

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