1. Requests to Unlock Doors

   a. For a door with a metal key: Contact Custodial Services through Main Reception to place the request for you. Call Reception at 925.424.1000, press 0.

   b. For an Electronic door lock: Call Security at 925.424.1600

   c. For Science Buildings: Follow Dean’s Protocol

2. How Do I post a News & Events or Homepage Announcement? Use the form below and/or email to Sharon Gach. Sharon will try to get announcements from campus-wide emails, flyers and the Board Report, but please be proactive and send her anything you would like on the News and Events or Home page.

   a. Form: http://www.laspositascollege.edu/web/homepageEvents.php

   b. Look for the News and Events button in Col. 3 of homepage, which goes to: http://www.laspositascollege.edu/news/NewsEventsList.php

3. What are our print standards? Print standards are used by organizations to retain the 'look and feel' of all print products and for automatic visual identification. Please use as directed.

   a. What is the “LPC Red?” Three types of color coding exist, and to use them in Microsoft documents or print products, see below:

      1. In Microsoft software LPC Red is in the “RBG” color coding as:
         1. Red:148
         2. Green:54
         3. Blue: 52
         4. It is found in Microsoft products in: Home Tab, choose the Font Color down-arrow, choose More Colors, choose Custom. Type in 148, 54, 52. This will be the color you get!

      2. For printers the Pantone color is 850511; and the PMS color is red 201.

   b. Where can I find printable LPC logos?

      1. Logo formats are found on this page http://laspositascollege.edu/web/logos.php.

      2. Please take care to stretch the logo only from the corners so that the relative sizes remain constant.

   c. Where are our Letterhead and Memohead? They are on the Grapevine Homepage at: http://grapevine/index.php
   a. **Our Safety Department is staffed 24/7.**
   
   b. **From 8 a.m. to 5 p.m.** a call to 911 from a campus phone (*not a cell phone*) will also ring in our Safety Office

   **1. Also call Safety Dept. at 1699. They must guide the emergency personnel to your location, as our buildings are difficult to locate!**

   c. **Before 8 a.m. and after 5 p.m.** please call **Safety at 1699.** The officer has the emergency phone with him/her at all times. The Officer must guide emergency personnel to your location as our buildings are difficult to locate.

   d. Emergency Procedures are on http://grapevine.laspositascollege.edu/

5. **Faculty + Staff Resources** - Click the ‘Faculty+Staff’ tab at the top of any LPC webpage. Includes:
   
   a. **The Grapevine intranet** is available off campus from Faculty+Staff tab, “Campus Resources” section. Or, type into your browser http://grapevine.laspositascollege.edu/

   b. **Online Services, Campus Services, Campus Resources** http://www.laspositascollege.edu/facultystaff/index.php

   c. **Commonly Used Forms** http://laspositascollege.edu/facultystaff/FormsCommonlyUsed.php

6. **Room Reservations and Facilities Rentals**
   
   a. **For meeting room reservations**, contact **Sheri Moore**, X 1631 or X 1408, smoore@laspositascollege.edu

   b. **For Facilities Reservations and forms:** [LPC Homepage], right column “About Las Positas”, Facilities Rental

7. **LPC Reference Documents – all on Grapevine Intranet Homepage** http://grapevine.laspositascollege.edu/
   
   a. **Master Calendar of Committee Meetings** - Grapevine homepage in the top list as a pdf, *and as a GroupWise calendar* at very top of all Grapevine pages

   b. **Divisions-At-A-Glance**

   c. **Frequently Dialed Numbers**

   d. **Top LPC Questions**

   e. **Directory of LPC Employees**
f. **Bilingual Interpreter List**

g. **Letterhead and Memohead formats**

h. **The Grapevine intranet is available off campus** from Faculty+Staff tab, “Campus Resources” section. Or, type into your browser http://grapevine.laspositascollege.edu/

8. **Committee Meeting Information & Minutes** – Grapevine, Committees tab http://grapevine.laspositascollege.edu/


10. **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 8/27/14