TO: Mary Gallagher, President
FROM: Jim Lancaster, VP Academic Affairs/ICC Incident Director
DATE: December 3, 2020
RE: Planning Objectives Summary: December 3rd Incident Command Center (ICC) meeting

The full ICC met on December 3, 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. Colleges overall reporting increase in reporting’s of COVID exposures and cases.
      i. Reminder to continue to monitor employee protocols compliance while on-site.
   b. Recover guidance is in development by ESC.
   c. FEMA training held last week.
   d. Colleges have been experiencing break-ins, maintain vigilance.

3. Safety Officer:
   a. Like the other colleges there has been an increase in reported cases and exposure at City.
      i. We continue to monitor the reported cases.
   b. Reminder to adhere to safety guidelines.

4. Updates to ongoing Issues/Activities:
   a. Management Section:
      i. All programs holding hard to convert courses on site will be completed by December 8th
      ii. Hearing possibility of return to March stay at home orders, District has stated that they will be more deliberate in analyzing new orders and what they mean for LACCD.
      iii. Changes to ICC coming in January due to retirements.
      iv. New Cal OSHA regulations released due to COVID-19, we will review to make sure are meeting compliance.
   b. Van de Kamp:
      i. HS winding down for the holidays.
      ii. No break-ins but issues with fences being cut.
   c. Operations:
      1. Pharm Tech program testing
a. Two testing session each day
   i. Spaced out to allow for COVID safety protocols
   ii. Will use Clorox 360 between testing, providing PPE and
       saran wrapping the keyboard for added safety.

i. IT:
   1. Community Services Lab set up in Holmes Hall completed; to be used
      for Pharmacy Tech program testing.

d. Planning Section:
   i. None

e. Finance/Logistics:
   i. Reminder to submit covid expenses, please include the back up.
      1. FEMA training held; got a good sense of items that will be partially
         reimbursed.
         a. Will forward presentation from the training.
      2. District is point for final expense submittals to FEMA.

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. Email on how employees access PPE is pending VP Reeves approval.

7. Adjournment: 9:26am