TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: May 18, 2020
RE: Planning Objectives Summary: May 18th Incident Command Center (ICC) meeting

The full ICC met on May 18, 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. Need to submit Stage 2 recovery plan by May 29th
         1. Template has been provided
         2. Include information on support needed to complete courses.
      ii. Chromebooks have not been delivered
      iii. Working with vendor to obtain replacement KN95 masks
   b. **New Items:** None

2. **Updates to ongoing Issues/Activities:**
   a. **Management Section:**
   b. **Van De Kamp:** No updates.
   c. **Operations/Communications:**
      i. Waiting on delivery of Chromebooks.
      ii. IT: no updates
   d. **Planning Section:** No updates
   e. **Finance/Logistics:** No updates

3. **New Activities/Issues by section:**
   a. **Management Section:** None
   b. **Van de Kamp**
      i. June 6th high school textbook/equipment return process.
         1. Will do by appointment over a 4-hr. period.
         2. Seniors only this time.
   c. **Operations/Communications:** None
      i. Can we keep the Chromebook? Yes, as long as we need them but there are concerns over battery life.
   d. **Planning Section:** None
   e. **Finance/Logistics:** None
4. Items from the Floor:
   a. Equipment inventory will be provided to Sherriff.
      i. Theater Arts iPad pros list is needed.
         1. Dean to follow up.
      ii. Dental Technology to keep devices until they complete the program
      iii. VAMA equipment inventory list is needed.
         1. IA will be checking the equipment returns.

5. Adjournment: 9:24am