

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 itme 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