

TO: Mary Gallagher, President

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

DATE: April 23, 2020

RE: Planning Objectives Summary: April 23rd Incident Command Center (ICC) meeting

The full ICC met on April 23, 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
 1. Close to 50% completion
- b. Liaison Officer Report
 - i. Local 99
 1. Chromebook distributions
 - a. Priority A custodians need to get equipment tomorrow
 - i. If possible provide training upon delivery for staff to access email
 - b. Need to determine how many we need in addition to what was provided by the district
 - c. Refer to services for free internet etc.
 - i. Make note if they live in an area that is not serviced by the free providers.
 - d. City may want to consider the offering how to classes via Non-Credit or Extensions.
 2. Meeting tomorrow
 - a. President and Vice Chancellor to drop in regarding questions
 3. Rotation estimated to begin on May 4th
 - a. Training to be held once rotation begins.
 - ii. Recovery plan for pandemics in the development
 1. Not operational specific; is a generic plan.
 - iii. Student Chromebooks
 1. Issues with LACCD Foundation awarded technology needs to be referred to Human IT; tech support and equipment issues.

2. Operations:

- a. Operations/Facilities
 1. Distributing laptops.

2. Working on rotation schedule
 - a. Not sure if mailing and receiving will be on a rotation schedule.
 - b. Have plenty of work for the trades.
 3. Possible May 1st protocols
 - a. Reeves not dramatically different from current practices.
- b. IT
- i. Summer plans need to get started
 - ii. VPN
 1. List completed, and working on setting up.
 2. 99% completion
 3. Issuing Lenovo laptops.
 - iii. Central help desk
 1. Working Well.
 2. Can assist local 99 employees with email access via phone or from their personal email.
 - iv. Chromebooks for Faculty
 1. Requests fulfilled.
 2. Still have a few available.
 - v. Staff rotation
 1. Depends on the needs and skill set of employees
 2. No more than 2 in office per day.
 - vi. WebExtender
 1. Student Services and counseling set up is almost complete, will send instructions soon.
 - vii. Veterans and International Office
 1. Need to know about files practices and security needs
 - viii. Equipment Returns
 1. Loans of equipment by department
 - a. IT cannot support as there are no records.
 2. We will work on a solution and refine operational protocols.
3. Planning Section:
- a. Sit Stat Board with ICC.
 - i. Continues to be updated regularly.
 - b. Moving towards looking at forecasting
4. Finance/Logistics
- a. Expense worksheet submittals due every Friday.
 - i. Continue to submit as requested.
 - ii. Please submit approved documentation
 - b. Working on forensic analysis of expenses of possible COVID-19 expenses
 - c. Revised operations protocols shared with college via email.
 - i. Changes
 1. Loan equipment forms and return procedure
 2. IT support access
 3. Mask requirements while on campus
 - ii. Working on revenue impacts data accumulation