



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Thursday, June 20, 2024

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

In Attendance:

City of Chino

Silvia Avalos, Director of Community Services

Chaffey College

Lee McDougal, Governing Board President

Henry Shannon, Superintendent/President

Margaret Fernandez, Chino Campus Dean

Absent

Marc Lucio, City of Chino Councilmember

Linda Reich, City of Chino City Manager

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Guests

Patrick Cabildo, Executive Director of Business
Services, Chaffey College

Lianna Savage, Event Coordinator

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. **Welcome and Introductions** – Committee Chair Lee McDougal called the meeting to order at 1:00 p.m.
- II. **Committee Member Virtual Participation Pursuant to AB 2449** – None
- III. **Public Comments** – None
- IV. **Update from Event Coordinator** – Lianna Savage, shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of June 2024 – November 2025, and “Revenue Projection Form” for the months of June 2024 – November 2024.
- V. **Event Assistant Position** – Lianna Savage recommended Ilse Gonzalez Santos as event assistant and presented information about her background. On a motion by Henry Shannon, second by Lee McDougal, the recommendation was unanimously approved.
- VI. **Financial Statement Update** – Patrick Cabildo shared the Balance Sheet and Income Statement through March 31, 2024. Total capital is at \$263,517, and total profit year-to-date is \$43,130.
- VII. **Tentative Budget** – Patrick Cabildo presented the tentative budget for fiscal year 2024-2025. He explained that the budget is generally the same as last year. On a motion by Lee McDougal, second by Henry Shannon, the tentative budget was unanimously approved.

- VIII. **2024-2025 Meeting Schedule** – Eva Ramirez presented the meeting schedule for the 2024-2025 year. On a motion by Lee McDougal, second by Henry Shannon, the meeting schedule was unanimously approved as presented. Eva explained that she was recently notified that Thursdays are no longer a good day for all committee members, she will present a revised schedule at the next meeting.
- IX. **Use of Community Center Kitchen by Caterers** – The committee discussed a request that was sent to Linda Reich by a caterer, asking if the community center kitchen may be used by caterers to prepare food. Margaret Fernandez explained that in the past, equipment has been damaged and is then unavailable for use by instructional classes. Furthermore, it is industry standard for the kitchen to be used only for staging, and not for preparation of food. Committee members agreed to continue the practice of allowing use of the kitchen for staging only, and not allow equipment to be used by caterers for food preparation.
- X. **Comments, Requests, Future Agenda Items** – None
- XI. **Adjourn** – The meeting was adjourned at 1:17 p.m. The next meeting is scheduled to be held on September 19, 2024.