

TO: Mary Gallagher, President

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

DATE: May 4, 2020

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

The full ICC met on May 4, 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. Management Section:

- a. Reminder to complete the FEMA certificates
- b. Evaluations
  - i. Check with HR about MOU's
- c. Liaison Officer Report
  - i. Recovery plan
    1. Draft is ready, being reviewed before being release on Tuesday.
  - ii. Local 99
    1. Custodian Training started last week
      - a. Fixing issues

2. Operations:

- a. Operations/Facilities
  - i. Local 99
    1. New rotation schedule began
    2. Need details on District provided training
  - ii. Fencing project in planning phase
  - iii. Campus signage to be refreshed and replaced as needed
  - iv. Power shut down, switch gear replacement, on May 11<sup>th</sup> for Herpt Albert Music Hall and Franklin Hall
- b. IT
  - i. VPN issues with home computers
    1. Switching staff to college/district issued equipment.
  - ii. Student issues with office 365.
    1. Provided information/instruction to download information.
  - iii. Adobe
    1. Developing procedures and troubleshooting guidelines.
  - iv. Inquiries to borrow Monitors for remote work.
    1. Developing plan, feasibility and assessing additional technology needs.

3. Planning Section:
    - i. No new activity
  4. Finance/Logistics
    - a. Expense worksheet submittals due every Thursday.
      - i. Continue to submit as requested.
      - ii. Please submit approved documentation, reference numbers
      - iii. Expenses can be added at any time.
      - iv. How do we remove expenses from the log?
      - v. Report submitted to EOC every Friday.
    - b. Loss revenue impact report in development, ongoing project
    - c. Process for student/faculty return of equipment is in development.
- II. Adjournment: 9:32am