whole team. Since we won’t be giving a prize to a team based on fastest time, it doesn’t matter if a team consists of both walkers and runners. The sponsor form will need to be updated with team name for the tracking of donations.

   Erik asked if the route accommodates wheelchairs. The current route does not accommodate wheelchairs. In past years this has never come up so it’s not been an issue; however, if it happens to come up this year we will try to make accommodations for that. Next year, we can look at reworking the route to make it wheelchair accessible. Also discussed was starting the walkers and runners at different times to avoid problems with walkers trying to run the route. We will revisit this topic at our next meeting.

   The following people have volunteered to help with set up on the day of the event: Hope, Laura, Paula, Erik, Melissa, Jane. Volunteering at the registration table will be Laura, Paula, Jane, Hope, and Gail. We will need time keepers for the event. Jackie volunteered to staff the water table near the theatre. Hope will contact Marketing to find out if any ambassadors will be available to work the event. We will need volunteers to take over the tasks that Angie had volunteered to do, which includes ordering tables, chairs, easy-ups, and a flag for the event. Last year, volunteers had to pay $5 for a t-shirt; we haven’t discussed whether that will be the case this year. Hope will follow up with Laura to find out if we need to do that.

b. Workshops or “Meet-Ups” (tennis, hiking)
   Cindy has already gone on a couple of hikes to find suitable routes. There are different options available depending on the weather. The hikes will be held the Friday of health and wellness week at 1pm. The tennis meet-ups are planned for Tuesday and Thursday of health and wellness week. Jane has already reserved the courts. However, Jane spoke to Phil Roberts about a fitness boot camp; Phil liked the idea and is willing to do it. He hasn’t confirmed with Jane yet, but his initial proposal was to the camp on Tuesday and Thursday, which would be an issue if we have tennis those same days. We may want to consider
Professional Development Committee
Thursday, March 14, 2013
3:00 to 4:30pm
BEB-204
MEETING MINUTES

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I. Approval of Minutes
   a. No quorum; approval of meeting minutes tabled until next meeting.

II. Health & Wellness Week – Finalize Plans
   a. Cooking Contest (Soup Recipe) – The details were discussed for the cooking contest which will be held on Wednesday, April 10, 2013 at 12:30 p.m. The committee approved using the same judges that were used last year; Dr. Shannon, Annette Henry, and Candice Hines-Tinsley; Laura said she will contact them. Melissa will keep track of everyone who registers to participate in the contest. The committee also agreed on getting two gift cards to Trader Joe’s; for $50 for 1st prize and $20 for 2nd prize. Hope stated that she would book the MACC room for the contest.

   b. Question Contest – Erik and Cindy came up with a nice selection of questions pertaining to Health and Wellness and the committee discussed how they wanted to set-up the question contest this year. It was decided that it would be best to do the questions through survey monkey all on one day during the Monday of Health and Wellness week and the winner will be announced at the cooking contest. Erik volunteered to keep track of the people that have answered all of the questions correctly; Laura will set up survey monkey to have the results sent to him. If more than one person gets all the answers correct, they will take those names and put them in a hat and have Dr. Shannon pick a winner. The prize will be a $25 gift card to Trader Joe’s.

   c. Activity Meet-Ups – Cindy had previously emailed the committee a flyer that she made up for all the events of Health and Wellness week. Jane brought up that Phil Roberts has come up with some very creative ideas and workouts for the Boot camp activity that is set for April 11th, she asked everyone to save their milk jugs for this boot camp. Cindy will make sure to include this information into the flyer as well as some other items that people will need to bring to this meet-up. A question was asked regarding the hiking meet-up that will be held on Friday, April 12th at 1:00 p.m., as to whether staff will need to request personal time off for this event unless they are taking their lunch during this time. After some discussion it was decided that staff would need to request time off; Hope will look for the correct language so that it can be included on the flyer.

   d. Walk/Run Event – The committee discussed finalizing the plans for the 5K Walk/Run set for Saturday, April 13, 2013, starting at 8:30 a.m. Everyone who is volunteering needs to show up to the track by 7:00 a.m. or 7:30 a.m. at the latest. German Paez will set up the arrows for the route the day before since he cannot be there that Saturday, someone will need to check the route that morning before the walk/run to make sure all the arrows are still in place. Timi Hayward will be bringing his EMT students to help out. There will be two water stations throughout the route for walker/runners and Jackie said that she would get 3 gallons of water and cups for each of the stations. Melissa will check with Angie Horton to see how many chairs, tables and easy ups were ordered for last year’s walk/run and request for M&O to set them up that Saturday by 7:15 a.m., and that we should at least have two registration tables. Walkers and Runners will turn in their numbers after they complete the route to receive their snack bag. Laura will be ordering the
sent out at the end of March with the deadline being at the end of April and the winners will be announced during convocation.

f. Fall Convocation – Jonathan Mooney will be the speaker for fall convocation and Dr. Shannon will be involved with starting the Hope and Mindset campaign for all of the Chaffey College campus. Everyone will be getting new name badges that will have a hope statement on them. The service awards will also be held at Fall convocation after the luncheon and possibly see about having the retirements along with the service awards.

V. Travel and Conference Forms –

a. Hope sent an email to the committee regarding travel guidelines and linking them with information that is stored in PSR. It was discussed about including boxes on the form for the person who is requesting the travel and conference to state what the travel is related to and to check all the areas that apply and briefly explain how they pertain to the Educational Vision and Strategic Goals. The committee talked about possibly storing the travel guidelines and forms on Moodle so that it would be easily accessible to everyone as well as accountability. Cindy said she would try and draft something up for this and bring to the next PD meeting so that it can be finalized. This will be a good idea to do for accreditation purposes as well as accountability.

Next meeting: April 18, 2013, 3:00-4:30pm
Professional Development Committee  
Thursday, April 18, 2013  
3:00 to 4:30pm  
BEB-204  
MEETING MINUTES

Committee Members:

| P. Boroski | A | S. Burks | V | D. Fitzgerald | V | H. Ell | A | L. Hope | A | E. Jacobson | V |
| J. Jimenez | V | G. Keith-Gibson | V | M. Moreno | V | J. Osgood | A | R. Osmanian | V | L. Savitzky | A |
| C. Walker | V | D. Walker | V | J. Wall | V |    |    |    |    |    |    |

I. Approval of Minutes  
a. Meeting minutes from January 25, 2013, February 21, 2013 and March 14, 2013 Approved 9/0

II. Cindy brought up that Faculty Senate is putting the request out for more faculty committee members for the Professional Development committee since we have had a few people leave.

III. Health & Wellness Week Debrief –

a. Debrief - Cindy brought up how Health & Wellness week went this year. We had 104 people participate in the Question contest and only one person signed up for the cooking contest so it had to be cancelled. Cindy and Melissa had spoken about maybe doing a dessert or smoothie contest and see if that would be more popular, since smoothies are very popular right now.

b. New Ideas - Cindy asked the committee if they would be open to trying some new ideas for Health and Wellness week. Instead of having one week devoted to Health and Wellness it would be spread throughout the year. Currently the committee gets overwhelmed by trying to have so many events crammed into one week and it seems that they are running into problems with that time period conflicting with too many other events happening around the same time period. Having all the events in the same week also seems to make it difficult for employees to participate, as they have to choose between all the different events. The committee thought it was a great idea and suggested having the 5K near Halloween since they liked the idea of a Zombies vs. Vampires 5K. There would maybe be about 2-3 events per semester and it would be nice to come up with some new ideas to get people interested. Also the committee will need to look at the calendar and come up with a good time to do these events so that as many staff/faculty are able to participate. Cindy also suggested maybe having an annual softball or volleyball game. Schools or groups can create teams. For those who don’t want to play, we can have sign-ups for cheerleaders and umpires; others can be spectators and cheer for their co-workers. The committee thought this would be a great way to create camaraderie between co-workers. Jane brought up that no one showed up for Phil’s meet-up during Health and Wellness week and he had come up with some really great ideas. It was discussed that the committee really needs to be creative and think up some new ideas that will really get people interested in events.

c. Run/Walk - Several ideas for a new run/walk event were to hold it around Halloween and possibly do a zombie run or have everyone dress up in costumes for the walk/run, or possibly work with another run/walk event where we could create a team to participate in it but choose one where we will still earn money for the college. The committee also suggested some other ideas that might raise money for students if the run/walk didn’t work out, such as working with Jamba Juice or another place that will donate some of their sales to Chaffey College. It was brought up about working with CPAC and Classified Senate to work together to raise funds for student scholarships through the 5K run/walk or a different event. The health and wellness events will need to be timed strategically so that they will work best for everyone on campus. The committee will bring ideas and set the calendar for these events at the May 9th meeting.
I. Approval of Minutes
   a. Meeting minutes from April 18, 2013 Approved 8/0

II. October 5K Run/Walk & Health and Wellness Event Timeline -
   a. Run/Walk – The committee invited Vicki Valle and Selene Pineda from CPAC to join in with Professional Development on the new 5K run/walk event in October. Saturday, October 26th, 2013 has been reserved as the date for the 5K run/walk, the track has already been reserved and once the time of the race is finalized the information will be put on the master calendar. Jane Jimenez gave the committee the 2103 Football schedule so that the run/walk doesn't get scheduled the same day as a football game. Professional Development will be joining forces with CPAC and the Child Development center to make this event a huge success, the information will be given to the new committee members of Classified Senate in July to see if they would like to participate in it as well. The money raised will go towards student scholarships, the child development center, CPAC and to Professional Development. Vicki suggested maybe naming the race “Monster Dash”, the committee agreed that it would be a good name for the race. This would make it more open for people to dress up in any costume they would want instead of just having it limited to zombies and vampires costumes.

The committee suggested maybe contacting Sherm Taylor to see about working with the car club and their trunk or treat event and possibly have both on the same day. This would allow for people to do the run/walk and then go to the trunk or treat event. Also it was suggested to contact the theatre department about having someone charging to paint faces for whoever was interested in it. Someone asked if it would be possible to do food trucks at the run/walk, Melissa will contact Jared regarding the school’s policy regarding this idea. The committee will need to see who will be able to volunteer to help that day of the run/walk and also see about getting student ambassadors; it was suggested about seeing if any of the clubs on campus would be willing to help out.

It was decided that there would be three awards given out to the fastest runner, the fastest walker and the best team. Teams will need to consist of 3 or more people and it doesn’t matter if some walk or run because the team won’t be finished until the last person on the team has crossed the finish line. Walkers will be started first to ensure that they do not cheat, runners will be started after most of the walkers have finished the first two laps around the track. The number bibs are in different colors to differentiate between the runners and walkers. A new route will need to be done to accommodate wheelchairs and strollers. It was suggested getting the t-shirts with a cute Halloween design that have Monster Dash on them. Cindy wants to have flyers for the event at convocation and have a promo during the actual convocation. Cindy said maybe having a few people dressed up as a runner and a couple of monsters chasing them across the stage for the promo. The committee talked about timing the race for people since that is a very important to people to know their time. Vicky mentioned some stopwatches and other ideas for timing the race; the sub-committee will look into this more.