

TO: Mary Gallagher, President

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

DATE: April 16, 2020

RE: Planning Objectives Summary: April 16th Incident Command Center (ICC) meeting

The full ICC met on April 16, 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. Report to be sent to District on Friday, please complete 100 and 700
 1. Reminder will be sent to all members
- b. Dr. Gallagher stepping in as Alternate Director of District EOC
- c. Liaison Officer Report
 - i. Directive to continue to monitor PPE policies, stock and distribution
 - ii. Messages
 1. Operational guide about PPE
 2. Cleaninfg procedures
 3. Social distancing guidelines
 4. Zoom privacy guidelines
 5. Unemployment resource website
 6. Worker protection protocol
 7. Facial coverings
 8. California bill for undocumented students.
 9. Mental health and public services for students.
 - iii. Consideration of hiring a public health official.
 - iv. HVAC and Lightings savings encouragement.

2. Operations:

- a. Operations/Facilities
 - i. Local 99 walk out
 1. Due to lack PPE
 - a. LACC assured union and employees that we are in compliance.
 - i. Providing masks, gloves and protective eyewear.
 - b. Created procedures to distribute and having staff sign that they received.
 - ii. Facial Coverings

1. Everyone is notified that they must wear face masks.
 2. We have plenty in stock and being provided to employees.
 - iii. Entry poing signage
 1. Installation in progress.
 - a. Notice to check in with Sheriff and must wear face covering.
 - iv. Entrance closures
 1. Exploring possibility of fencing.
 - a. Consider fire codes and egress access.
- b. IT
- i. VPN
 1. Continue to process request
 - a. Have some issues with older computers that go to sleep after being idle for some time, looking for solutions.
 - b. Restricted to 20 VPN access.
 - i. List to be shared with VP's for review
 - ii. Web extender
 1. Separate from VPN
 2. Access request list will be shared for review.
 - iii. Chromebook
 1. Staff, distribution continues
 2. District looking at providing tech to custodians.
 - a. Preparing for this possibility; preparing short instructional videos.
 - iv. Student Tech/Equipment support
 1. Continue to address hardware and accessories issues.
 - v. Technology needs for summer courses
 1. Lancaster to work with H. Vu and M. Haproff.
 - a. Deans are currently compiling the list of needs.
3. Planning Section:
- a. SitStat Board with ICC.
 - i. Continues to be updated regularly.
 - b. Re-assesing faculty technology needs.
 - i. Faculty nolonger on survival mode and need to access better technology
 - ii. Summer need also being looked at.
 - c. Cranium Café training.
 - i. Get quote for training.
 - ii. President to take to District EOC.
4. Finance/Logistics
- a. Expense worksheet submittals due every Friday.
 - i. Continue to submit as requested.
 - b. PCR processing being refined and providing VPN access.
 - c. Revised operations protocols
 - i. To include forms for equiptment loans to students.
 - ii. Face mask covering regulations
 1. To be provided to visitors if needed.
 - d. Working on forensic digging for COVID-19 related expenses.