



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Wednesday, March 8, 2023  
1:00 p.m. - 2:00 p.m.

In Attendance:

**City of Chino**

Marc Lucio, Councilmember  
Silvia Avalos, Director of Community Services

**Chaffey College**

Lee McDougal, Governing Board President  
Henry Shannon, Superintendent/President  
Teresa Hull, Dean Chino Campus

**Absent**

Linda Reich, City Manager

**Guests**

Rita Elias, Event Coordinator

Kim Erickson, Executive Director of Business  
Services, Chaffey College

**Recorder**

Eva Ramirez, Executive Assistant,  
Chaffey College

Meeting Locations:

**City of Chino**

Council Chambers  
13220 Central Avenue  
Chino, CA 91710

**Chaffey College Chino Campus**

Main Instructional Building  
Room 102  
5897 College Park Avenue  
Chino, CA 91710

**Chaffey College**

**Rancho Cucamonga Campus**  
Information Services Building  
Room 101  
5885 Haven Avenue  
Rancho Cucamonga, CA 91737

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**Summary Notes**

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- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:00 p.m. He welcomed new committee member Marc Lucio, councilmember from the City of Chino. Self-introductions took place. Mr. McDougal also announced that Dr. Teresa Hull is retiring from Chaffey College and this is her last meeting with this committee. A certificate of appreciation will be given to Dr. Hull, and she was thanked for her service.
- II. **Public Comments** – None
- III. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of March 2023 – December 2024, and “Revenue Projection Form” for the months of March 2023 – August 2023. Revenue is slightly above projections, at 51.3% at the mid-point of the year.
- IV. **COVID-19 Terms & Conditions** – Rita Elias presented a proposal to terminate and remove COVID-19 screening and safety practices/guidelines from the Facility Reservation Terms and Conditions form. The COVID-19 Screening and Safety Practices/Guidelines consist of a COVID-19 disclaimer, screening, contact tracing practices, and safety guidelines that are set forth in Exhibit A and Exhibit B. The Chaffey Community College District is no longer requiring COVID-19 practices for guests, and she recommended the practices and guidelines be removed from the rental terms and conditions.

Motion by Henry Shannon, second by Lee McDougal, this item was unanimously approved.

- V. **Projection System for Back Wall** – Ms. Elias reported on the research she conducted to add three projection systems for the back wall of the Community Center. At the last committee meeting, Ms. Elias presented a quote to add one projector, and the committee requested a quote for installation of three projectors, one for the back of the room and two for the side walls. The total quote for three new projectors is \$127,051.75, not including possible electrical upgrades and new screens. Kim Erickson mentioned that this would use up most of the reserve, which is approximately \$150K. After some discussion, the committee agreed to revisit this item in a few years, to allow more time to build up reserves.
- VI. **Naming of Kitchen** – Dr. Henry Shannon and Heather Parsons, interim director of the Chaffey College Foundation, presented a proposal to name the kitchen in the Chino Community Center in honor of the San Manuel Band of Mission Indians, who recently made a donation of \$1.7M to the Chaffey College culinary program.

Chair McDougal inquired if this proposal meets the requirements of the Chaffey College policy on naming of facilities; Dr. Shannon and Heather Parsons stated that it does. Mr. Lucio requested additional details about use of the grant, and Ms. Parsons explained that the funding is being used at the Chino Campus for new kitchen equipment, a food truck, scholarships, paid internships, salaries for two additional instructors, and more. Dr. Shannon added that the food truck will serve the college campus in Chino and surrounding community, including Ayala Park.

Moved by Henry Shannon, second by Teresa Hull, this item was unanimously approved.

- VII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through December 31, 2022. Total capital is \$150,495, total income year-to-date is \$184,814, and total profit year-to-date is \$25,540. So far this year, the Community Center has earned revenue of approximately \$25,000, and is expected to end the year at \$50,000.
- VIII. **Historical Financial Review** – Kim Erickson shared the Multi-Year Income Statement as of December 31, 2022. The statement shows nearly 12 years of financial history for the Community Center. Dr. Shannon recommended adding a note to indicate years that were affected by the pandemic.
- IX. **Comments, Requests, Future Agenda Items** – Teresa Hull reported that Chaffey College is holding an event at the Chino Campus on Thursday, March 23 from noon – 3 p.m. to celebrate the College's 140<sup>th</sup> anniversary. A special lunch will be offered by the culinary arts students and an event to honor the San Manuel Band of Mission Indians will also be held.
- X. **Adjourn** – The meeting was adjourned at 1:36 p.m. The next meeting is scheduled to be held on June 15, 2023.