

TO: Mary Gallagher, President

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

DATE: May 21, 2020

RE: Planning Objectives Summary: May 21st Incident Command Center (ICC) meeting

The full ICC met on May 21, 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. Districtwide policy modifications in consideration due to the pandemic
 1. Areas like athletics
 - ii. May 29th deadline for plan to completed the courses that went into suspension.
 1. Include all needs such as barriers, PPE, etc.
 - iii. Technology needs moving forward.
 1. The district is working on it but may not be able to provide as the ones previous provided were made possible due to philanthropic donations.
 - b. New Items: None
2. Updates to ongoing Issues/Activities:
 - a. Management Section: No updates
 - b. Van de Kamp
 - i. Report on PPE submitted also included the date of when they will be exhausted
 - ii. High School textbook and technology drop off plan continue.
 - c. Operations/Communications:
 - i. Fencing is approved by sheriffs and fire department for installation, has begun.
 - ii. Switch gear replacement continues, power remains off.
 - iii. Flooding in basement, no damage to building, contained to pump room.
 - iv. IT: no updates
 - d. Planning Section: No updates
 - e. Finance/Logistics:
 - i. Chromebooks received
 1. Distribution has begun.
 2. Have a few more that need to confirm addresses.
 - ii. Additional postage approved; is required to mail out welcome packets to new students.

- iii. Expense log will be submitted on time
- iv. Revenue loss reports is close to complete.
- 3. New Activities/Issues by section:
 - a. Management Section:
 - i. Shared draft of Stage 2 recovery Plan
 - 1. Only includes courses that were hard to convert.
 - 2. Plan will depend on needs of students to complete and availability of college resources.
 - 3. Protocols for: Campus Access; Health and Safety; PPE requirements; screening policies
 - 4. Reviewed duties for each ICC section.
 - 5. Will meet with individuals soon to meet the May 29th deadline.
 - ii. Van de Kamp:
 - b. Operations/Communications: None
 - i. Concerns about burn rates and
 - ii. IT: None
 - c. Van de Kamp: None
 - d. Planning Section: None
 - e. Finance/Logistics: None
- 4. Items from the Floor:
 - a. None
- 5. Adjournment: 9:45am