

TO: Mary Gallagher, President

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

DATE: April 13, 2020

RE: Planning Objectives Summary: April 13<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on April 13, 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. Reminder to complete FEMA Training and send certificates to M. Rodriguez
  - i. Plan to send to District on Friday, please complete 100 and 700
    1. Provide report to Sr. Staff on Thursday
- b. Liaison Officer Report
  - i. Safety advisory for facial coverings on campus in development
    1. Delivery on masks probably coming in today.
  - ii. West had a Sherriff test positive; college is shutdown
  - iii. Chromebook/Student Financial support
    1. Reminder to ask students to check emails and verify addresses.

2. Operations:

- a. Operations/Facilities
  - i. Facial Coverings
    1. Everyone is notified that they must wear face masks.
    2. We have plenty in stock and being provided to employees.
    3. Signage with mandate requested for college entrances.
  - ii. LOT 1
    1. Repaving begun today and will take the entire week.
  - iii. DaVinci Hall/ EWD
    1. Power shutdown for 1 hour; grounding project on 4/14.
- b. IT
  - i. New Interim Regional IT Manager assigned by District; Hanh Tran.
  - ii. Chromebook distribution continues with no problems
    1. 3 hardware
      - a. Workforce equipment returned to workforce; distribution by bookstore
      - b. Chromebooks from district distributed by bookstore
      - c. PCs also to go to the bookstore

- d. Need to clarify the process for return of student faulty equipment
- e. Revised delivery solution to be developed

3. Planning Section:

- a. SitStat Board with ICC.
  - i. Continues to be updated regularly.

4. Finance/Logistics

- a. Expense worksheet submittals due every Friday.
  - i. Continue to submit as requested.