

TO: Mary Gallagher, President

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

DATE: February 4, 2021

RE: Planning Objectives Summary: February 4<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on February 4, 2021. 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. Liaison Report:
  - a. Clarification that the Educator Tier includes faculty and staff and eligible whether they are working in person with students or not.
  - b. Emergency COVID leave process extended and can be used through the end of March.
2. Safety Officer:
  - a. Attended refresher Officer Liaison training.
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Wi-Fi project
      1. Availability
        - a. 30 spaces in Lot 4
        - b. 50 spaces in Lot 3
      2. Shared and reviewed coverage map
        - a. Recommended that we bypass Lot 4 as coverage is not good.
        - b. Can have dental and nursing students park in Lot 4 if needed
      3. Stalls need to be marked for social distancing, need solution.
      4. ESC using sign-up genius.
        - a. Need to know if we can make changes or if requests for changes need to go through ESC.
      5. Meeting with Sheriffs to go over security needs.
      6. Wi-Fi lab will be looked at once again once the county COVID tier classification changes.
      7. Planning Team to send items that they have worked on.
    - b. Van de Kamp:
      - i. None
    - c. Operations:
      1. Facilities maintaining check-ins
      2. PPE

- a. Nursing received PPE 1200 yesterday
  - 3. Plexi glass
    - a. Shipment Received
    - b. Will install as requests come in
  - i. IT:
    - 1. none
  - d. Planning Section:
    - i. None
  - e. Finance/Logistics:
    - i. Continue to submit COVID related receipts.
- 4. New Activities/Issues by section:
  - a. Management Section:
    - i. PPE from State; not through college or district.
      - 1. Can order a 14 day burn rate supplies at a time.
  - a. Van de Kamp: None
  - b. Operations:
    - 1. None
    - i. IT:
      - 1. None
  - b. Planning Section: None
  - c. Finance/Logistics: None
- 5. Items from the Floor:
  - a. Open Enrollment: Email from B. Regalado clarified that open enrollment is open for two days after the term starts until 2/9 at 11pm.
  - b. Fall semester: Fall planning is pending District decision; anticipates that we will likely have a hybrid model, lectures will likely to stay on-line.
- 6. Adjournment: 9:52am