TO: Mary Gallagher, President
FROM: James Lancaster, VP Academic Affairs/ICC Incident Director
DATE: October 22, 2020
RE: Planning Objectives Summary: October 22nd Incident Command Center (ICC) meeting

The full ICC met on October 22, 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. ESC Inquired about food distribution requests.
      i. Need to submit specifics before next EOC meeting.
      ii. LACC: 1st distribution on Nov. 10th.
   b. Will clarify equipment borrowing protocols especially for non-tagged items but noted that most requests can be made by VP of Admin Services.
   c. Safety app was developed for all colleges, can be modified to include the COVID check in form.
   d. HR issues
      i. Clarification on the return of the Trades
      ii. Discussions with Local 99 regarding specific positions and consistency with responsibility and processes across district.
   e. Athletics continues to be on hold therefore spring semester stipends are also on hold.
   f. Electro static sprayer guidance in development.
   g. PIO training and requirements are being revised; FEMA training and requirement will not change.

3. **Safety Officer:**
   a. One employee reported that his family members contracted COVID-19, employee did not test positive. He has been asked to quarantine until all occupants of his household test negative.
   b. A-frames delivered.
   c. Electronic signage was received, physical ones have not been received. Not sure if physical signs were to be provided, will follow up with a call to ESC.

4. **Updates to ongoing Issues/Activities:**
   a. Management Section:
i. There are initial discussions and assessment for the possibility of providing parking lot Wi-Fi access.

b. Van de Kamp: None

c. Operations:
   1. Working on Voting Center details.
      a. Held walk through to address final items
      i. Signage locations determined
      ii. Voter direction of travel determined
   2. Working on finalizing DaVinci detail work including elevator permit.
      i. IT:
         1. None

d. Planning Section:
   i. None.

e. Finance/Logistics:
   i. Reminder to submit covid expenses.
   ii. Memorandum with information for the campus community for procedures during the Voting Center to be sent out.

5. **New Activities/Issues by section:**
   a. Management Section: None
   a. Van de Kamp: None
   b. Operations:
      1. None
         i. IT:
            1. None
   b. Planning Section: None
   c. Finance/Logistics: None

6. **Items from the Floor:**
   a. Day of Gratitude: two dates, working on plan details and coordination.
   b. Filming requests: Parking Lot and Track; please follow up
   c. DAS individual to be added to campus entry list.
   d. A. Andriassian to Chair meeting on 10/29

7. **Adjournment:** 9:27am

JL:mr