

TO: Mary Gallagher, President

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

DATE: November 5, 2020

RE: Planning Objectives Summary: November 5th Incident Command Center (ICC) meeting

The full ICC met on November 5, 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. None Reported
2. Liaison Report:
 - a. EOC is only meeting once a week on Tuesdays
 - b. Wi-Fi study is completed and presented to EOC, connectivity in parking lots overall is poor.
 - c. LACCD COVID screening questionnaire has been added the Safe application.
 - d. Athletics guidance pending county guidance, stipends continue to be on hold.
 - e. Workgroup formed to review and clarify the roles of the ICC's and EOC.
 - f. 1521 A requested PPE distribution policy, Memo with 1521A addresses and specifies that all employees will be provided with appropriate PPE and are expected to follow social distancing guidelines.
 - g. Spring software requests updates requested
 - h. EOC clarified that campuses have authority to give permission and provide access to faculty to create course content on site for their classes.
3. Safety Officer:
 - a. No updates
4. Updates to ongoing Issues/Activities:
 - a. Management Section:
 - i. New county guidelines release, provided via the chat and will be shared campus wide via email.
 - b. Van de Kamp:
 - i. LAUSD was approved for special populations and they are working on logistics.
 - c. Operations:
 1. None
 - i. IT:
 1. Project to add additional access points for students.
 2. Network plan for lot completed yesterday, a report will be provided.

3. Study for standardizing campus technology is beginning.
 4. 10 Loaner laptops have been received from district.
 - a. These are to be provided while a laptop is being fixed.
 5. There are plenty of Chromebooks.
 6. DT laptops still being prepared.
 7. Student Equipment loan forms process is lengthy and needs to be reviewed.
 8. SAP does not work properly on ChromeBooks
- d. Planning Section:
 - i. None
 - e. Finance/Logistics:
 - i. Reminder to submit covid expenses.
 - ii. Voting Center went smoothly, thanked those involved to make it a success.
5. New Activities/Issues by section:
 - a. Management Section: None
 - a. Van de Kamp: None
 - b. Operations:
 1. None
 - i. IT:
 1. None
 - b. Planning Section: None
 - c. Finance/Logistics: None
 6. Items from the Floor:
 - a. PPE for 1521A distribution is done by request through operations, campus wide email with process to be sent.
 7. Adjournment: 9:26am

JL:mr