



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Thursday, June 15, 2023

1:00 p.m. - 2:00 p.m.

In Attendance:

City of Chino

Linda Reich, City Manager
Silvia Avalos, Director of Community Services

Chaffey College

Lee McDougal, Governing Board President
Henry Shannon, Superintendent/President

Absent

Marc Lucio, City of Chino Councilmember

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Guests

Rita Elias, Event Coordinator

Kim Erickson, Executive Director of Business
Services, Chaffey College

Patrick Cabildo, Interim Executive Director of
Business Services

Meeting Locations:

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

Summary Notes

- I. **Committee Member Virtual Participation Pursuant to AB 2449** – Eva Ramirez provided information pertaining to AB 2449 and explained that this will be a standing item on this committee's agenda.

Since the emergency order related to the pandemic has been lifted, public entities subject to the Brown Act are generally now meeting in person. However, pursuant to AB 2449, a committee member may be eligible to attend a meeting remotely with "Just Cause" or with a qualifying "Emergency Circumstance." To ensure compliance with the notice requirement of AB 2449, the committee will maintain this standing agenda item, in case a member needs to join the meeting virtually due to Just Cause or an emergency.
- II. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:04 p.m. Self-introductions took place. A certificate of appreciation was presented to Kim Erickson for her work providing financial information for this committee from 2010 – 2023. Ms. Erickson was wished well in her upcoming retirement. Patrick Cabildo was introduced, he will be providing the financial information going forward. Dr. Shannon mentioned that the replacement for Teresa Hull, Dean of the Chino Campus, will be announced soon.
- III. **Public Comments** – None

- IV. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of June 2023 – December 2024, and “Revenue Projection Form” for the months of June 2023 – November 2023. Rentals are averaging 3-4 per month and serious inquiries are starting to come in for 2025.
- V. **Capital Equipment Update** – Rita Elias presented the capital equipment update and mentioned that the items listed under 2022-2023 are slated to be purchased, with the exception of new lighting equipment, wall painting, and banquet chair cleaning. Additionally, the carpet cleaning was performed by Chaffey College staff.
- VI. **Venue Showcase Proposal** – Ms. Elias presented a request to host a venue showcase at the Community Center. On a motion by Henry Shannon, second by Linda Reich, this item was unanimously approved.
- VII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through March 31, 2023. Total capital is \$181,169, total income year-to-date is \$307,658, and total profit year-to-date is \$56,214. The Community Center is on track to exceed budgeted total income for the year. Ms. Erickson mentioned that utilities are high due to a long and cold winter.
- VIII. **2023-2024 Tentative Budget** – Kim Erickson shared the 2023-2024 Tentative Budget, which includes some increases for utilities, salaries, and capital equipment. Moved by Linda Reich, seconded by Henry Shannon, this item was unanimously approved.
- IX. **2023-2024 Meeting Schedule (9/21/23, 12/12/23, 3/21/24, 6/20/24)** – Eva Ramirez presented the proposed meeting schedule for the upcoming year, meetings will be held quarterly on the third Thursday of the month at 1 p.m., with the exception of December. On a motion by Dr. Shannon, second by Linda Reich, the committee unanimously approved the meeting schedule as presented.
- X. **Event Coordinator Contract** – Ms. Elias stepped out for this portion of the meeting, and Kim Erickson presented a recommendation for a two-year contract for the event coordinator, with an increase to the base salary of 5%. Rates for incentives will remain the same as the prior contract. On a motion by Linda Reich, second by Dr. Shannon, the committee unanimously approved the recommendation as presented. The committee also discussed making the event coordinator position a professional expert position in the future. Dr. Shannon stated he would set a goal to get this done by the end of June 2024.
- XI. **Event Assistant Contract** – Kim Erickson presented a recommendation for a two-year contract for the event assistant, with an increase of 5% over the current hourly rate. Rates for incentives will remain the same as the prior contract. On a motion by Lee McDougal, second by Silvia Avalos, the committee unanimously approved the recommendation as presented.
- XII. **Comments, Requests, Future Agenda Items** – Linda Reich provided an update regarding city activities, including: plans are in the works for a commercial development at the empty lot to the east of the Community Center; the City is budgeting for improvements to the roundabout to make it safer; and the annual fireworks show will be held at Ayala Park this year on July 1. Dr. Reich requested a meeting with Chaffey College representatives to discuss plans for the empty land to the west of the college campus, Eva will contact the city manager's office to schedule a meeting.
- XIII. **Adjourn** – The meeting was adjourned at 1:50 p.m. The next meeting is scheduled to be held on September 21, 2023.