

TO: Mary Gallagher, President

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

DATE: June 24, 2021

RE: Planning Objectives Summary: June 24<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on June 24, 2021. ICC Objectives were reiterated in the following order:

- I. Instruction and Student Services Continuity
- II. Business Continuity
- III. Health and Safety of LACC students, staff and faculty

Based on those directives, each ICC section was assigned the following tasks:

1. Liaison Report:
  - a. No report
2. Safety Officer:
  - a. No report
3. Updates to ongoing Issues/Activities:
  - a. Management Section:
    - i. Please submit reports
    - ii. Revolving reimbursements processed, this is not a typical way to process office supply needs.
  - b. Van de Kamp:
    - i. No updates
  - c. Operations:
    1. Working on the central plant issues
    2. Pop up tents came in for use in outdoor event as needed.
    3. Duct cleaning contract Board approved in June, work will likely begin in July.
    4. Air purifiers in procurement process, to be placed where needed as requests are assessed. Needs to stay centrally to be able to address maintenance issues. Expectation should not be that we will place an air purification unit in every classroom
  - i. IT:
    1. No updates
- d. Planning Section:
  - i. Re-engagement Team
    1. Working on summary report
    2. Go updates from faculties/operations.
- e. Finance/Logistics:
  - i. Continue to submit covid related expenses.

- ii. Workgroup is working to charge off expenses to HEERF 2 funds.
- 4. New Activities/Issues by section:
  - a. Management Section:
    - i. None
  - b. Van de Kamp:
    - i. None
  - b. Operations:
    - 1. None
    - i. IT:
      - 1. None
  - b. Planning Section: None
  - c. Finance/Logistics: None
- 5. Items from the Floor:
  - a. McDonalds giving free food item with vaccination on site.
- 6. Adjournment: 9:30am