



LPC's Top 14 Employee Questions - How Do I Find....

1. **Quick way to get to CLASS-Web:** LPC Homepage, left column "Class Schedules and Information", 5th link down!
2. **Room and Facilities Reservations:**
 - a. **For meeting room reservations,** contact Renee Pegues, X 1631, rpegues@laspositascollege.edu
 - b. **For Facilities Reservations and forms:** LPC Homepage, right column "About Las Positas", 3rd item from the bottom
3. **Divisions-At-A-Glance** - <http://grapevine/> (Grapevine homepage, at bottom)
4. **Frequently Dialed Numbers** - <http://grapevine/> (Grapevine homepage, at bottom)
5. **Emergency Procedures** - <http://grapevine/> (Grapevine homepage, at bottom)
6. **Master Calendar of Committee Meetings** - <http://grapevine/> (Grapevine homepage, at bottom)
7. **News & Events item posting form** - On the News&Events page!
<http://laspositascollege.edu/news/NewsEventsList.php>
8. **Commonly Used Forms** -
<http://www.laspositascollege.edu/facultystaff/FormsCommonlyUsed.php>
9. **Faculty + Staff Resources** - Click the 'Faculty+Staff' tab at the top of any LPC webpage
 - a. Includes: Online Services, Campus Services, Campus Resources
<http://www.laspositascollege.edu/facultystaff/index.php>
10. **Committee Meeting Minutes** - Grapevine (<http://grapevine/>), Committees tab
11. **LPC Governance Document** - Grapevine, Administration tab, left button, 'Governance'

12. **Bilingual Interpreter List** - <http://grapevine/> (Grapevine homepage, at bottom)

13. **Directory of LPC Employees** - (will be updated for Spring Term) - <http://grapevine/> (Grapevine homepage, at bottom)

14. **How do I send an email to a large group?**

- a. **In the TO: line put your name** (or one other attention-getting name)
- b. **In the BC: line**, put the Group Name (like, "LPC")
- c. For employees who have their messages routed to off-campus emails, this prevents EVERY Address from showing up in their message box!

sg/2/12/14