

TO: Mary Gallagher, President

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

DATE: April 30, 2020

RE: Planning Objectives Summary: April 30th Incident Command Center (ICC) meeting

The full ICC met on April 30, 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. EOC Advisory on Access to Colleges and District Facilities, effective 5/1
 - i. No more than 2 people gathering and must observe 6 feet distancing guidelines
 - ii. Zero contact distribution, must observe 15 feet distancing guidelines.
- b. Directed operations to review signage placement regarding mask requirements and closure signs.
- c. Evaluations
 - i. Check with HR about MOU's
- d. Liaison Officer Report
 - i. District ECO is developing recovery plan; possibly distributed on Monday.
 - ii. Local 99
 1. Shift Rotation schedule developed by ESC
 - a. Will be sent later today.
 - b. Need to assign employees to a group and report; report custodian group assignments to ESC; due COB.
 - c. Report goes to J. Garcia Bravo
 - d. District will be monitoring attendance to trainings.
 - iii. Chromebooks
 1. ASG funds for this project, report requested.
 2. 2K are pending shipment.
 3. 4k students did not complete or submit applications.
 4. LACC to find a local solution for students needing technology.
 - iv. Chancellor will be serving on various city and state advisories on recovery.
 - v. Deadline for economic loss report due date pending
- e. Sit stat board reviewed

2. Operations:

- a. Operations/Facilities
 - i. Laptops distributed 82 received need to distribute 51.

1. A few are pending
 2. Requesting more.
 3. List from district shared with IT so it can be reviewed to make sure that they have not already received.
 - a. IT to review.
 - ii. Training held to familiarize them with equipment and programs needed
 1. On going training with varyng topics.
 - iii. Need direction on How to enter walk out information on ACR
 1. Reeves to follow up
 - b. IT
 - i. Computers in labs, can we shut them off.
 1. Yes, do a hard shut down on all labs
 - ii. Adobe
 1. Increased inquiries after town hall.
 2. Open tickets can be closed; advise requestors to submit request to their supervisors.
 3. Student Services will pursue as a department.
3. Planning Section:
 - i. No new activity
4. Finance/Logistics
 - a. Expense worksheet submittals due every Thursday.
 - i. Continue to submit as requested.
 - ii. Please submit approved documentation, refernce numbers
 - iii. Expenses can be added at anytime.
 - b. Loss revenue impact report in development, ongoing project