

TO: Mary Gallagher, President

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

DATE: June 22, 2020

RE: Planning Objectives Summary: June 22<sup>nd</sup> Incident Command Center (ICC) meeting

The full ICC met on June 22, 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. LACC COVID-19 Cases/Exposure reports
  - a. No new exposures.
2. Liaison Report:
  - a. Cadet duties under discussion
  - b. LACPHD updated guidelines
    - i. College and Universities continue to be closed except for essential services.
    - ii. LACCD continues to be under remote protocols.
  - c. Remaining Chromebooks will be distributed districtwide, can be used for the renting.
  - d. ESC directed Sheriffs to maintain communication with VP of Admin Services
  - e. Parking refunds to be processed by request at 50%.
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Shared Stage 2 recovery plan with ESC requested updates.
  - b. Van de Kamp:
    - i. Hero stipend report submitted on time.
  - c. Operations:
    - i. Cable master is on campus, surveying IDF rooms; escorted by a facilities staff.
    - ii. Hand Sanitizers received and will be placed.
    - iii. Clorox 360 no update
      1. Looking at alternatives.
    - ii. Herb Albert Music Center: Switchgear replacement in process.
      1. Power returns by 10am if on schedule.
    - iii. Receiving: seeking alternate work schedules
    - iv. Painters worked on Lot 1, looks new.
    - iv. IT:
      1. Cables for monitors received, ready for distribution of monitors.
  - d. Planning Section: Working on updating Sit Sat board.

- e. Finance/Logistics:
  - i. Expense plan submitted on Friday
  - ii. Campus visitation schedule submitted on Friday
    - 1. Please send any significant revisions to A. Miller
  - ii. Continue to send in COVID-19 expenses on a regular basis.
- 4. New Activities/Issues by section:
  - a. Management Section: None
  - b. Van de Kamp: None
  - c. Operations: None
    - i. IT: None
  - d. Planning Section: None
  - e. Finance/Logistics: None
- 5. Items from the Floor:
  - a. None
- 6. Adjournment: 9:32am

JL:mr