TO: Mary Gallagher, President

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

DATE: August 17, 2020

RE: Planning Objectives Summary: August 17th Incident Command Center (ICC) meeting

The full ICC met on August 17, 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. EOC reviewing LA County Public Health Department guidelines
   b. EMT program guidelines released.
   c. Voting Center plans being finalized
   d. Cloth coverings with campus logo, delivered this week.
   e. Faculty Access to Campus Safety Advisory to be released this week.
   f. Supervisor survey to assess staff is in development, no timeframe provided.
   g. Swap meet plans in consideration
   h. Completion of ICC FEMA Certs in review
   i. Walk on Coach plans and advisory in development.
   j. Plans for Nursing students doing check ins are not yet final.
   k. Discussions continue with DAS regarding best practices in ZOOM
   l. Plexi Glass order pending submittals of the square footage needed by each campus.
   m. Chromebooks for non-promise students, looking at “surface go” instead
   n. A-frames PO is pending.
   o. In process of reviewing/updating current safety advisories.
   p. Edison powered campuses might have rolling blackouts.

3. **Updates to ongoing Issues/Activities:**
   a. Management Section:
      i. None
   b. Van de Kamp:
      i. None
   c. Operations:
      1. None
      i. IT:
1. None
d. Planning Section:
   i. None
e. Finance/Logistics:
   i. Working on revising operational guidance memos; draft to be sent out this week for input.

4. New Activities/Issues by section:
   a. Management Section:
      i. Bookstore requesting to increase operations, draft proposal submitted.
   b. Van de Kamp: None
c. Operations:
   1. None
      i. IT:
      1. None
   b. Planning Section: None
d. Finance/Logistics: None

5. Items from the Floor:
   a. ID card for nursing students; IT thanked for developing a process to get images uploaded for processing, department provided with guidelines of what will be needed to complete the project.
   b. Are we changing our schedule? EOC moving to Tuesday and Thursday. Not decided yet.
   c. 260 total distribution including those shipped. Have about 200 additional chrome that need to be distributed. Will need to plan how to distribute.

6. Adjournment: 9:22am

JL:mr