TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: May 11, 2020
RE: Planning Objectives Summary: May 11th Incident Command Center (ICC) meeting

The full ICC met on May 11, 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. **Liaison Report:**
   a. **Updates:**
      i. **Chromebook**
         1. Human IT distribution almost complete.
         2. CDW New Vendor
         3. Meeting with colleges to be held to discuss solutions for distribution
      ii. **Recovery Plan** was shared in ESC EOC
      iii. **Policy on taking office equipment home in development.**
      iv. **PPE master list**
         1. For analysis and stockpiling information.
      v. **MNO Training codes expire 45 days after first log in.**
      vi. R. Cornner following up on software needs beyond July 1st, Adobe is a priority.
   b. **New Items:** None

2. **Updates to ongoing Issues/Activities:**
   a. **Management Section:**
      i. **FEMA certificate completions reviewed**
         1. Sending reminder to supervisors
      ii. **Faculty Laptops:** almost complete
      iii. **CARE funds**
         1. Initiated, need update.
      iv. **Graduation**
         1. In progress, district project
      v. **Lot 1 held for possible testing site**
      vi. **Cranium Café training held, more maybe scheduled.**
      vii. **Fencing**
         1. May have enough equipment, no quotes received yet.
a. Completion schedule is changing due to the new rotating schedule

viii. Summer Tech Needs: completed  
ix. Student Technology needs: working on loan or rental program.  
x. Recovery plan, waiting for items form ESC.

b. Van De Kamp: None

c. Operations/Communications:
   i. Completed items: Laptops distribution
   ii. Hand sanitation stations: received new shipment and ready for deployment.
   iii. Signage on campus complete
   iv. VPN issues still being worked on.
   v. Training is going well
      1. Clarity is needed for training schedule
   vi. IT working fully remotely
   vii. Running low on masks supply
      1. Report to District EOC  
         a. They will provide direction.
      2. Check with F. Padilla before making purchases.
   viii. Cranium café on going
   ix. Canvas set up and training on going.

d. Planning Section:
   i. Continue to maintain the Sit Stat Board

e. Finance/Logistics:
   i. Unclassified staff timesheet requirements, in progress.
   ii. DocuSign
      1. Self-paced training on going
      2. Fees by envelope.
      3. For external document use only.
   iii. Continue submitting COVID-19 expense reports as requested, due on Thursday.
   iv. Continuing to work on the Computer Rental/Loan Program
      1. Looking at specs and pricing.

3. New Activities/Issues by section:
   a. Management Section: None
   b. Van de Kamp
      i. Custodian/Maintenance on rotation schedules
      ii. No Contact food distribution on going
      iii. Discussion on alternate is needed
   c. Operations/Communications: None
   d. Planning Section: None
   e. Finance/Logistics: None

4. Items from the Floor:
   a. Drop and pass/no pass deadline was May 10th.
      i. Students can now request EW or pass/no pass grades up to a year from the end of course.
         1. Will request written guidance from district.
   b. There are issues with students being billed for courses that they dropped
      i. Dr. Smith and Dean Villar to provide report.

5. Adjournment: 9:52am