



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Tuesday, December 17, 2024
2:00 p.m. - 3:00 p.m.

In Attendance:

City of Chino

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

Chaffey College

Lee McDougal, Governing Board President
Margaret Fernandez, Chino Campus Dean

Absent

Henry Shannon, Superintendent/President

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Guests

Patrick Cabildo, Executive Director of Business
Services, Chaffey College

Lianna Savage, Event Coordinator

Lisa Bailey, Acting Superintendent/President

Norma Rojero, Executive Assistant,
Chaffey College

Michael Fink, Chief Technology Officer
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
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 2:00 p.m.
- II. **Committee Member Virtual Participation Pursuant to AB 2449** – None
- III. **Public Comments** – None
- IV. **Update from Event Coordinator** – Lianna Savage, event coordinator, shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of December 2024 – September 2026, and “Revenue Projection Form” for the months of November 2024 – April 2025. Only 4 Saturdays remain available for 2025, and events are starting to book in 2026. November was a very strong month with \$32,000 net rental sales.
- V. **Spring Venue Showcase** – Lianna Savage presented a proposal to host a Venue Showcase at the Chaffey College Chino Community Center in April 2025. On a motion by Marc Lucio, second by Lee McDougal, the proposal was unanimously approved.

- VI. **Rental Rates/Coordination Fee** – Lianna Savage presented information regarding increasing rental rates and the coordinator fee for events. Ms. Savage explained that the Chaffey College Chino Community Center (CCCCC) falls well under the average rental rates for comparable venues in the region. She named the venues she used as a comparison, including Mountain Meadows, Chino Hills, Diamond Bar Center, and McCoy Equestrian Center. To illustrate, 6 hours of event time is, on average, \$4,000 at other venues, and the CCCCC is at approximately \$2,300. She proposed a 7% increase in rates effective July 1, 2025, which would still leave the CCCCC on the low side for rental fees. Mr. McDougal asked how much funding is needed for upgrades, such as improvements to the audio/visual system and new furniture. Ms. Savage will bring this information to the next meeting. As requested by committee members, Ms. Savage will also investigate fees for the Victoria Gardens Cultural Center and Etiwanda Gardens, both in Rancho Cucamonga.
- VII. **Proposal for Increase in Assistant Hours** – Lianna Savage presented for information only a proposal to increase the assistant hours from 30 to 40 hours every two weeks. She explained that one event could take 12-13 hours of onsite time for the event assistant, which does not leave much time for administrative tasks. Patrick Cabildo mentioned that there is funding in the budget to cover this additional cost. The team will gather additional information, and bring this back to the next meeting.
- VIII. **Facility Sound System** – Linda Reich mentioned that at the last few events she attended in the CCCCC, the sound could not be heard in certain spots in the room. The City has started bringing in their own AV equipment, which they shouldn't have to do. Michael Fink, chief technology officer at Chaffey College, explained that the AV system was installed by an outside firm Avidex (formerly Spinitar) approximately four years ago. Maintaining this level of audio/visual equipment is outside of the scope of Chaffey College's IT department, although Chaffey IT does run the equipment for events. Lianna will contact Avidex and schedule a meeting to discuss sound quality, representatives from City of Chino and Chaffey College will be included. She will also inquire regarding the cost to run AV for events, and a maintenance program for the equipment.
- IX. **Financial Statement Update** – Patrick Cabildo shared the Balance Sheet and Income Statement through September 30, 2024. Total capital is at \$296,914, and total profit year-to-date is \$16,271.
- X. **Comments, Requests, Future Agenda Items** – None
- XI. **Adjourn** – The meeting was adjourned at 2:38 pm. The next meeting is scheduled to be held on March 18, 2025.