

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