

TO: Mary Gallagher, President

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

DATE: April 27, 2020

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

The full ICC met on April 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. Reminder to complete FEMA Training and send certificates to M. Rodriguez
 - i. Above 50% completion in 100 and 700 trainings.
- b. Liaison Officer Report
 - i. ESC EOC will be requesting weekly reports on ICC activity.
 - ii. Local 99
 1. Checking if equipment needs have been met.
 2. Training on equipment will be provided
 - iii. Face coverings
 1. Did we received masks?
 - a. Yes
 - iv. Recovery plan
 1. Draft on May 6th
 - v. Local COVID-19 items requests/conversations
 1. If you have a conversation and there is an ask, please let them know of meetings
 - vi. Adobe Suite
 1. Action Item for EOC
 - a. Faculty and staff
 - b. Extension past May 31st.

2. Operations:

- a. Operations/Facilities
 - i. Distributing 82 laptops
 1. Assessing needs.
 - ii. Training for Local 99 scheduled.
 - iii. Working on backlog of workorders and projects.
 - iv. Planning for weekly rotation implementation
 - v. Fencing

1. Continue to work on details for implementation.
- b. IT
- i. SSL/VPN
 1. Being finalized; ready for implementation, no limitations of access/connections.
 - ii. Student Loan equipment inventory
 1. To be provided to A. Badalyan and Sherriffs.
 - iii. Staff Technology Distribution status reports
 1. Provided to managers on Thursdays.
 - iv. CSIT 101 students having difficulties using Office 365 with certain features.
 1. looking at enabling those features or determining if we need to provide desktop version; add to sit stat.
 - v. Dental Technology students, not able to log onto the computers
 1. Resolved, provided instructions and syntax.
 - vi. Need list of the items being checked out via facilities.
3. Planning Section:
- a. SitStat Board with ICC.
 - i. Continues to be updated regularly.
 - ii. Moving towards looking forecasting
4. Finance/Logistics
- a. Expense worksheet submittals due every Thursday at Noon.
 - 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
 - i. Changes
 1. Loan equipment forms and procure
 2. IT access
 3. Mask requirements
 - d. Working on revenue impacts data accumulation
 - e. DocuSign continues to be in process.