

TO: Mary Gallagher, President

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

DATE: June 25, 2020

RE: Planning Objectives Summary: June 25th Incident Command Center (ICC) meeting

The full ICC met on June 25, 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 cases/reports
2. Liaison Report:
 - a. Guidance policies are posted on laccd.edu
 - b. Chromebooks
 - i. Remaining will be distributed to campuses, \$213 per unit
 1. District IT will do a bulk order, let them know what we want.
 - ii. College Promise is separate, no cost to college.
 - c. Kroger cards
 - d. Report to ESC any request to use facilities from Census Bureau.
 - e. COVID-19 outbreak on a campus is defined as 3 testing positive.
 - f. Sheriffs not using masks
 - i. Dr. Nish is following up to enforce requirement.
 - g. Campus safety officer
 - i. Working on clarifying the position duties.
3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. DE Addendum plan due next Thursday, on schedule for submittal
 - ii. Complete FEMA certification, still missing a few.
 - b. Van de Kamp:
 - i. A. Mullen will be assigned the safety officer position.
 - c. Operations:
 - i. Switch gear replacement is complete in Herb Alpert
 - ii. Paint dept. is working on signage for recovery plan.
 - ii. IT: None
 - d. Planning Section:
 - i. Requested time for next meeting.

- e. Finance/Logistics:
 - i. Reminder to submit the COVID-19 expense report.
 - 1. Submit even if it the expense is older.
 - 2. March 16th is the effective date but our ICC began on March 6th
- 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. Possible mosquito infestation in 3rd floor of Student Union.
 - i. Facilities to investigate.
- 6. Adjournment: 9:25am

JL:mr