

TO: Mary Gallagher, President

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

DATE: June 18, 2020

RE: Planning Objectives Summary: June 18<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on June 18, 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. LACC COVID-19 Cases/Exposure reports
  - a. One Case in Student Services; family member of employee hospitalized, employee has self-quarantined and awaiting test results.
2. Liaison Report:
  - a. Policies released and distributed.
  - b. Halt distribution of Chromebooks until files are reconciled.
  - c. Report who is the safety officer and do they need training, support, materials, etc.
    - i. This usually the sheriff's office, need further clarification.
  - d. Expecting approval to exception for Stage 2 implementation from County.
  - e. State Chancellor looking at providing PPE for entire college system.
  - f. CAREs Act Lawsuit
    - i. Rules in our favor to distribute to all students, pending additional review by internal lawyers.
  - g. DACA protections rulings expected today.
  - h. PPE policies for students is an ongoing conversations.
3. Updates to ongoing Issues/Activities:
  - i. Management Section:
    - i. Update on Stage 2 plan requests, items currently being complied.
      1. Will be turned in on-time, can share it on Monday
    - ii. Discontinuing translation services of messages.
      1. Will only translate emergency messages.
    - iii. Office Schedule request was sent out by Admin Services, turn in by Friday.
    - iv. Athletics: on hold phase but plans to bring back are moving forward.
  - j. Van de Kamp:
    - i. AutoZone Building had attempted break in.
    - ii. Local 99 reporting for stipend payment
  - k. Operations:

- i. Sent in Stage 2 recovery plan request to VP
    - ii. Purchased one Clorox 360, was received.
    - iii. IT: None
  - l. Planning Section: No updates
  - m. Finance/Logistics:
    - i. Reminder to look at the email with request for office schedules.
      - 1. We do not want employee schedules, want to get a sense on how often the offices are accessed.
    - ii. Local 99/SEIU report for stipend payments due Friday.
    - iii. Reminder to send in COVID-19 expenses, due on Friday
- 4. New Activities/Issues by section:
  - n. Management Section: None
  - o. Van de Kamp: None
  - p. Operations: None
    - i. IT: None
  - q. Planning Section: None
  - r. Finance/Logistics: None
- 5. Items from the Floor:
  - s. Financial Aid: LACC does not have to wait on complete disbursement the first portion of the CAREs ACT funds to access the 2<sup>nd</sup> half. Distribution of the current funds will be completed soon.
- 6. Adjournment: 9:30am

JL:mr