TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: January 28, 2021
RE: Planning Objectives Summary: January 28th Incident Command Center (ICC) meeting

The full ICC met on January 28, 2021. ICC Objectives were reiterated in the following order:

I. Health and Safety of LACC students, staff and faculty.
II. Instruction and Student Services Continuity
III. Business Continuity

Based on those directives, each ICC section was assigned the following tasks:

1. LACC COVID-19 Cases/Exposure reports
   a. None Reported
2. Liaison Report:
   a. District messaging regarding vaccine eligibility and requirements in development
   b. Expanded FMLA extended to end of March, district message pending
   c. Feb 1st training for ICC liaisons and safety officers to review changes to forms and updated advisories
   d. ESC is reviewing AB 685 for implementation
3. Safety Officer:
   a. Two reports of suspected exposure
   b. Need additional information regarding negative testing and return to work protocols
4. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. Revised ICC org Chart to be posted; the reps for the re-engagement team have been identified.
      ii. Parking Lot Wi-Fi is available but pending a reservation system
         1. Access will be shared districtwide
   b. Van de Kamp:
      i. None
   c. Operations:
      1. Continuing with check-ins and PPE distribution to employees
      2. Plexiglass arriving today, was accidentally delivered to Southwest
      3. Temporary mailroom relocation complete
         a. Announced to college and signage is in place.
            i. Need to do a second reminder and on first day of semester.
   i. IT:
      1. none
d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Continue to submit covid related receipts.
      1. Dr. Gallagher is submitting reports to district

5. **New Activities/Issues by section:**
   a. Management Section:
      i. None
   a. Van de Kamp: None
   b. Operations:
      1. None
      i. IT:
         1. None
   b. Planning Section: None
   c. Finance/Logistics: None

6. **Items from the Floor:**
   a. None

7. Adjournment: 9:18am