

TO: Mary Gallagher, President

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

DATE: June 1, 2020

RE: Planning Objectives Summary: June 1st Incident Command Center (ICC) meeting

The full ICC met on June 1, 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. VDK not notified of mandate closure for the week.
 1. LACC: she will be added to the appropriate email listservs
- ii. Stage 2 plans received
 1. Feedback due from ESC by end of week.
- iii. LACC expense report missing
 1. Needed even if there is nothing report.
- iv. Policies in development for Athletics, Middle School/High School, Community Services and others.
- v. May start working on Stage 3 plans
 1. focus on hard to convert classes; may be able to add some of those courses in the fall.
- vi. Report COVID-19 cases to eoc@laccd.edu in addition to EOC contact.
- vii. Local 99 schedules are in consideration for revisions.

b. New Items: None

2. Updates to ongoing Issues/Activities:

a. Management Section:

- i. Van de Kamp
 1. To be added to email listservs.
 2. Meal services for Tuesday and Wednesday are being cancelled.
- ii. Stage 2 recovery plan
 1. Submitted on time; thanked facilities and departments for their work on it.
 2. Communications plan need to be developed, will work with S. Engle.

b. Van de Kamp:

- i. Drive through drop off continuing as planned, maybe rescheduled due to current events.
 - c. Operations:
 - i. Fencing at 100%; campus is secured.
 - ii. IT: no updates
 - d. Planning Section: No updates
 - e. Finance/Logistics:
 - i. Expense log has been sent, it got buried in inbox.
 - ii. Return policy send out last week.
 - 1. working with Adult Ed and Foundation on returns processes.
- 3. New Activities/Issues by section:
 - a. Management Section:
 - i. Developing communication plan on stage 2
 - b. Van de Kamp: None
 - c. Operations: None
 - i. IT: None; may get a few people needed Zoom updates.
 - d. Van de Kamp: None
 - e. Planning Section: None
 - f. Finance/Logistics: None
 - i. Need to look at student PPE needs
- 4. Items from the Floor:
 - a. ESC damage and loss from protests; ESC completely shut down.
 - i. No other incidents reported from colleges.
 - ii. Campuses closed until Wednesday, need VP approval for all campus access.
- 5. Adjournment: 9:25 am