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 29\textsuperscript{th} 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