

TO: Mary Gallagher, President

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

DATE: July 8, 2021

RE: Planning Objectives Summary: July 8<sup>th</sup> Incident Command Center (ICC) meeting

The full ICC met on July 8, 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. Reminder tha all employees need to complete the COVID safety training.
- b. Section Reports were due
  - i. LACC submitted.
- c. Reminder to complete daily COVID check when on site.
- d. Pierce College Athletics outbreak, isolated to the department.
- e. Consulting Firm kick-off meeting held on June 29<sup>th</sup>, the firm will be helping the colleges with the final wrap up reports.

2. Safety Officer:

- a. Met with other Safety Officers, focus was on reviewing return to campus MOUs
  - i. Pierce college outbreak in Athletics discussed and how to address with current guidelines and protocols.
- b. N95 masks order is expected soon.
- c. Two beehives: one in parking lot and one in Facilities building.
  - i. Humanely removal of bees in process.
    1. 2<sup>nd</sup> floor is off limits until bees leave.
  - ii. Sherrifs has a bee sting kit.
  - iii. Affecting some services such as issuing key cards

3. Updates to ongoing Issues/Activities:

- a. Management Section:
  - i. Return to campus delayed until 7/19
    1. Fences will be removed the Friday before our return.
  - ii. AARIP section reports consolidated and submitted to the EOC before deadline.
    1. Leads thanked for timely submittals.
- b. Van de Kamp:
  - i. No updates
- c. Operations:

- i. Central Plant: continuing to working on leak issues, expect to have it completed by end of next week.
    - i. IT:
      - 1. Half way through staff computer distribution.
        - a. Will be rescheduling many appointments due to return to date change.
  - d. Planning Section:
    - i. Re-engagement Team
      - 1. Need direction for expected outcomes in the current stage.
  - e. Finance/Logistics:
    - i. Continue to submit covid related expenses.
    - ii. Workgroup is working to charge off expenses to HEERF 2 funds.
    - iii. Food Distribution happening, was supposed to be rescheduled.
      - 1. Will take place outside on Heliotrope.
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. If employees want to come in and need an airconditioned space work with your supervisor.
6. Adjournment: 9:33am