



EAST CENTRAL COLLEGE

Inspiring Excellence

Welcome!

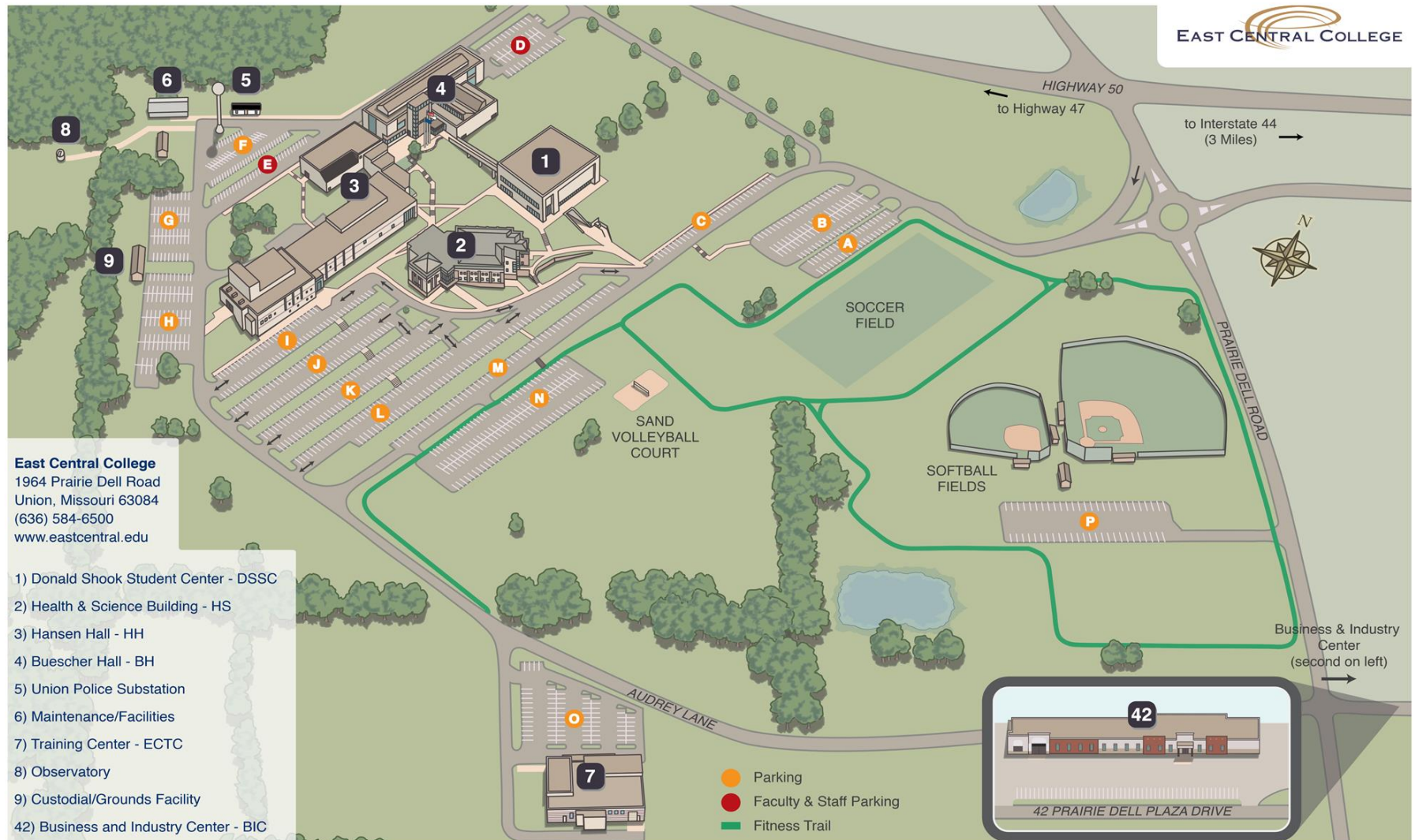
East Central College
Founded 1968

New Employee Orientation

- Welcome
 - Welcome to East Central College! We are excited you have decided to join our Team.
- Introductions
 - Let's first get acquainted and introduce ourselves.....
 - Name
 - Title / Position
 - Department
 - Start Date
 - Something unique about yourself



Full Campus Map – 3D



Campus Map - Detailed

HANSEN HALL (HH)

4th Level

- » Mathematics
- » Classrooms
- » Computer Labs

3rd Level

- » Multimedia/Graphic Design Department
- » IT Department
- » Computer Labs
- » Classrooms

2nd Level Extension

- » Central Methodist University Office
- » Lecture Room

2nd Level

- » English, Education & Philosophy Departments
- » Heating, AC, Ventilation & Refrigeration Department
- » Art Department/Studios
- » Foreign Language Department
- » Classrooms

1st Level

- » Business Department
- » Health Information Management & Medical Assistant Departments
- » Music & Theatre Departments
- » John Edson Anglin Performing Arts Center (Theatre)
- » Art Gallery
- » Classrooms

Lower Level

- » Dressing & Make-up Rooms
- » Music Practice Rooms

BUESCHER HALL (BH)

1st Floor

- » Karen Sue Wieda Student Service Center
- » Career Services
- » Access Services
- » Financial Aid
- » VP of Student Development
- » Library
- » Learning Center
- » Testing Center
- » Cashier's Office

2nd Floor

- » President
- » VP of Instruction
- » VP of External Relations
- » VP of Finance
- » Business Office
- » Administrative Offices
- » Classrooms
- » Social Science Department

DON SHOOK STUDENT CENTER (DSSC)

Lower Level

- » Bookstore
- » Human Resources Office
- » Imaging Services

2nd Floor

- » Gymnasium
- » Student Newspaper

1st Floor

- » Cafeteria
- » Coaches Offices
- » Student Activities Office
- » Locker Rooms
- » Student Organization Offices

3rd Floor

- » Athletic Director
- » Fitness Center
- » Interactive TV Classrooms

HEALTH & SCIENCE BUILDING (HS)

1st Floor

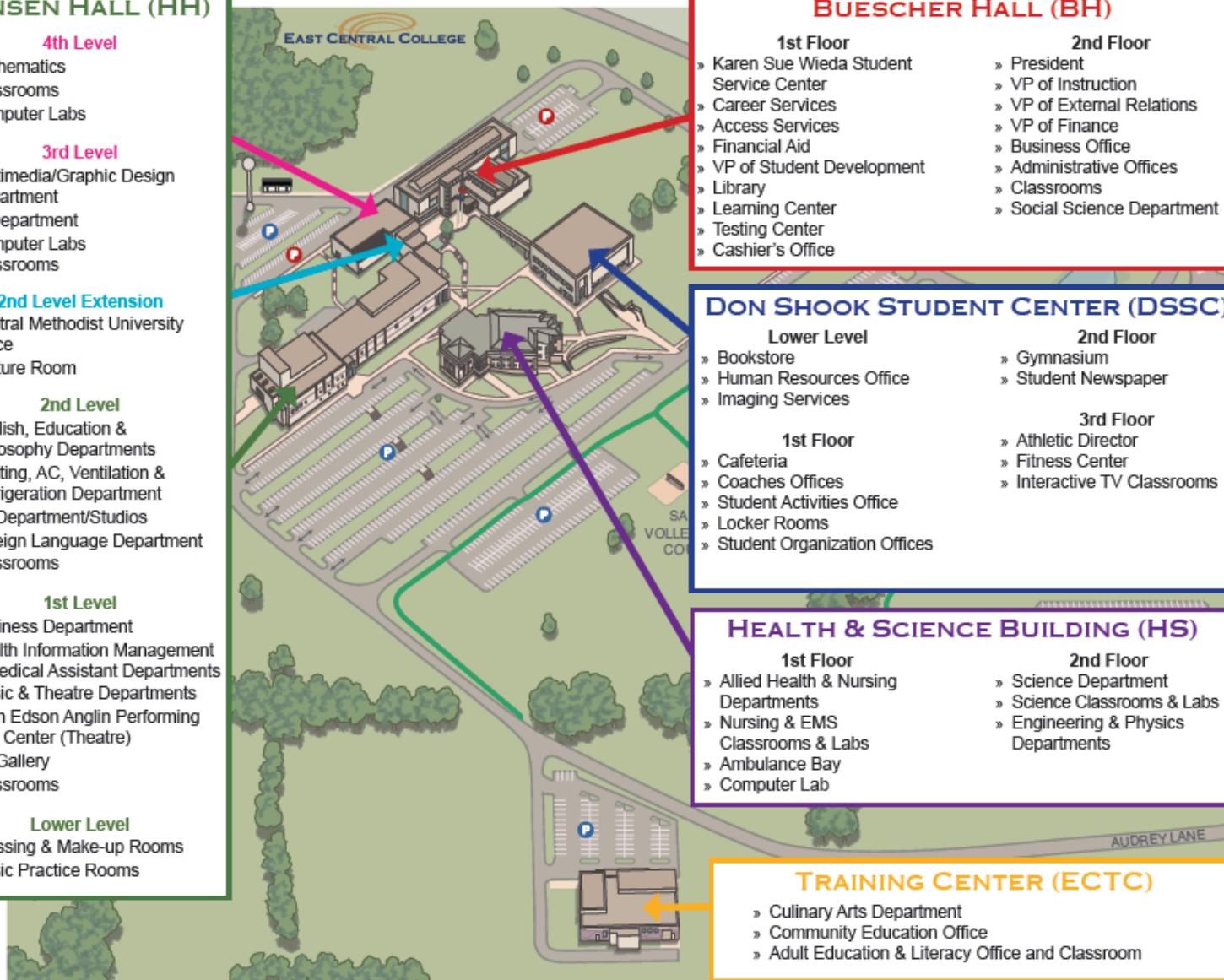
- » Allied Health & Nursing Departments
- » Nursing & EMS Classrooms & Labs
- » Ambulance Bay
- » Computer Lab

2nd Floor

- » Science Department
- » Science Classrooms & Labs
- » Engineering & Physics Departments

TRAINING CENTER (ECTC)

- » Culinary Arts Department
- » Community Education Office
- » Adult Education & Literacy Office and Classroom



About The College

- About East Central College

- Our Vision

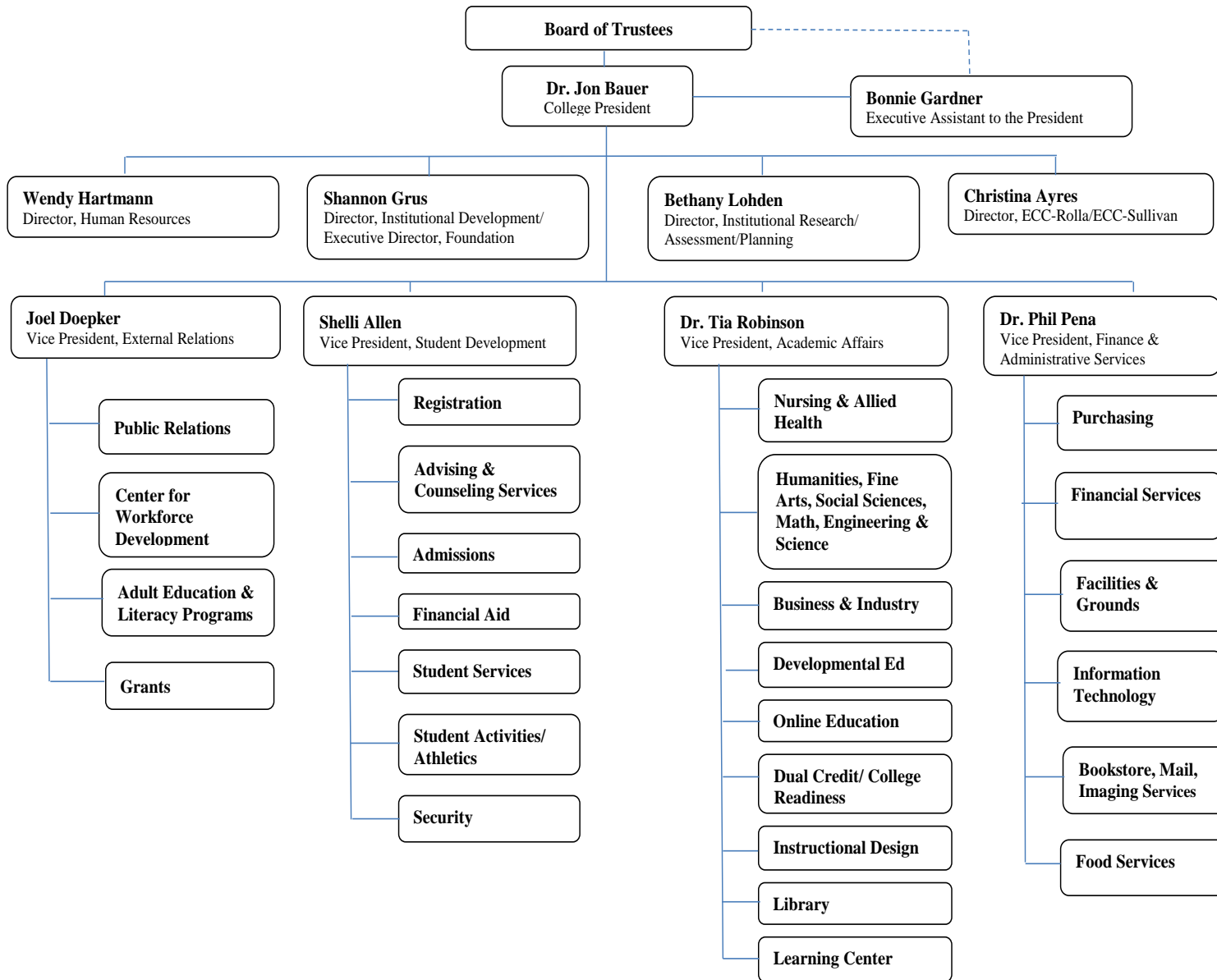
- East Central College will be a dynamic, innovative college of choice.

- Our Mission

- As the primary provider of higher education in the area, East Central College will serve the needs of those in the college district and service region by providing quality educational programs and services. As an open access institution, the College will serve students who have a range of preparation and ability. As a learning organization, the College will preserve and enhance its commitment to continuous quality improvement. As a planning institution, the College will make decisions informed by data.



Organization of the College



About The College

- About the College's Divisions
 - President of the College – Dr. Jon Bauer
 - Instruction - Vice President, Dr. Tia Robinson
 - Student Development - Vice President, Shelli Allen
 - External Relations - Vice President, Joel Doepker
 - Finance and Administration - Vice President, Dr. Phil Pena
- Campus Locations
 - Union – Main Campus
 - Rolla Main
 - Rolla North
 - Washington



About The Employees / Students

Employees – Full-time, Part-time and Adjunct

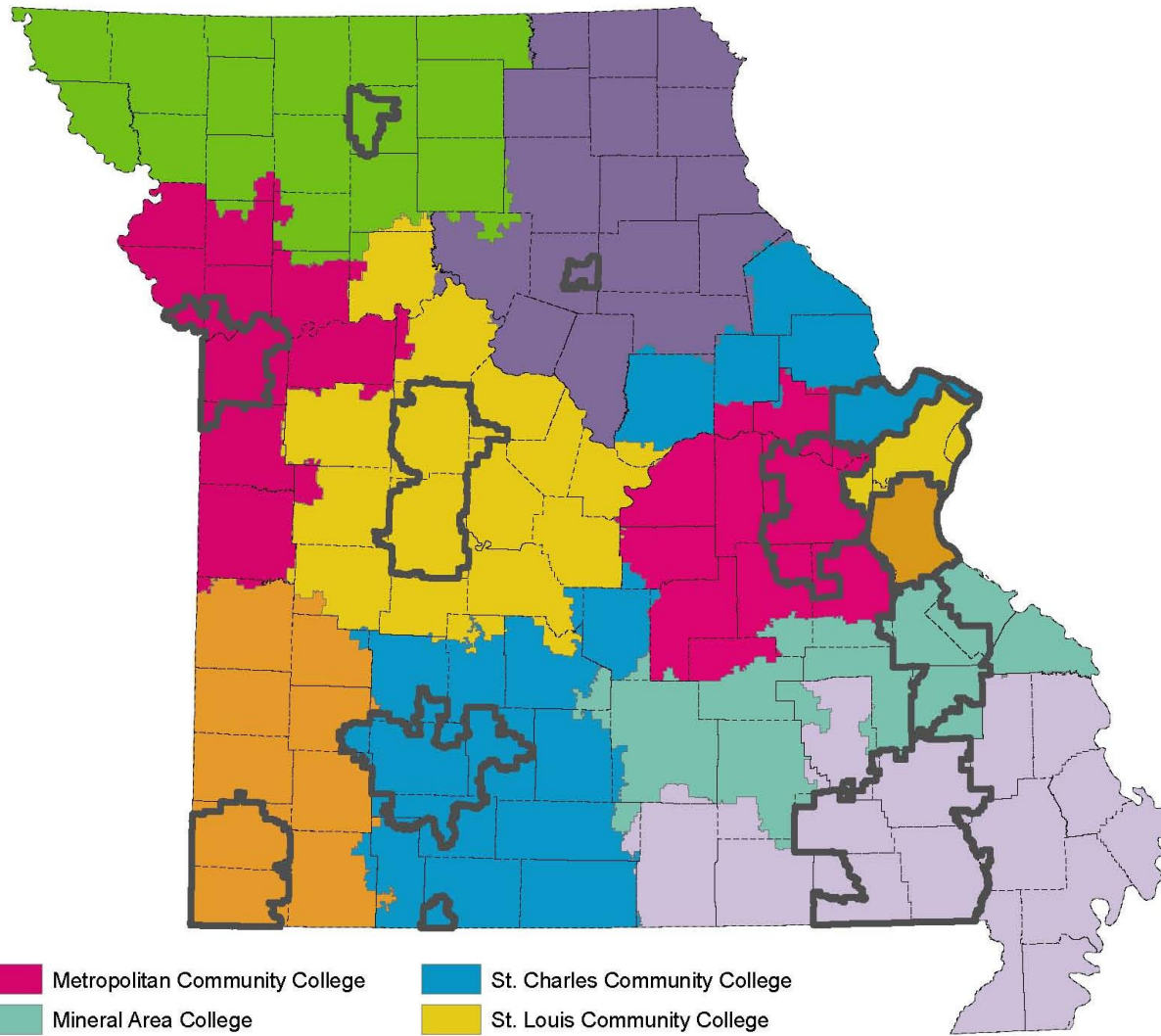
- Administrators (President & Vice Presidents) – 5 Full-time
- Faculty – 66 Full-time
- Professional Staff – 63 Full-time
- Support Staff - 63 Full-time
- Support Staff – 33 Part-time
- Adjunct Faculty /Dual Credit (Part-time) – 120 per semester

Students – Fall 2017 Enrollment as of August 8, 2017

- Total Students – 2,119
- Main Campus / Union – 1,509
- Rolla Campus - 385



Community Colleges of Missouri



	Counties		Metropolitan Community College		St. Charles Community College
	Taxing Districts		Mineral Area College		St. Louis Community College
	Crowder College		Moberly Area Community College		State Fair Community College
	East Central College		North Central Missouri College		Three Rivers Community College
	Jefferson College		Ozarks Technical Community College		



ECC Locations



About The College

District

— East Central College was created, and is locally supported by, residents of the college district.

This taxing district includes:

- Most of Franklin County, and
- Portions of Crawford, Gasconade, St. Charles, Warren, and Washington Counties.



About East Central College

Service Region

Beyond the college district, East Central College is charged by the State of Missouri with providing programs and services to an extended service region comprising portions of the following counties:

Counties	
Crawford	Maries
Dent	Osage
Franklin	Phelps
Gasconade	Warren



About The College

East Central College Foundation

- Patrons of the Arts Program
- Scholarships

Missouri Community College

Association - MCCA



About The College

Library

– Open to the Students, Employees, and the Public

- Books
- Databases
- DVDs
- MOBIUS Inter-Library System



Benefits for Employees

- BOOKSTORE

- Benefit for the students, faculty, and staff of the college
- Provides a full line of textbooks, apparel, academic supplies, study aids, snacks, and software.



- ***Employees receive a 20% discount on merchandise***



Benefits for Employees

TUITION WAIVER

- Regular, full-time and part-time employees including grant positions and limited-term faculty are eligible for the tuition waiver for East Central College courses. This benefit is also available to adjunct instructors, retirees and immediate family members of full-time employees.
- Full-time employees and members of the immediate family may receive certain waivers of tuition and/or fees for classes taken at Central Methodist University on the East Central College campus in Union, MO. The following tuition waiver applies to ECC employees:
- Undergraduate courses – 100% Tuition waiver for ECC employee, spouse and child dependent.
- Graduate courses – 100% tuition waiver for ECC employee, 50% for spouse and no waiver for child dependent. The tuition waiver also includes graduate program courses for ECC full-time employees and spouses.



About the College

STUDENT ORGANIZATIONS & CLUBS

- Anime Club
- Arts Club
- Collegiate DECA
- Collegiate for Christ
- Engineering Club
- ECC Student Media
- National Association for Music Education Collegiate
- Phi Theta Kappa
- Psychology Club, Rotaract, The R&R Club, Social Just League
- Spanish Club / Hispanic Culture Club
- Student Government Association
- Student Missouri State Teachers Association
- Student Nurse Association



About The College

SPORTS / ATHLETICS



Women's Volleyball
Women's Softball
Men's Soccer



Employee Information

- Employee ID Card (At Student Services)
- Keys (From Maintenance) – Policy 4.30
- Parking Permit (At Cashier's Window) – Policy 4.32
- eCentral Account w/ Login & Password
- Email Access
 - ECC Announce
 - ECC Listserv for classification
- Colleague Access



Employee Information

Employee Associations

- Faculty Association
 - Tom Fitts - President
- Professional Staff
 - Karen Klos - President
- Classified (Support) Staff
 - Stacy Langan – President
- ECC NEA (Faculty)
 - Collective Bargaining Agreement



Paid Leave / Payroll

<http://www.eastcentral.edu/board-policies/personnel/>

- Holidays (12 paid) – Policy 5.28
- Personal Leave – Policy 5.30
- Sick Leave – Policy 5.30
- Vacation – Policy 5.30
- Inclement Weather – Policy 5.30



Paid Leave / Payroll

- Pay Periods – Policy 5.31
- Timesheets – Hours for PT/FT Employees – Policy 5.31
- Leave of Absence Form
- W2 – Option for electronic form (eCentral) – Policy 5.31



Employee Conduct & Board Policies

PERSONNEL POLICIES: <http://www.eastcentral.edu/board-policies/>

- Notice of Non-Discrimination – Policy 5.1
- Employee Conduct & Discipline – Policy 5.2
- Employee Grievance – Policy 5.3
- Protection Against Sexual Harassment – Policy 5.4
- Supplemental Employment – Policy 5.24
- Drugs & Alcohol Free Workplace – Policy 5.42
- Family & Medical Leave Act – FMLA – Policy 5.44
- Workers' Compensation – Policy 5.46
 - Reporting Injuries



Employee Conduct & Board Policies

- Tobacco-Free Campus Policy – Policy 4.31
- Safety Policy – Policy 4.36
- Reporting Crimes & Emergencies – Policy 4.37
- Weapons – Policy 4.40



Student Protection Policies

- Student Protection Against Discrimination & Harassment – Policy 3.25



- Student Protection Against Sexual Assault, Relationship Violence, & Stalking – Policy 3.26



Safety & Security

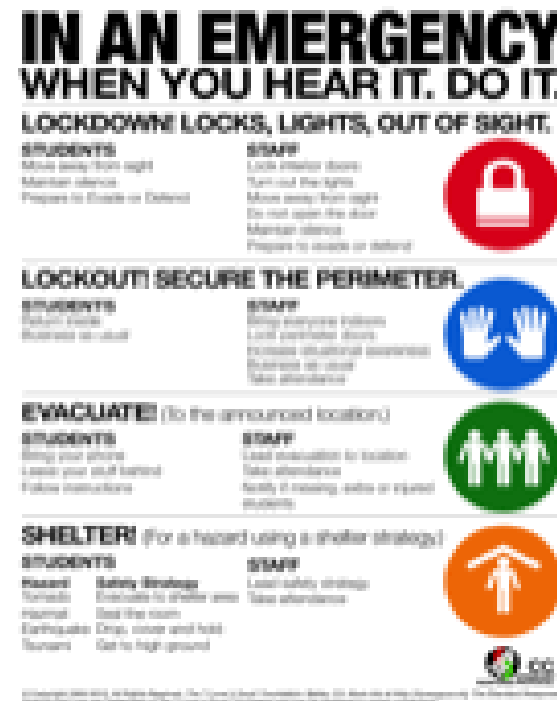
- In an Emergency – DIAL 911
- First Responder (Campus Officer – Union Police)
 - Dial 6600 from office phone or call (636) 583-6660
- Campus Security
 - Dial 6600 from office phone or call (636) 583-6660
 - Day/Evening – Union Police Officers
 - Weekends - Securitas
- E-Alert Webpage www.eastcentral.edu/campus-safety/emergency-notification/
- Each Building / Room includes labeling
- AED's in every building




Safety & Security

- **Emergency Procedures** (refer to poster found throughout the institution)

- **LOCKDOWN!**
 - Locks, Lights, Out of Sight
- **LOCKOUT!**
 - Secure the Perimeter
- **EVACUATE!**
 - To the Announced Location
- **SHELTER!**
 - For a Hazard using a Shelter Strategy



Training

- Title IX / Clery Act Training - Preventing Discrimination / Sexual Harassment / Violence
 - Training for both Employees and Students through  Get Inclusive
 - Online.... Training to be completed within 30 days of hire



- FERPA – Family Educational Rights & Privacy Acts



Notice of Non-Discrimination

- Applicants for admission and employment, students, employees, sources of referral of applicants for admission an employment and individuals with whom the Board of Trustees and College officials do business are hereby notified that East Central College does not discriminate on the basis or race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status





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Inspiring Excellence

Welcome!

Questions?

East Central College
Founded 1968