TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: February 4, 2021
RE: Planning Objectives Summary: February 4th Incident Command Center (ICC) meeting

The full ICC met on February 4, 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. **Liaison Report:**
   a. Clarification that the Educator Tier includes faculty and staff and eligible whether they are working in person with students or not.
   b. Emergency COVID leave process extended and can be used through the end of March.

2. **Safety Officer:**
   a. Attended refresher Officer Liaison training.

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. **Wi-Fi project**
         1. Availability
            a. 30 spaces in Lot 4
            b. 50 spaces in Lot 3
      2. **Shared and reviewed coverage map**
         a. Recommended that we bypass Lot 4 as coverage is not good.
         b. Can have dental and nursing students park in Lot 4 if needed
      3. **Stalls need to be marked for social distancing, need solution.**
      4. **ESC using sign-up genius.**
         a. Need to know if we can make changes or if requests for changes need to go through ESC.
      5. **Meeting with Sheriffs to go over security needs.**
      6. **Wi-Fi lab will be looked at once again once the county COVID tier classification changes.**
      7. **Planning Team to send items that they have worked on.**
   b. **Van de Kamps:**
      i. None
   c. **Operations:**
      1. Facilities maintaining check-ins
      2. PPE
a. Nursing received PPE 1200 yesterday

3. Plexi glass
   a. Shipment Received
   b. Will install as requests come in
      i. IT:
         1. none

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Continue to submit COVID related receipts.

4. New Activities/Issues by section:
   a. Management Section:
      i. PPE from State; not through college or district.
         1. Can order a 14 day burn rate supplies at a time.

      a. Van de Kamp: None
      b. Operations:
         1. None
      i. IT:
         1. None

b. Planning Section: None

c. Finance/Logistics: None

5. Items from the Floor:
   a. Open Enrollment: Email from B. Regalado clarified that open enrollment is open for two days after the term starts until 2/9 at 11pm.

   b. Fall semester: Fall planning is pending District decision; anticipates that we will likely have a hybrid model, lectures will likely to stay on-line.

6. Adjournment: 9:52am