

TO: Mary Gallagher, President

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

DATE: May 14, 2020

RE: Planning Objectives Summary: May 14th Incident Command Center (ICC) meeting

The full ICC met on May 14, 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. Report when delivery of the Chromebooks occurs.
 - ii. PPE burn rate report received.
 - b. New
 - i. Submitting Stage 2 recovery plan to LACDPH for approval.
 - ii. Community Service Summer Camp contracts under review
 1. Does not apply to LACC
 - iii. Compliance for MNO trainings for operations/facilities staff needs monitoring.
 - iv. Do not use recent delivery of face masks.
 - v. Remote working environment policies are being reviewed as well as possibility and logistics of taking office equipment home.
2. Updates to ongoing Issues/Activities:
 - a. Management:
 - i. Faculty laptops: finalizing distribution
 - ii. Student Chromebook: new distributor is in place, should be receiving to finalize distribution to students; looking at solutions moving forward.
 - iii. CARE Act funds: need additional information to be able to work on the data.
 - iv. Graduation: taping segments on Monday
 - v. Summer tech needs list completed; will meet with IT today.
 - vi. Recovery plan: college plan in development, waiting for templates.
 - b. Van De Kamp
 - i. Operations in training today.
 - ii. High School requesting drive through drop off for students returning books and technology.
 1. Formal plan was requested from the High School.
 - c. Operations/Communications

- i. All laptops have been deployed, except for those employees that have taken time off.
 - ii. Training is going well, good turn out
 - iii. Burn rate inventory report submitted
 - 1. This will be used by district to estimate what will be needed as we approach the different stages of recovery.
 - a. Need to determine who will be providing
 - iv. Fencing is going up; fire roads are being addressed. Fencing on Heliotrope, Monroe and New Hampshire.
 - v. VPN completed, only a few that need to be set up.
 - vi. IT hotline support in place, completed
 - vii. Chromebooks: 30 remaining, reports will be run to assess if there are any new needs for Summer and Fall; faculty and staff are not being asked to return technology.
 - viii. Zoom issues: handled by ESC only; submit request to IT and it will be routed to the Zoom team. Note: all zoom software needs to be updated.
 - ix. OSS student laptops complete.
 - x. Monitors: Inventory expected on 5/18, getting ready for distribution.
 - 1. ESC policy may affect this process.
 - d. Planning
 - i. Working with ESC on issues with the CAREs Act distribution.
 - e. Finance/Logistics
 - i. DocuSign link to be posted today.
 - ii. Updating the operational guidance to include return equipment procedures
3. New Activities/Issues by section:
 - a. None in any sections.
4. Items from the floor:
 - a. Clarification about COVID-19 expenses and VDK
 - i. Meeting set up with VDK
 - b. WEC committee meeting
 - i. Concerns regarding transmission of COVID-19 through air vents.
 - ii. Any plans in place or in the works to protect the employees and students with sneeze guards.
 - iii. To be looked at when working in the recovery plan and based on LACDPH dept. guidelines. Solutions will be based on a case by case basis.
 - c. Koger Card
 - i. LACCF thank you card feature is not working.
 - ii. Would like a list of the awardees, to view how many are Non-Credit/Adult Ed were awarded to make sure they complete the process.
5. Adjournment: 9:50am