

TO: Mary Gallagher, President

FROM: James Lancaster, VP Academic Affairs/ICC Incident Director

DATE: March 27, 2020

RE: Planning Objectives Summary: March 27th Incident Command Center (ICC) meeting

The full ICC met on March 27, 2020. 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. Management Section:

- a. Directed all sections to review and bring the SitStat Board upto date.
 - i. Do not delete items, only mark them as complete.
 - ii. Coordinators need to go in and review on a regular basis.
- b. Liaison Officer Report
 - i. No report provided.

2. Operations Section:

- a. Operations/Facilities
 - i. Ongoing/daily cleaning and sanitizing classrooms and other facilities; some classrooms maybe sealed off/tagged.
 1. Current focus on the Library due to suspected exposure to COVID-19.
 - a. May bring in external vendor to do extra cleaner
 2. Sanitization is 60% complete
 3. Estimated date of completion is on target to complete at the end of next week as long as staffing levels continue.
 4. Any facilities that are reported as being accessed are being re-sanitized and re-sealed.
- b. IT
 - i. Chromebooks
 1. Initial Distribution list received.
 - a. Laptops for faculty and staff can be picked up at the sheriff's office, this will change if need increases significantly to adhere to social distancing guidelines.
 2. Laptop repairs will be handled by exchange; software issues will be resolved remotely.
 - ii. IT Helpdesk
 1. Working remotely
 - a. New ticketing system is to be used now.

b. Website will be updated to remove references to the old ticketing system.

2. Scheduling for items that need in-person support.

3. Planning Section:

a. Support web pages continue to be updated.

b. Shared SitStat Board with ICC.

i. Planning Scribe to update after meetings

ii. Please let us know if there is anything we need to add or include anything that needs to be shared and tracked by the ICC

c. Receiving more requests form Technology, will coordinate with IT.

i. Form being developed to be posted online for any additional technology needs.

d. Continuing to develop a form for staff to report remote working activities.

I. Finance/Logistics

a. Operations guidelines in progress

i. To be completed by Monday

b. VPN

i. Issues still on going.

c. Expense worksheet submittals due every Friday, will sending a reminders.