

TO: Mary Gallagher, President

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

DATE: August 10, 2020

RE: Planning Objectives Summary: August 10th Incident Command Center (ICC) meeting

The full ICC met on August 10, 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. None Reported
2. Liaison Report:
 - a. District is leading an advertising campaign to promote essential infrastructure courses for Fall.
 - b. EOC requested ICCs to look at new state guidelines and adjust stage 3 plans as needed
 - c. Info sheets for EMT students being released soon; not applicable to LACC
 - d. College branded face coverings delivery on August 21st or 22nd
 - e. Local 99 schedules completed, back to 50/50
 - f. Guidelines for faculty accessing facilities on site, being vetted.
 - g. Survey to be conducted with employees by supervisors, in development.
 - i. To look at workload and technology
 - ii. To see if there is need to redeploy
 - h. We may need to check with CDC and employee duties to meet grant mandated requirements.
 - i. Need list of people who have not completed FEMA training, LACC shares the database.
 - j. Athletics guidelines in final stages.
 - k. Sheriffs will provide their own PPE but we need to provide for the Cadets.
 - l. Equipment loaning program for students in final stages.
 - m. EPIE has been meeting with ESC Acad. Senate
 - i. Regarding various item such as recordings, dropping policies, etc.
 - n. Facilities: plexiglass can be a centralized purchase but college covers the cost.
 - i. Looking at vendors and will get back to us on how to order.
 - o. Reminded that if we get requests to use the campus they should all go through William Boyer before any response is provided.
 - p. Non-Promise student tech order on hold, looking at other procurement options.
 - q. Working on final clarifications for having Nursing students doing check in.

3. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Stage 2 is almost complete, only need one more course to complete
 - ii. Stage 3 plans were submitted and set for implementation.
 1. Students are part of cohorts and no push for enrollment is needed.
 - iii. LA Promise Students Tech pick up is moving forward as planned this week.
 - b. Van de Kamp:
 - i. Continuing with supply distribution for High School.
 - ii. Meeting with Dr. Gallagher about H.S. request to have one classified staff on site for phone answering.
 - c. Operations:
 1. LA Promise Students Tech Chromebook distribution
 - a. Doing a walkthrough today at Noon.
 - b. May need to do a rapid tech pick up from another site.
 - i. Waiting for clarification on student eligibility.
 2. Local 99 back on 50/50 schedule.
 3. We have plexi glass is in stock on site for urgent installation.
 - i. IT:
 1. VPN computer configuration will be complete on Thursday, only have a few more to complete.
 2. Continue to work on student access to technology.
 - d. Planning Section:
 - i. Getting some requests for faculty and staff to come to campus.
 1. Will need to take ESC guidelines into consideration for the guidelines that have already been developed.
 - e. Finance/Logistics:
 - i. Revisions to operational guidelines in progress.
 - ii. Faculty stipend clarification was requested.
4. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp: None
 - c. Operations:
 - i. None
 - i. IT:
 1. Good time to submit IT request for updates on current district owned technology.
 - a. IT to craft message for campus wide distribution to Faculty and Staff.
 2. Need to publicize new email address, old one is not being monitored.
 - d. Planning Section: None
 - e. Finance/Logistics: None
5. Items from the Floor:
 - a. Need clarification for Faculty Evaluations
 - i. Referred to EOC
 - b. On Thursday, Alen Andriassian will be leading the report.
6. Adjournment: 9:36am