

Caring Campus

Newsletter

February 2026

EL CAMINO COLLEGE CARING CAMPUS



Caring Champions

Several employees were recognized for going above and beyond to provide exemplary service to students and fellow colleagues. The Caring Champions recognized last month included:

- ❖ Kenya Alvarez
- ❖ Autumn Blakley
- ❖ Josefina Cruz
- ❖ Grant Mayeaux
- ❖ Tommy Ton

Power User Workshops Return for PD Day!

If you missed the Power User Workshop series, most of the workshops will be returning during the afternoon on PD Day! Can't attend these sessions? Not to worry! All of the workshops will be featured again during classified PD/appreciation week on May 18-22nd. Please note that workshops will start promptly due to time constraints.

Workshop topics, descriptions, presenters, and times for the PD sessions on Thursday, February 12th are included below:

[Using Copilot for Meeting Minutes in Teams](#)

Learn how to take meeting notes in Microsoft Teams and how to use Copilot to transform them into meeting minutes.

Presenter: Arnold Martin
Time: 1 p.m.-1:30 p.m.

[What Can Teams Do for You?](#)

Learn about accessing Microsoft Teams, features, best practices, and who to contact for assistance.

Presenter: Connie Nguyễn
Time: 2:20 p.m.-2:50 p.m.

[Utilizing Mail Merge in Office 365](#)

Learn how to send personalized emails to multiple recipients simultaneously with mail merge in Office 365 Outlook.

Presenter: Lavonné Plum
Time: 3:40 p.m.-4:10 p.m.

[Elevate Your Spreadsheet Use](#)

Learn about where to find resources and tools to elevate your spreadsheet usage in Microsoft Excel.

Presenter: Anna Reynolds
Time: 1:40 p.m.-2:10 p.m.

[Using 25Live as an End User](#)

Learn tips and tricks for using 25Live to check room availability, request rooms, and edit and delete existing reservations.

Presenter: Mari Baquir
Time: 3:00 p.m.-3:30 p.m.

*****Registration is required for all workshops and closes on 2/11 at 12 p.m. Please register through [Cornerstone](#). A link to the meeting will be sent from Zoom the day prior to the meeting. If you have not received the link prior to the meeting, please email us at CaringCampusStaff@elcamino.edu.**

MEETINGS

Committee meets from 10 to 11am in LIB 202 on the 4th Thursday of every month.

PART OF ECC EVOLVE

This newsletter focuses on the Classified Staff cohort which is part of ECC EVOLVE.

WHAT IS CARING CAMPUS?

Caring Campus is a data-backed approach to serving students that El Camino College has implemented to make everyone feel welcomed and supported all across campus.

CARING CHAMPIONS!

Applauding Warrior PRIDE has been rebranded as "Recognize a CARING CHAMPION." Nominate El Camino employees who provide exemplary service to students or fellow employees using the [submission form](#).

NAME BADGES

If you need a name badge or you've lost your name badge, submit a name badge request form.

[Name Badge Request Form](#)

Summing It Up: Hits, Misses, and Insights by Gema Perez

The secret shopper report offered a snapshot of one aspect of our service to potential students and the matriculation process, as well as where there is room for improvement. We also got a brief report from the Caring Campus Conference and where El Camino is in the implementation process. To conclude this article, we need to take stock as a campus where we are, with a lens that doesn't compare but allows us to contrast in relation to other schools by answering these three questions:

- What are we doing right?
- Where are we missing the mark?
- What can we do to improve?

What are we doing right?

El Camino staff **DO** big events. Any time there is a fair, whether it be the transfer fair, LGBTQ+ week, or the Library's flying start week we know how to throw a large event, and everyone shows up. Welcome Week is always a hit, not only from participation by staff and management to welcome and be a resource to students, but also in how we show up for ourselves, by helping each other in a collaborative effort like doing warm handoffs and practicing the 10-foot rule.

Much of what we saw at the conference in the breakout sessions was getting staff to band together to guide students by offering these big events. What was missing from a lot of these events, including El Camino's, was the finishing touches like name badges and knowing how to approach people to do the warm handoff.

Where are we missing the mark?

We all have stories of interacting with our fellow coworkers in other areas on campus and not having a good experience. Whether it was getting attitude upon approach, being ignored, and as I often joke "we don't talk to this person because they didn't say hi to me that one time." Sad as it is to point out, we also know coworkers who are not present and in the moment for their job - ignoring phone calls, giving the wrong answer because they can't be bothered, or outright bullying and creating a hostile work environment. This bears out in how we relate to one other, and the students notice this too. The one-on-one interpersonal space is where ECC can improve, and we see a sample of this in the report as well as in the anecdotal stories we all share. This is where there is a lot of work to do, because not everyone may join, but if we do what we can, we can get enough people to join in working to build a community to support each other and work together.

What can we do to improve?

And therein squats the toad. There are many ways we can improve. We can all improve, but it really boils down to each of us wanting to improve. We may need to use the incentive approach, but we should not have to use that. This is because it benefits everyone to be helpful and courteous. Part of that is modeling good service and also recognizing that good service. This is what Caring Moments are meant to do - to recognize when staff go the extra step to facilitate a good interaction/transaction of service.

The question remains: Are we doing it?

In the upcoming newsletters, we will spotlight ways and ideas on how we can improve and celebrate the wins. One example we can use as a model to glean inspiration from is everyone's favorite place - Disneyland! Stay tuned!

♥ El Camino College: A Valentine's Commitment to Caring ♥



Created by Loretta Lau Valencia using Gemini

Contact us at:

CaringCampusStaff@elcamino.edu