TO: Mary Gallagher, President  
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director  
DATE: February 11, 2021  
RE: Planning Objectives Summary: February 11<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on February 11, 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. COVID cases in the County are trending down.
   b. Advisory regarding Student Wi-Fi usage in the parking lot pending.
   c. Trace app being considered by safety team.
   d. Software updates for students being addressed today.
   e. Enrollment boost over the weekend but not as high as the district wants it to be.

2. **Safety Officer:**
   a. Laptops (information was shared with appropriate Deans.)
      i. Plenty of stock available at LACC for students and can purchase additional stock from district.
   b. Reports and exposure and infections have slowed down significantly.

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Wi-Fi
         1. Lot 3 being prepared
            a. Shared various signage for parking spaces and A-frames.
         2. Can go live with 25 spots on Tuesday 2/16
            a. Can go live for all spot in Thursday
         3. Sign Up Genius site needs to be fixed to not show student personal information.
         4. Outreach is developing messaging.
         5. Checking-in will be via Lot 4
         6. Sheriffs will be monitoring with regular patrols.
         7. May 7<sup>th</sup> is when Wi-Fi set up will be completely finished.
   b. Van de Kamp:
      i. None
   c. Operations:
1. Generator service and testing completed in AD, IT will be restoring services and VPN Access.
   
   i. IT:
      1. none
   
   d. Planning Section:
      i. Meeting next week on Wednesday to begin Re-Engagement Planning.
   
   e. Finance/Logistics:
      i. Continue to submit COVID related expenses.

4. **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

5. **Items from the Floor:**
   
   a. LACC will be a vaccination site in March, it is not controlled by district and we will not get preferential treatment to obtain a appointment.
   
   b. Employee Vaccination: No guidance yet on granting leave to employees who take time to get the vaccine.

6. Adjournment: 9:35am