



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom
Thursday, December 9, 2021
1:00-2:30 p.m.

In Attendance:

City of Chino

Christopher Flores
Matthew Ballantyne
Linda Reich

Chaffey College

Lee McDougal
Henry Shannon
Teresa Hull

Guests

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, Business
Services, Chaffey College

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Summary Notes

- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:00 p.m. and read the following notification:

Pursuant to AB 361 (Cal. Gov. Code section 54953), members of the Chaffey College Chino Community Center Oversight Committee, staff, and the public will be able to participate in the December 9, 2021 meeting via videoconference.

To attend via videoconference, use the link provided on the meeting agenda or on this committee's webpage.

Public comments for this meeting will be accepted via email and real-time at the meeting. Email public comments should be sent to presidents.office@chaffey.edu. Email submissions must be received prior to the posted start time of the meeting. Please include in the email subject line: Public Comments for the December 9, 2021 CCCCCOC Meeting. Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda.

For anyone joining us live for this meeting, please send a chat to the meeting host if you would like to make a public comment.

All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the meeting and must comply with the three-minute time limit.

- II. **Motion to Verify/Find That Sufficient Health and Safety Conditions Exist For Holding Remote/Hybrid Committee Meetings Subject To The Conditions Set Forth In Government Code Section 54953 (AB 361)**
– Eva Ramirez provided information and explained some of the new requirements of AB361. On a motion by Henry Shannon, second by Teresa Hull, the committee unanimously approved the motion to verify/find that sufficient health and safety conditions exist for holding remote/hybrid committee meetings subject to the conditions set forth in government code section 54953 (AB 361).
- III. **Public Comments** – None
- IV. **Construction Update** – Troy Ament, Chaffey College Interim Vice President of Administrative Services, Emergency Operations, Facilities and Construction, provided an update on construction of the new Chino Instructional Building. The two-story structure, which will be located south of the Chino Main Instructional Building and east of the Health Science building, will be 35,250 gross sq. ft. (22,960 assigned sq. ft.), and will include space for lecture, office, library, av/tv, and meetings. Completion is expected in April 2024. At the request of Matt Ballantyne, Mr. Ament will work with representatives from the City of Chino to schedule a presentation of this information at a council meeting.
- V. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of December 2021 – May 2023, and “Revenue Projection Form” for the months of December 2021 – May 2022. Many events are now being held at the Center, with April and May 2022 having numerous bookings.
- VI. **Coronavirus COVID-19 Response** – Ms. Elias shared a document with details on the COVID-19 response. Since the Center reopened from the pandemic on June 15, 2021, 20 events have been completed. The Community Center is fully open for outdoor and indoor events now, with minimal restrictions and guidelines. Although policies for clients to request cancellations or reschedules are still lenient, very few requests are being received. Numerous new requests have been booked, and multiple inquiries are being received. Committee members agreed to remove this item from the agenda for future meetings.
 - a) **Report on COVID-19 Response Activities** – Ms. Elias shared a timeline showing how the Community Center has responded to the pandemic. She highlighted the following items: Community Center closed March 2020; automatic cancellations and date changes, March 2020 – September 2020; navigating through the pandemic; first outdoor event with guest capacities – October 2020; first outdoor wedding ceremony – January 2021; first indoor event with guest capacities – June 2021; resuming indoor events – June 2021. Ms. Elias was thanked for her comprehensive report.
- VII. **Bridal Open House** – Ms. Elias presented a proposal to host a bridal open house at the Chaffey College Chino Community Center on March 6, 2022. She mentioned that these events were held prior to the pandemic, and are a way to showcase the venue to potential clients and generate revenue. She mentioned that COVID-19 protocols will be in place, and reviewed the protocols that staff, vendors and guests would follow. On a motion by Lee McDougal, second by Matt Ballantyne, the proposal was unanimously approved as presented.
- VIII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through September 30, 2021. Total capital is \$61,837, which is better than anticipated. Revenue is strong so far this year and the Center is showing a profit of \$15,061. Based on the schedule of events booked, the Community Center is expected to exceed revenue projections for the year. Ms. Erickson explained that thanks to the good stewardship of this Committee, the Community Center went into the pandemic with a healthy reserve. Furthermore, some important capital improvements were made with judicious use of reserve funds. If things go as well as expected this year, there will be funds available to start rebuilding the reserve.

- IX. **Comments, Requests, Future Agenda Items** – None
- X. **Adjourn** – The meeting was adjourned at 1:37 p.m. The next meeting is scheduled to be held virtually on March 17, 2022 at 1 p.m.