

TO: Mary Gallagher, President

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

DATE: June 4, 2020

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

The full ICC met on June 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. Liaison Report:

a. Updates:

- i. LCPDH new social distancing guidance out today
  1. Definition is different from what LACCD is currently following.
- ii. Federal passed extension part of the stimulus bill, have more time to spend funding, district is monitoring.
- iii. USC maybe holding fall courses, district is attempting to verify.
- iv. Expense logs to be submitted through the IT ticket system; for this first time please cc Ms. Garcia-Bravo.
- v. State approved the budget, awaiting Gov. sign off.
- vi. Policy working groups; guidance coming out within the next week
- vii. ESC in procurement process for thermometers for when they are needed.
- viii. Continue to look for KN95 supplier.
- ix. Internet Hot Spots a possibility.
- x. Discuss the visitor traffic and provide feedback to ESC EOC.
  1. Not included in the Stage 2 recovery plan that was submitted because there was no guidance/policy from ESC.
  2. Planning and Logistics to look at this.

b. New Items: None

2. Updates to ongoing Issues/Activities:

a. Management Section:

- i. FEMA Certificates; still need to complete.
  1. Will send reminder and cc supervisors.

b. Van de Kamp:

- i. K-12 lunch program resumed.
- ii. Senior Equipment Drop off to start as planned.

c. Operations:

- i. No updates
    - ii. IT: no updates
  - d. Planning Section: No updates
  - e. Finance/Logistics:
    - i. Will work with Sheriffs on improving visitor check in.
    - ii. Update on 1<sup>st</sup> CARE act
      - 1. Distributed about 50% of the first portion of the funding; will present plan to President today and then move forward.
      - 2. We need to accelerate the process so that we can access the 2<sup>nd</sup> portion of the funding available to the college.
- 3. New Activities/Issues by section:
  - a. Management Section:
    - i. Add campus access policies to Sit Stat Board; relieving the sherriff workload.
      - 1. Summer equipment distribution and return plans
        - a. Maybe intake and distribution centers plans for summer.
    - ii. Need alternative plan for all campus community communications in event of loss of blackboard
      - 1. What is our current capacity?
        - a. Text, email and other communications.
  - b. Van de Kamp: None
  - c. Operations: None
    - i. IT: None
  - d. Planning Section: None
  - e. Finance/Logistics: None
- 4. Items from the Floor:
  - a. None
- 5. Adjournment: 9:26 am

JL:mr