From:	Runcalang Lawronco
	Punsalang, Lawrence
Subject:	Caring Campus & Welcome Week
Date:	Friday, January 19, 2024 2:28:29 PM
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[BCC: All LMC Classified Monthly & Hourly Employees]

Hello Fellow Classified Professionals!

In a few days our students will return to campus. What better way for them to begin the new year and new semester than being welcomed by our caring Classified Professionals! Whether you are working remotely, from your office or on campus grounds, there are many ways we can welcome students and make a connection. Below you will find our Caring Campus Behavioral Commitments and a link to participate in our <u>Week of Welcome Spring 2024</u>.

Ten Foot Rule + Warm Referrals			
Traditional	Virtual		
Taking the initiative to approach students to ask if there is anything you can help them with.	Reaching out to students via phone, email, or text to let them know you are available to answer questions and respond to concerns.		
Calling ahead or walking the student to the office they need to get to.	Providing phone numbers, emails, or links to other college services and departments.		
Use of name Tags/"Ask Me" Badges			
Traditional	Virtual		
Wearing of name tags/"Ask Me" badges so students will know who to approach.	Introducing yourself and your department when starting a phone or a video call.		
Welcome Week			
Traditional	Virtual		
Welcoming students as they enter the campus.	Sending welcome emails to students, reminding them of the		

	services and different ways they can reach you.	
Get To Know Other Departments		
Traditional	Virtual	
Learning about other departments and getting to know other staff members by visiting them on campus or inviting them to do a presentation at your department meetings.	Learn about other departments by visiting their webpages or visiting the Student Services Division Canvas shell.	
Actively Helping Students		
Traditional	Virtual	
Actively helping students who you know needs help.	Actively reaching out to students who you know needs help via phone, email, or other forms of communication.	

Welcome Week SP24 Greeters Final.xlsx

*Please work with your respective Manager(s) to select and acquire approval for a timeslot(s) and date(s) that works best for your department/program. Once your Manager(s) has approved of the selected timeslot(s) and date(s), please sign up using the spreadsheet.

The first few weeks are important and crucial for our students. Let's ease any transition challenges and guide them through their Los Medanos College journey.

Caring Campus t-shirts, badges, and buttons are available by request.

Thank you for Caring for our students!

Sincerely,

Lawrence Punsalang

Program Coordinator, Outreach & Welcome Services



P: 925.473.7432

E: LPunsalang@losmedanos.edu