TO: Mary Gallagher, President  
FROM: Dr. Regina Smith, VP Student Services/ICC Incident Director Alternate  
DATE: May 28, 2020  
RE: Planning Objectives Summary: May 28th Incident Command Center (ICC) meeting

The full ICC met on May 28, 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. New State and County guidelines about recovery were released.
         1. ESC EOC will send an email with links to guidelines, they would like ICC to review.
      ii. MOU with Local 99 signed; regarding plans after July 1st.
      iii. Discussions on hard to convert classified positions continue.
     iv. Hard to convert courses
        1. On report make notes if there are courses that absolutely need contact.
    v. Budget
       1. Senate revise is worse.
    vi. Graduation
       1. Bidens will be providing a congratulatory message.
   vii. Facilities Rotation schedules
       1. Move to 3 day a week rotation a possibility.
   b. New Items: None

2. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Recovery plan will be submitted on time tomorrow.
         1. Does not include a student services plan as they are expected to remain remote.
   b. Van de Kamp
      i. Received PPE from District
   c. Operations/Communications:
      i. Fencing continues to go up; almost complete.
      ii. Lot 1 punch list complete
         1. Lot is available for testing site if needed.
iii. Book drop off sign is now up.
iv. IT: no updates
d. Planning Section: No updates
e. Finance/Logistics:
   i. Chromebooks
      1. Distribution continues
      2. Have a few more that need to confirm addresses.
         a. Ramirez
            i. If any are NonCredit, please notify her.
            ii. What will we do if they are not claimed?
                1. Conversation has started at Sr. Staff level.
   ii. Return policy
      1. Draft sent to stakeholders
         a. Final will go out later today
   iii. Revenue loss reports is complete
      1. Being sent to VP for review
      2. Only completed through end of Spring
      3. Should include Summer and Fall

3. New Activities/Issues by section:
   a. Management Section: None
   b. Van de Kamp: None
   c. Operations/Communications: None
      i. IT: None
   d. Van de Kamp: None
   e. Planning Section: None
   f. Finance/Logistics: None

4. Items from the Floor:
   a. None

5. Adjournment: 9:18am

RS: mr