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Forms & Information

- [Chancellor Event Request Form](#)
- [Letterhead Template](#)
- [LPC Power Point Template \(pptx\)](#)
- [Meeting Agenda Template](#)
- [Meeting Minutes Template](#)
- [LPC President Event Request Form](#)

Board of Trustees

- [Instructions for Processing Board Items](#) (updated 1/31/21)
- [2021 LPC Deadlines for Board Items](#)
- [2021 Calendar of Board Meetings from District](#)
- [Board Recommendation Memo Template for Business Services](#) (updated 11/10/20)
- [Board Recommendation Memo Template for Educational Services and Student Success](#) (updated 11/10/20)
- [Risk Management-Request a Certificate of Insurance](#) (updated 9/25/20)
- [Post Board Processing Instruction Template](#) (updated 6/8/2020)
- [Checklist for Submitting Board Items](#)
- [Board Presentation Template](#) (Power Point)
- [Approved LPC Board Items](#) (2013 to Present)

Personnel

- [CLPCCD Technology Access Request Form](#)
- [LPC Separation Checklist for Retirements/Resignations](#)
- [LPC Request for Room Key\(s\)](#)
- [LPC Biligual Interpreter List](#)

Travel

- [Conference Leave Request Form](#)
- [Field Trips Abroad/Off Campus Activities Best Practices](#)
- [LPC Field Trip Request Form](#)
- [Risk Transfer – Personnel Vehicle](#)
- [Student Field Trip/Excursion Waiver and Medical Authorization](#)

Commonly Used Resources

- [Divisions At-A-Glance](#)
- [Committee Meetings Master Calendar](#)
- [Directory of LPC Employees - Spring 2020](#)
- [Emergency Procedures](#)
- [Branding and Logos](#)
- [Guest Speaker - Visitor Pass](#)

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Meetings

Town Meeting

First Wednesday

2:30 -4:30 pm

Room 2420

College Council

4th Thursdays

2:30 - 4:30 PM

Room 1687

Administrative Staff

First & Third Thursdays

10 a.m. to 12 p.m.

Room 1687