

TO: Mary Gallagher, President

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

DATE: March 25, 2021

RE: Planning Objectives Summary: March 25th Incident Command Center (ICC) meeting

The full ICC met on March 25th, 2021. ICC Objectives were reiterated in the following order:

- I. Instruction and Student Services Continuity
- II. Business Continuity
- III. Health and Safety of LACC students, staff and faculty

Based on those directives, each ICC section was assigned the following tasks:

1. Liaison Report:

- a. LA County COVID statistics update.
- b. Chancellor will be making announcement about Fall scheduling plans
- c. Return to work MOUs continue to be in negotiations
- d. Dual enrollment classes to remain on-line during the spring even as K-12 schools return to their sites.
- e. Re-engagement grid is being revised.
- f. Revolving Reimbursements: follow normal college procedures

2. Safety Officer:

- a. Facilities road map continues to be in development; Focus is on:
 - i. Cleaning and Sanitation
 - ii. Ventilation
 - iii. Physical barriers
- b. Tents procurement process is moving forward.
- c. Bulletin Board: compiling additional documents to be posted based on recommendations from ECO and Liaison officer.

3. Updates to ongoing Issues/Activities:

- a. Management Section:
 - i.
- b. Van de Kamp:
 - i. No items
- c. Operations:
 1. New work order system rolled out.
 2. Received additional hands-free hand sanitizers, deployment will begin shortly.
 3. Working on installation of HVAC UV lighting project.
 4. Plexiglass: can be customized as need by departments.
- i. IT:

1. None
 - d. Planning Section:
 - i. Re-engagement team
 1. Working to involve more people in the planning.
 - a. Piloted survey with supervisors.
 2. Shared re-engagement grid.
 - a. Reviewed data that has been gathered to date.
 - b. Showed examples of what is being done in Library area.
 - ii. Sit Stat Board has been re-engaged and will be more active.
 - e. Finance/Logistics:
 - i. Continue to submit covid related expenses.
 1. Looking for more big-ticket items.
4. New Activities/Issues by section:
- a. Management Section:
 - i.
 - a. Van de Kamp:
 - i. Working with HS on re-engagement plans
 1. Want to bring in special populations for testing and other small groups
 - b. Operations:
 1. None
 - i. IT:
 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
5. Items from the Floor:
- a. Phone usage: requested training on google phone and zoom phone.
6. Adjournment: 9:34am