

TO: Mary Gallagher, President

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

DATE: May 11, 2020

RE: Planning Objectives Summary: May 11th Incident Command Center (ICC) meeting

The full ICC met on May 11, 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. Liaison Report:

a. Updates:

- i. Chromebook
 1. Human IT distribution almost complete.
 2. CDW New Vendor
 3. Meeting with colleges to be held to discuss solutions for distribution
- ii. Recovery Plan was shared in ESC EOC
- iii. Policy on taking office equipment home in development.
- iv. PPE master list
 1. For analysis and stockpiling information.
- v. MNO Training codes expire 45 days after first log in.
- vi. R. Cornner following up on software needs beyond July 1st, Adobe is a priority.

b. New Items: None

2. Updates to ongoing Issues/Activities:

a. Management Section:

- i. FEMA certificate completions reviewed
 1. Sending reminder to supervisors
- ii. Faculty Laptops: almost complete
- iii. CARE funds
 1. Initiated, need update.
- iv. Graduation
 1. In progress, district project
- v. Lot 1 held for possible testing site
- vi. Cranium Café training held, more maybe scheduled.
- vii. Fencing
 1. May have enough equipment, no quotes received yet.

- a. Completion schedule is changing due to the new rotating schedule
 - viii. Summer Tech Needs: completed
 - ix. Student Technology needs: working on loan or rental program.
 - x. Recovery plan, waiting for items form ESC.
 - b. Van De Kamp: None
 - c. Operations/Communications:
 - i. Completed items: Laptops distribution
 - ii. Hand sanitation stations: received new shipment and ready for deployment.
 - iii. Signage on campus complete
 - iv. VPN issues still being worked on.
 - v. Training is going well
 - 1. Clarity is needed for training schedule
 - vi. IT working fully remotely
 - vii. Running low on masks supply
 - 1. Report to District EOC
 - a. They will provide direction.
 - 2. Check with F. Padilla before making purchases.
 - viii. Cranium café on going
 - ix. Canvas set up and training on going.
 - d. Planning Section:
 - i. Continue to maintain the Sit Stat Board
 - e. Finance/Logistics:
 - i. Unclassified staff timesheet requirements, in progress.
 - ii. DocuSign
 - 1. Self-paced training on going
 - 2. Fees by envelope.
 - 3. For external document use only.
 - iii. Continue submitting COVID-19 expense reports as requested, due on Thursday.
 - iv. Continuing to work on the Computer Rental/Loan Program
 - 1. Looking at specs and pricing.
3. New Activities/Issues by section:
 - a. Management Section: None
 - b. Van de Kamp
 - i. Custodian/Maintenance on rotation schedules
 - ii. No Contact food distribution on going
 - iii. Discussion on alternate is needed
 - c. Operations/Communications: None
 - d. Planning Section: None
 - e. Finance/Logistics: None
4. Items from the Floor:
 - a. Drop and pass/no pass deadline was May 10th.
 - i. Students can now request EW or pass/no pass grades upto a year from the end of course.
 - 1. Will request written guidance from district.
 - b. There are issues with students being billed for courses that they dropped
 - i. Dr. Smith and Dean Villar to provide report.
5. Adjournment: 9:52am