



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Monday, June 23, 2025  
11:00 a.m. - 12:00 p.m.

In Attendance:

**City of Chino**

Marc Lucio, Councilmember  
Linda Reich, City Manager  
Silvia Avalos, Director of Community Services

**Chaffey College**

Lee McDougal, Governing Board Member  
Henry Shannon, Superintendent/President  
Margaret Fernandez, Chino Campus Dean

**Recorder**

Eva Ramirez, Executive Assistant  
Chaffey College

**Guests**

Gloria Negrete-McLeod, Governing Board  
Member, Chaffey College  
  
Patrick Cabildo, Executive Director of Business  
Services, Chaffey College  
  
Lianna Savage, Event Coordinator  
  
Norma Rojero, Executive Assistant,  
Chaffey College

**Meeting Locations:**

**Chaffey College Chino Campus**

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

**Chaffey College**

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

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**S u m m a r y   N o t e s**

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- I. **Welcome and Introductions** – Committee Chair Lee McDougal called the meeting to order at 11:00 a.m.
- II. **Committee Member Virtual Participation Pursuant to AB 2449** – There were no requests by a committee member to join this meeting virtually.
- 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 2025 – December 2026, and “Revenue Projection Form” for the months of April 2025 – September 2025. The months of April – July 2025 have numerous rentals.
- V. **Temporary Assistant Position Update** – Lianna Savage presented a proposal for a student worker on-call/emergency support. She explained that this would be for a Chaffey College student in the hospitality program to work approximately 15 hours per week, on-call, in case the event coordinator and event assistant are unable to report to work during an event. The Chino Campus Dean would also report to the event to assist the student. The student worker would start this coming fall. On a motion by Gloria Negrete-McLeod, second by Marc Lucio, the proposal for an on-call/emergency support student worker was unanimously approved as presented.

Lianna Savage also presented a proposal for information only. She asked the committee to consider a service for monthly and quarterly deep cleaning of the Community Center courtyard. Courtyard rentals would be increased from \$500 to \$675 per event to cover the cost, which is estimated to be \$6,000 – \$7,600 annually. The committee agreed that for the time being, a service may be brought in to cover the immediate need in July, August, and September. The cost, which is estimated at \$2,000 total for the three months, would be absorbed by the existing community center budget. Ms. Savage will obtain quotes and provide more accurate totals at the next meeting. Patrick clarified that although the tentative budget does not include funding for this service, it will be included in the adopted budget, which will be presented for approval in September.

- VI. **Financial Statement Update** – Patrick Cabildo shared the Balance Sheet and Income Statement through March 31, 2025. Operating net income is \$64,859, total capital is \$345,502.
- VII. **2025 – 2026 Tentative Budget** – Patrick Cabildo presented the tentative budget for FY 2025 – 2026. The committee discussed electricity costs, especially since the campus has solar panels. Patrick will investigate what effect the solar panels have on the cost of electricity for the Center, and report at the next meeting. Patrick explained that an increase will be coming for salaries, he is waiting on the final budget numbers from the state. On a motion by Gloria Negrete-McLeod, second by Linda Reich, the 2025 – 2026 tentative budget was unanimously approved.
- VIII. **2025 – 2026 Meeting Schedule (9/16/2025, 12/16/2025, 3/17/2026, 6/16/2026)** – Eva Ramirez presented the meeting schedule for the upcoming fiscal year. Meetings will be held at 2 p.m. on the dates indicated. On a motion by Lee McDougal second by Marc Lucio, the meeting schedule was unanimously approved as presented.
- IX. **Event Coordinator Contract** – Ms. Savage was asked to step out of the room for this discussion. Patrick Cabildo and Margaret Fernandez provided information about the proposed contract for the event coordinator. They noted that an increase in compensation of 3.24% for the upcoming fiscal year is included, additionally the levels of annual revenue that need to be reached in order for an incentive to be earned were increased by \$25K each. On a motion by Gloria Negrete-McLeod, second by Linda Reich, the event coordinator contract was unanimously approved with an edit to Section "2.0 Term" to add a one-year option to renew, contingent upon on a satisfactory performance evaluation at the conclusion of year one. Ms. Savage was asked to reenter and this information was communicated to her.
- X. **Event Assistant Contract** – Patrick Cabildo and Margaret Fernandez provided information about the proposed contract for the event assistant. They noted an increase in compensation of 3.24% for the upcoming fiscal year, in addition to an increase in maximum hours. On a motion by Gloria Negrete-McLeod, second by Marc Lucio, the event assistant contract was unanimously approved with an edit to Section "2.0 Term" to add a one-year option to renew, contingent upon on a satisfactory performance evaluation at the conclusion of year one.
- XI. **Comments, Requests, Future Agenda Items** – None
- XII. **Adjourn** – The meeting was adjourned at 11:43 p.m. The next meeting is scheduled to be held on September 16, 2025.