TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: June 4, 2020
RE: Planning Objectives Summary: June 4th Incident Command Center (ICC) meeting

The full ICC met on June 4, 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. LCPDH new social distancing guidance out today
         1. Definition is different from what LACCD is are currently following.
      ii. Federal passed extension part of the stimulus bill, have more time to spend funding, district is monitoring.
      iii. USC maybe holding fall courses, district is attempting to verify.
      iv. Expense logs to be submitted through the IT ticket system; for this first time please cc Ms. Garcia-Bravo.
      v. State approved the budget, awaiting Gov. sign off.
      vi. Policy working groups; guidance coming out within the next week
      vii. ESC in procurement process for thermometers for when they are needed.
      viii. Continue to look for KN95 supplier.
      ix. Internet Hot Spots a possibility.
      x. Discuss the visitor traffic and provide feedback to ESC EOC.
         1. Not included in the Stage 2 recovery plan that was submitted because there was no guidance/policy from ESC.
         2. Planning and Logistics to look at this.
   b. New Items: None

2. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. FEMA Certificates; still need to complete.
         1. Will send reminder and cc supervisors.
   b. Van de Kamp:
      i. K-12 lunch program resumed.
      ii. Senior Equipment Drop off to start as planned.
   c. Operations:
i. No updates
ii. IT: no updates
d. Planning Section: No updates
e. Finance/Logistics:
   i. Will work with Sheriffs on improving visitor check in.
   ii. Update on 1st CARE act
       1. Distributed about 50% of the first portion of the funding; will present plan to President today and then move forward.
       2. We need to accelerate the process so that we can access the 2nd portion of the funding available to the college.
3. New Activities/Issues by section:
   a. Management Section:
      i. Add campus access policies to Sit Stat Board; relieving the sherriff workload.
         1. Summer equipment distribution and return plans
            a. Maybe intake and distribution centers plans for summer.
      ii. Need alternative plan for all campus community communications in event of loss of blackboard
         1. What is our current capacity?
            a. Text, email and other communications.
   b. Van de Kamp: None
   c. Operations: None
      i. IT: None
   d. Planning Section: None
e. Finance/Logistics: None
4. Items from the Floor:
   a. None
5. Adjournment: 9:26am

JL:mr