LPCs Top Twelve Employee Questions - How Do I Find....


2. **Frequently Dialed Numbers** - [http://grapevine.laspositascollege.edu/](http://grapevine.laspositascollege.edu/) (Grapevine homepage, at bottom)


4. **Master Calendar of Committee Meetings** - [http://grapevine.laspositascollege.edu/](http://grapevine.laspositascollege.edu/) (Grapevine homepage, at bottom)


6. **Commonly Used Forms** - [http://www.laspositascollege.edu/facultystaff/FormsCommonlyUsed.php](http://www.laspositascollege.edu/facultystaff/FormsCommonlyUsed.php)

7. **Faculty + Staff Resources** - Click the ‘Faculty+Staff’ tab at the top of any LPC webpage

8. **Committee Meeting Minutes** - Grapevine ([http://grapevine.laspositascollege.edu/](http://grapevine.laspositascollege.edu/)), Committees tab

9. **LPC Governance Document** - Grapevine, Administration tab, left button, ‘Governance’

10. **Bilingual Interpreter List** - [http://grapevine.laspositascollege.edu/](http://grapevine.laspositascollege.edu/) (Grapevine homepage, at bottom)

11. **Directory of LPC Employees** - (will be updated for Spring Term) - [http://grapevine.laspositascollege.edu/](http://grapevine.laspositascollege.edu/) (Grapevine homepage, at bottom)
12. **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!

   1/21/14 s.g.