

TO: Mary Gallagher, President

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

DATE: January 28, 2021

RE: Planning Objectives Summary: January 28th Incident Command Center (ICC) meeting

The full ICC met on January 28, 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. LACC COVID-19 Cases/Exposure reports
 - a. None Reported
2. Liaison Report:
 - a. District messaging regarding vaccine eligibility and requirements in development
 - b. Expanded FMLA extended to end of March, district message pending
 - c. Feb 1st training for ICC liaisons and safety officers to review changes to forms and updated advisories
 - d. ESC is reviewing AB 685 for implementation
3. Safety Officer:
 - a. Two reports of suspected exposure
 - b. Need additional information regarding negative testing and return to work protocols
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. Revised ICC org Chart to be posted; the reps for the re-engagement team have been identified.
 - ii. Parking Lot Wi-Fi is available but pending a reservation system
 1. Access will be shared districtwide
 - b. Van de Kamp:
 - i. None
 - c. Operations:
 1. Continuing with check-ins and PPE distribution to employees
 2. Plexiglass arriving today, was accidentally delivered to Southwest
 3. Temporary mailroom relocation complete
 - a. Announced to college and signage is in place.
 - i. Need to do a second reminder and on first day of semester.
- i. IT:
 1. none

- d. Planning Section:
 - i. None
- e. Finance/Logistics:
 - i. Continue to submit covid related receipts.
 - 1. Dr. Gallagher is submitting reports to district
- 5. New Activities/Issues by section:
 - a. Management Section:
 - i. 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. None
- 7. Adjournment: 9:18am