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 Reservations and Facilities Rentals:**
   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, contact person: Renee Pegues, X 1631


4. **Frequently Dialed Numbers** – Grapevine homepage http://grapevine.laspositascollege.edu/

5. **Emergency Procedures** – Grapevine homepage http://grapevine.laspositascollege.edu/

6. **Master Calendar of Committee Meetings** – Grapevine homepage http://grapevine.laspositascollege.edu/


8. **Commonly Used Forms** – LPC Homepage, top link “Faculty + Staff” 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, Committees tab http://grapevine.laspositascollege.edu/

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


14. **How do I send an email to a large group?**
   
   a. **In the TO: line put your name** (or another 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