

The logo consists of several overlapping, curved, golden-brown lines that form a stylized, dynamic shape, possibly representing a globe or a series of orbits.

**EAST CENTRAL COLLEGE**  
Inspiring Excellence

**Welcome!**

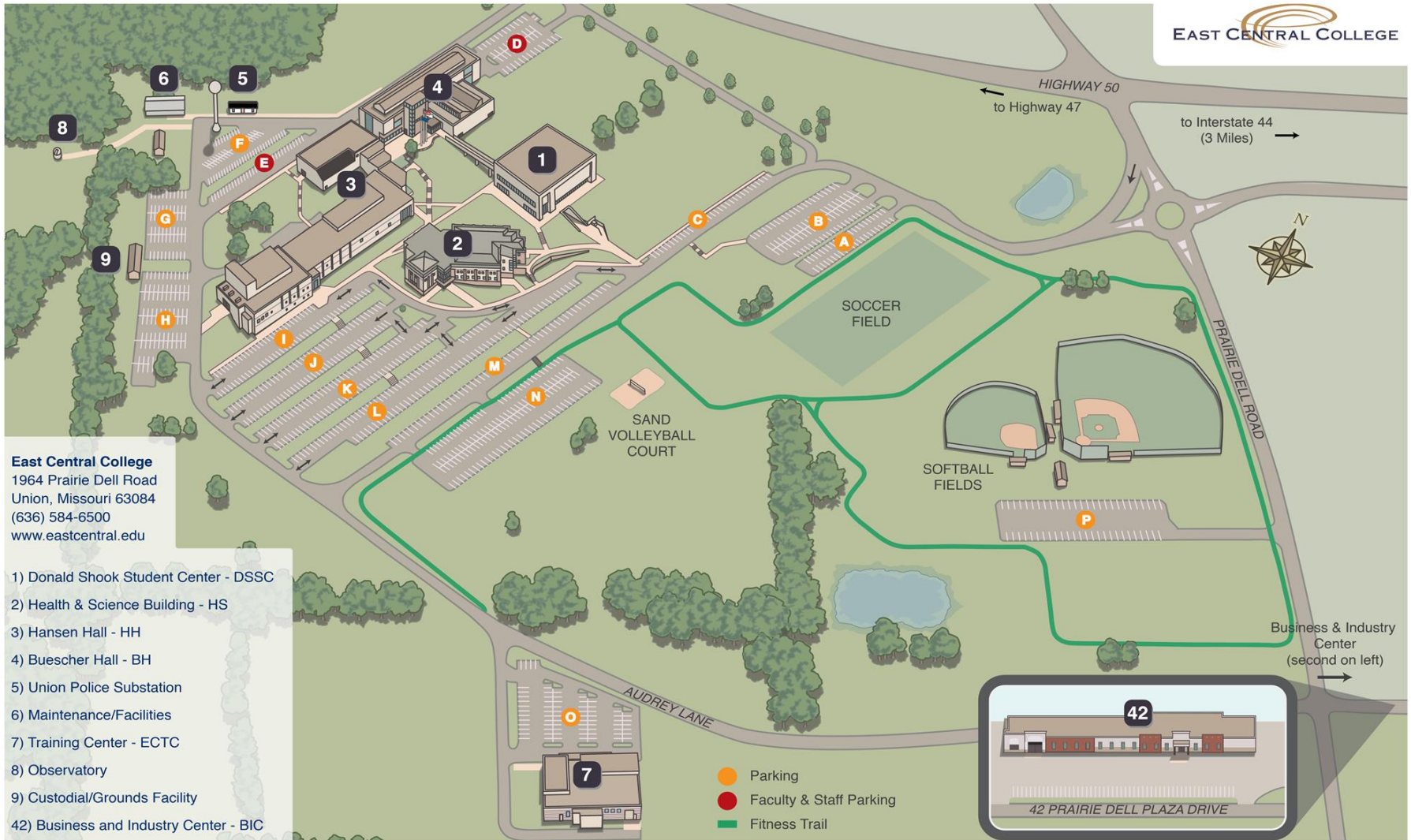
East Central College  
Founded 1968

# 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



**East Central College**  
 1964 Prairie Dell Road  
 Union, Missouri 63084  
 (636) 584-6500  
[www.eastcentral.edu](http://www.eastcentral.edu)

- 1) Donald Shook Student Center - DSSC
- 2) Health & Science Building - HS
- 3) Hansen Hall - HH
- 4) Buescher Hall - BH
- 5) Union Police Substation
- 6) Maintenance/Facilities
- 7) Training Center - ECTC
- 8) Observatory
- 9) Custodial/Grounds Facility
- 42) Business and Industry Center - BIC

- Parking
- Faculty & Staff Parking
- Fitness Trail



# 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

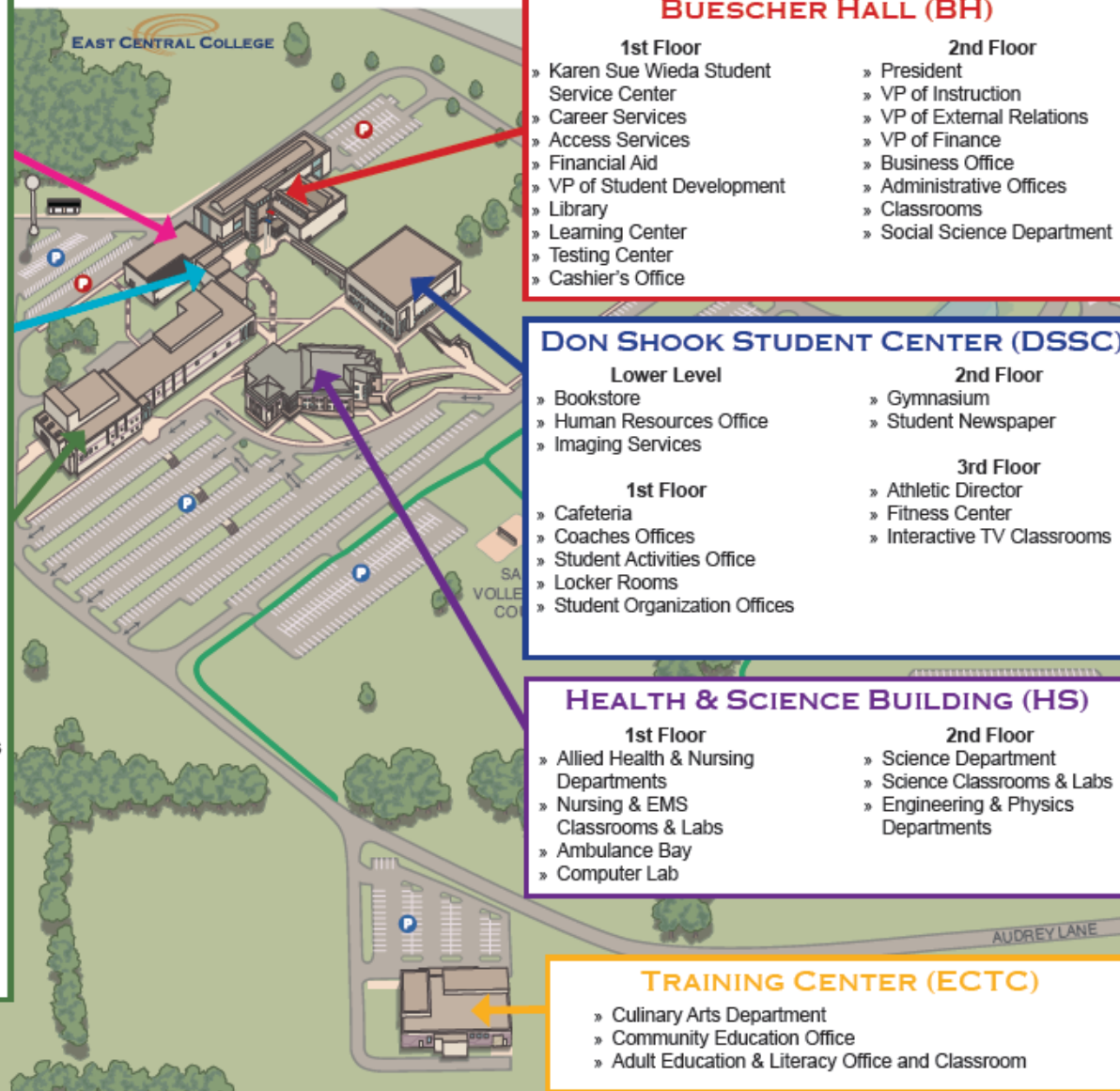
- » Allied Health & Nursing Departments
- » Nursing & EMS Classrooms & Labs
- » Ambulance Bay
- » Computer Lab

### 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

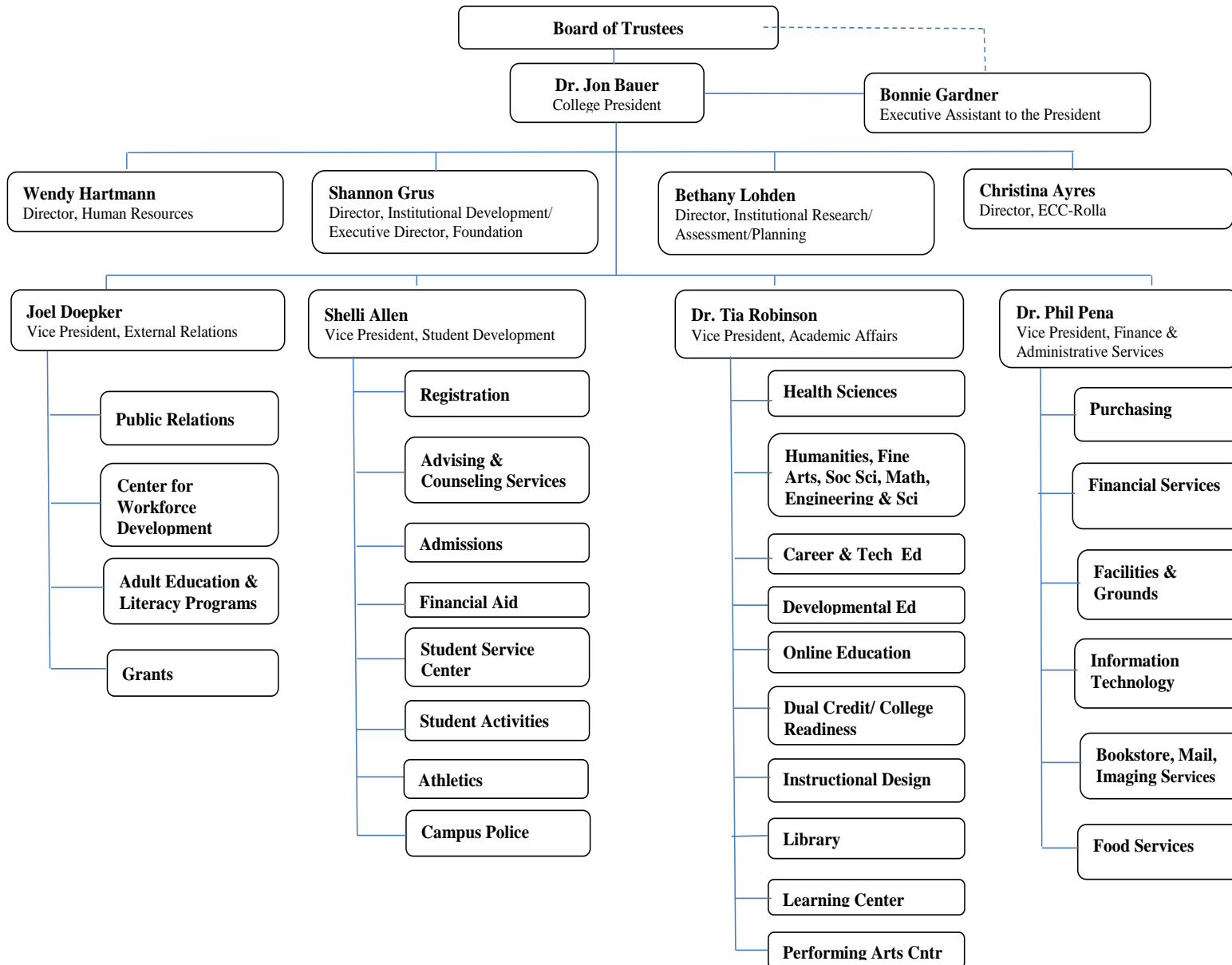
- East Central College will be a dynamic, innovative college of choice.

- 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

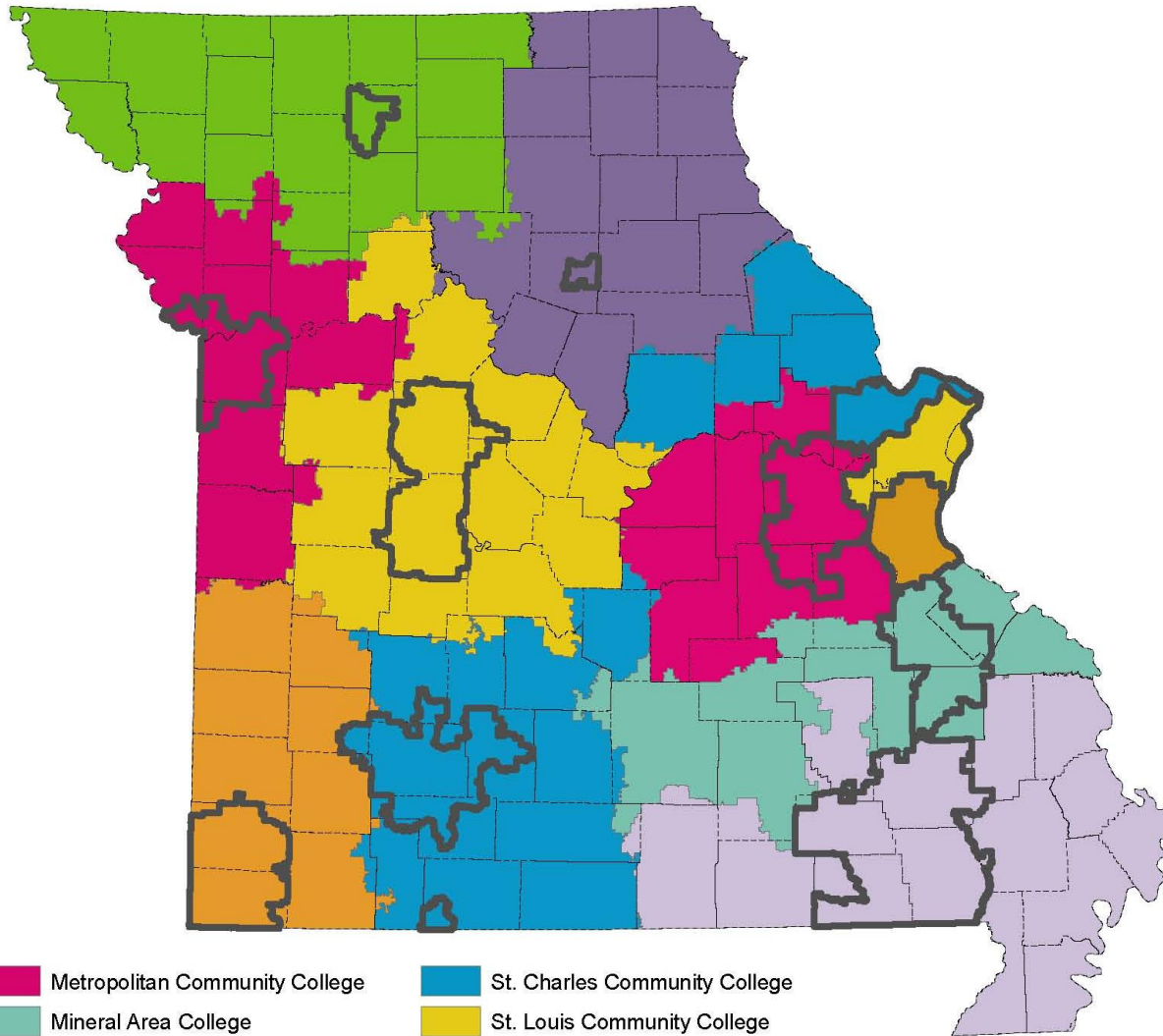
## Students – Fall 2017 Enrollment as of August 8, 2017

- 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

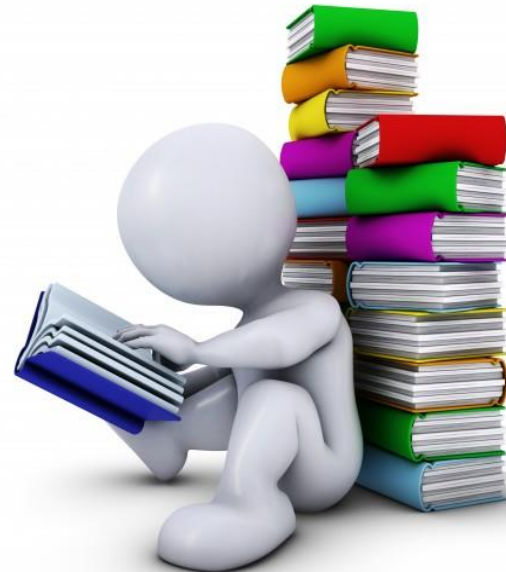
- Books
- Databases
- DVDs
- MOBIUS Inter-Library System



# 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/](http://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

**IN AN EMERGENCY  
WHEN YOU HEAR IT. DO IT.**


**LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.**

STUDENTS	STAFF
Move away from exits	Lock exterior doors
Monitor alarms	Turn out the lights
Prepare to Evacuate or Detain	Move away from exits
	Do not open the door
	Monitor alarms
	Prepare to evacuate or detain




**LOCKOUT! SECURE THE PERIMETER.**

STUDENTS	STAFF
Secure doors	Close exterior windows
Monitor or report	Lock perimeter doors
	Remove physical barriers
	Remove all staff
	Take attendance





**EVACUATE!** (to the announced location)

STUDENTS	STAFF
Drop your phone	Lead evacuation to location
Lower your staff behind	Take attendance
Follow instructions	Notify if missing, injured or trapped students



**SHELTER!** (for a hazard using a shelter strategy)


STUDENTS	STAFF
Hazard: Safety Strategy	Lead safety strategy
Tornado: Evacuate to shelter area	Take attendance
Fire: Get to the room	
Earthquake: Drop, cover and hold	
Tsunami: Get to high ground	



©2019-2020, All Rights Reserved. The University of North Carolina, State of North Carolina Department of Public Safety, and the State of North Carolina Department of Transportation. All other rights reserved.



# 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





**EAST CENTRAL COLLEGE**  
Inspiring Excellence

**Welcome!**

Questions?

East Central College  
Founded 1968