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


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


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

7. **News &Events item posting form** - On the News&Events page!

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

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

11. **LPC Governance Document** - Grapevine, Administration tab, left button, ‘Governance’
12. **Bilingual Interpreter List** - [http://grapevine/](http://grapevine/) (Grapevine homepage, at bottom)

13. **Directory of LPC Employees** - (will be updated for Spring Term) - [http://grapevine/](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