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