TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: August 20, 2020
RE: Planning Objectives Summary: August 20th Incident Command Center (ICC) meeting

The full ICC met on August 20, 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. Districtwide campaign to begin for reminders to employees and student not to come in if not feeling well.
   b. Request to maintaining ongoing discussion on security measures and following check-in procedures.
   c. Cloth face coverings, coming in today or tomorrow.
   d. Additional signage request form due today
   e. Information request to be sent regarding Nursing students doing check in on site as part of clinical rotations
   f. Parameters for winter and spring in discussion, will report on it soon.
3. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. J. Lancaster shared email from W. Boyer regarding updated safety advisories.
   b. Van de Kamp:
      i. None
   c. Operations:
      1. Holding safety meetings to review protocols
         a. Reviewed of entry/check-in protocols
      2. Working on the supply distribution event
         i. IT:
            1. Working on getting technology ready for students in stage 3.
            2. Working on faculty technology updates.
            3. Seeing an increase in SIS password reset requests.
               a. Forward to the hotline email address.
      4. Flex day
         a. IT staff assigned.
b. Rehearsal on Monday, IT to assign staff.

5. Have desktop units ready to go for check out to students, software needs to be loaded. Will assess and advise as requests come in.

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Reminder to submit COVID-19 expenses.

4. New Activities/Issues by section:
   a. Management Section:
      i. Providing copy of Stage 3 plans to C. Kozeracki to work on creating an Admin schedule.
   b. Van de Kamp: None
   c. Operations:
      1. None
         i. IT:
            1. None
   b. Planning Section: None
d. Finance/Logistics:
   i. Re-evaluate entry points and improve the process.

5. Items from the Floor:
   a. Need to look at software ADA accessibility for integration into canvas.
   b. Planning final distribution of LA Promise student Chromebooks on 8/28/2020 about 140.
   c. Meetings next week: Monday only, no meeting on Thursday due to convocation; then might move to only Thursdays to align to EOC meetings.

6. Adjournment: 9:34am

JL:mr