TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: July 8, 2021
RE: Planning Objectives Summary: July 8th Incident Command Center (ICC) meeting

The full ICC met on July 8, 2021. ICC Objectives were reiterated in the following order:

I. Instruction and Student Services Continuity
II. Business Continuity
III. Health and Safety of LACC students, staff and faculty

Based on those directives, each ICC section was assigned the following tasks:

1. **Liaison Report:**
   a. Reminder that all employees need to complete the COVID safety training.
   b. Section Reports were due
      i. LACC submitted.
   c. Reminder to complete daily COVID check when on site.
   d. Pierce College Athletics outbreak, isolated to the department.
   e. Consulting Firm kick-off meeting held on June 29th, the firm will be helping the colleges with the final wrap up reports.

2. **Safety Officer:**
   a. Met with other Safety Officers, focus was on reviewing return to campus MOUs
      i. Pierce college outbreak in Athletics discussed and how to address with current guidelines and protocols.
   b. N95 masks order is expected soon.
   c. Two beehives: one in parking lot and one in Facilities building.
      i. Humanely removal of bees in process.
      1. 2nd floor is off limits until bees leave.
      ii. Sherrifs has a bee sting kit.
      iii. Affecting some services such as issuing key cards

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. Return to campus delayed until 7/19
      1. Fences will be removed the Friday before our return.
      ii. AARIP section reports consolidated and submitted to the EOC before deadline.
         1. Leads thanked for timely submittals.
   b. Van de Kamp:
      i. No updates
   c. Operations:
i. Central Plant: continuing to working on leak issues, expect to have it completed by end of next week.

i. IT:
   1. Half way through staff computer distribution.
      a. Will be rescheduling many appointments due to return to date change.

   d. Planning Section:
      i. Re-engagement Team
         1. Need direction for expected outcomes in the current stage.

   e. Finance/Logistics:
      i. Continue to submit covid related expenses.
      ii. Workgroup is working to charge off expenses to HEERF 2 funds.
      iii. Food Distribution happening, was supposed to be rescheduled.
         1. Will take place outside on Heliotrope.

4. New Activities/Issues by section:
   a. Management Section:
      i. None

   b. Van de Kamp:
      i. None

   b. Operations:
      1. None

   i. IT:
      1. None

b. Planning Section: None

c. Finance/Logistics: None

5. Items from the Floor:
   a. If employees want to come in and need an airconditioned space work with your supervisor.

6. Adjournment: 9:33am