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TO: Mary Gallagher, President

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

DATE: May 7, 2020

RE: Planning Objectives Summary: May 7th Incident Command Center (ICC) meeting

The full ICC met on May 7, 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. <u>Liaison Report:</u>
   a. New Items
      i. Facilities/Operations blood pathogen trainings in progress
         1. Need to complete as much as possible; forward names of those who did not complete.
      ii. Zoom Bombing
         1. Report to IT at lacc-techsupport@laccd.edu; ESC is keeping track of incidents
   b. Updates
      i. 3,600 more Chromebook are in process of procurement
         1. Looking at meeting the current backlog and filling unmet needs.
         2. Meeting with colleges to be held to discuss solutions for local distribution solutions
      ii. LACDPH recovery plan road map shared.
2. <u>Updates to ongoing Issues/Activities:</u>
   a. Management Section:
      i. None
   b. Operations/Communications:
      i. Local 99
         1. New rotating schedule began.
         2. Professional development is moving forward slowly, need clarification on scheduled trainings.
         3. Trades begin rotation on the 11th; working on some modifications due to 4/10 schedules
         4. Reeves needs list of Academic employees on list sent to facilities, ESC wants them on a rotation schedule.
      ii. Chromebooks

1. Distributed most of them
2. Holding some for those that are on leave and will be returning.
            iii. IT: None
      c. Planning Section:
            i. Working on updating/cleaning up the Sit Stat report.
      d. Finance/Logistics:
            i. DocuSign
                  1. Procurement finalized; billing is per envelope
                  2. Intended for external documents, no internal documents.
            ii. Continue submitting COVID-19 expense reports as requested, due on Thursdays.
3. New Activities/Issues by section:
      a. Management:
            i. Four phase recovery plan in development
                  1. Provided sample templates for ESC consideration
            ii. Directed Operations/IT to look at Adobe Suite sunset on 5/31/2020
                  1. Need a solution locally if district will not pick it up.
                  2. Needs to be in place before the sunset
                  3. IT: needs direction on priority deployment
                        a. No problems with campus issued technology.
                        b. Cannot install on personal devices unless directed otherwise.
                        c. Cannot be installed on Chromebook.
                        d. Tech. being used may need to have OS updated.
                        e. Will request clarification on sunset date.
            iii. Directed Logistics/Finance to assess technology hardware solutions for students
                  1. Possibly rental or loaner program, plan to be completed and ready for execution by 1st week of June.
      b. Operations/Communications:
            i. COVID-19 Case in Hollywood Worksource Center (bungalow 1).
                  1. Possible exposure to plumbers who were there to fix an issue.
                  2. Building is shut down to be cleaned in 14 days.
                  3. Review of their pandemic prolicies and procedures will completed as they are under contract with LACC.
            ii. Need direction regarding the Foundation laptops for Cinema/TV, have not been received by IT
                  1. V.Ly to reach out.
            iii. Can IA's be trained and provide IT support?
                  1. IT requested ESC to provide access for IA's to work with students
                        a. IT to work with A. Badalyan and T. Day.
      c. Planning Section:
            i. New Items
                  1. none
      d. Finance/Logistics
            i. Working on procuring laptops for student rentals.
4. Adjournment: 9:50am