



EAST CENTRAL COLLEGE
Inspiring Excellence

Welcome!

East Central College
Founded 1968

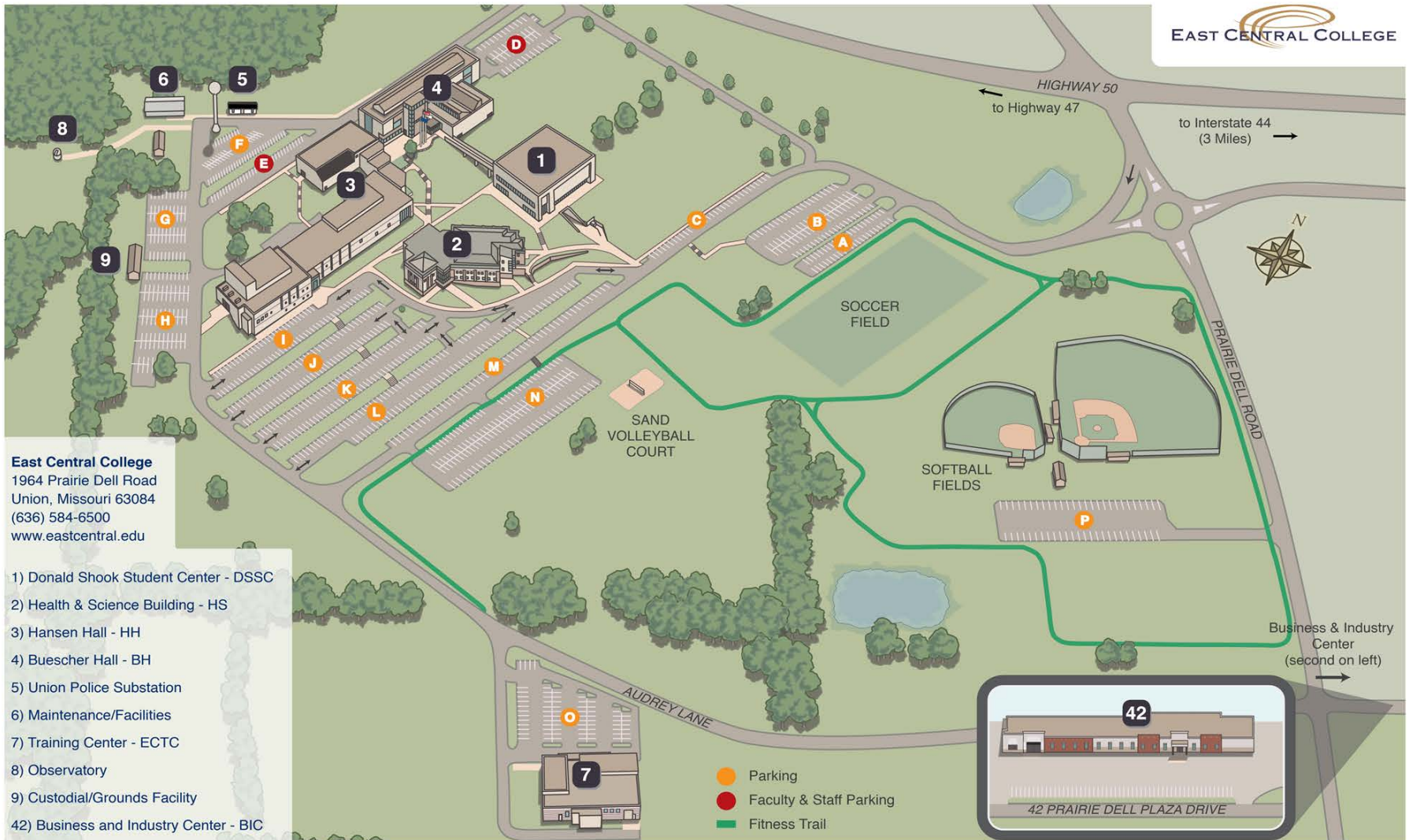
New Employee Orientation

- 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
 - Share something about yourself



Full Campus Map – 3D



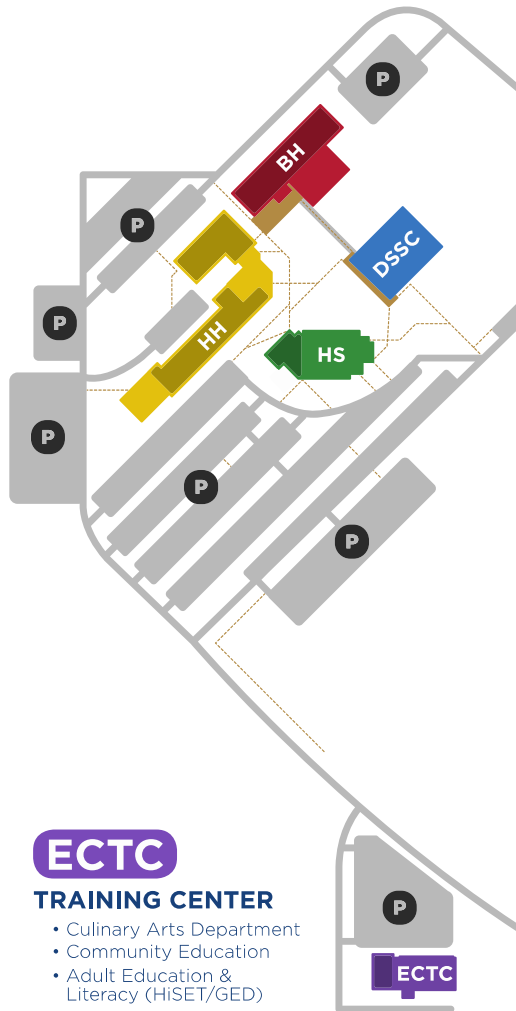
East Central College
 1964 Prairie Dell Road
 Union, Missouri 63084
 (636) 584-6500
www.eastcentral.edu

- 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



HH

HANSEN HALL

Lower Level

- Dressing & Make-Up Rooms
- Music Practice Rooms

Level 1

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

Level 2

- English, Social Sciences & Philosophy Departments
- Art Department/Studios

Level 2 Extension

- Central Methodist University Office

Level 3

- Multimedia/Graphic Design Department
- IT Department
- Computer Information Systems Labs

Level 4

- Mathematics Department

HS

HEALTH & SCIENCE BUILDING

Level 1

- Allied Health & Nursing Department
- Nursing & EMS Classrooms & Labs
- Ambulance Bay
- Engineering & Physics Departments

Level 2

- Science Department
- Science Classrooms & Labs

DSSC

DONALD SHOOK STUDENT CENTER

Lower Level

- Bookstore
- Human Resources
- Imaging Services

Level 1

- Café Central
- Athletic Coaches
- Campus Life & Leadership
- Locker Rooms
- Phi Theta Kappa
- Student Government Association

Level 2

- Gymnasium
- Veterans Lounge
- Student Newspaper

Level 3

- Athletic Director
- Fitness Center
- Interactive TV Classrooms

BH

BUESCHER HALL

Level 1

- Karen Sue Wieda Student Service Center
 - Admissions
 - Advising/Counseling
 - Access Services
 - Career Services
 - Financial Aid
 - VP of Student Development
 - Cashier's Office

- Library

- The Learning Center
- Testing Center

Level 2

- President
- VP of Instruction
- VP of External Relations
- VP of Finance
- Foundation Office
- Business Offices
- Administrative Offices
- Social Sciences & Foreign Language Departments

BIC

BUSINESS & INDUSTRY CENTER

- Center for Workforce Development
- Heating & Air Conditioning Department
- Industrial Engineering Technology Department
- Precision Machining Department
- Welding Lab

ECTC

TRAINING CENTER

- Culinary Arts Department
- Community Education
- Adult Education & Literacy (HiSET/GED)

P Parking

— Roadways

----- Sidewalks & Walking Paths

Prairie Dell Road



About The College

– History

East Central College celebrates it's 50th anniversary in 2019!



– Our Mission

East Central College will be a leader in higher education, inspiring academic excellence and driving community development.

– Our Vision

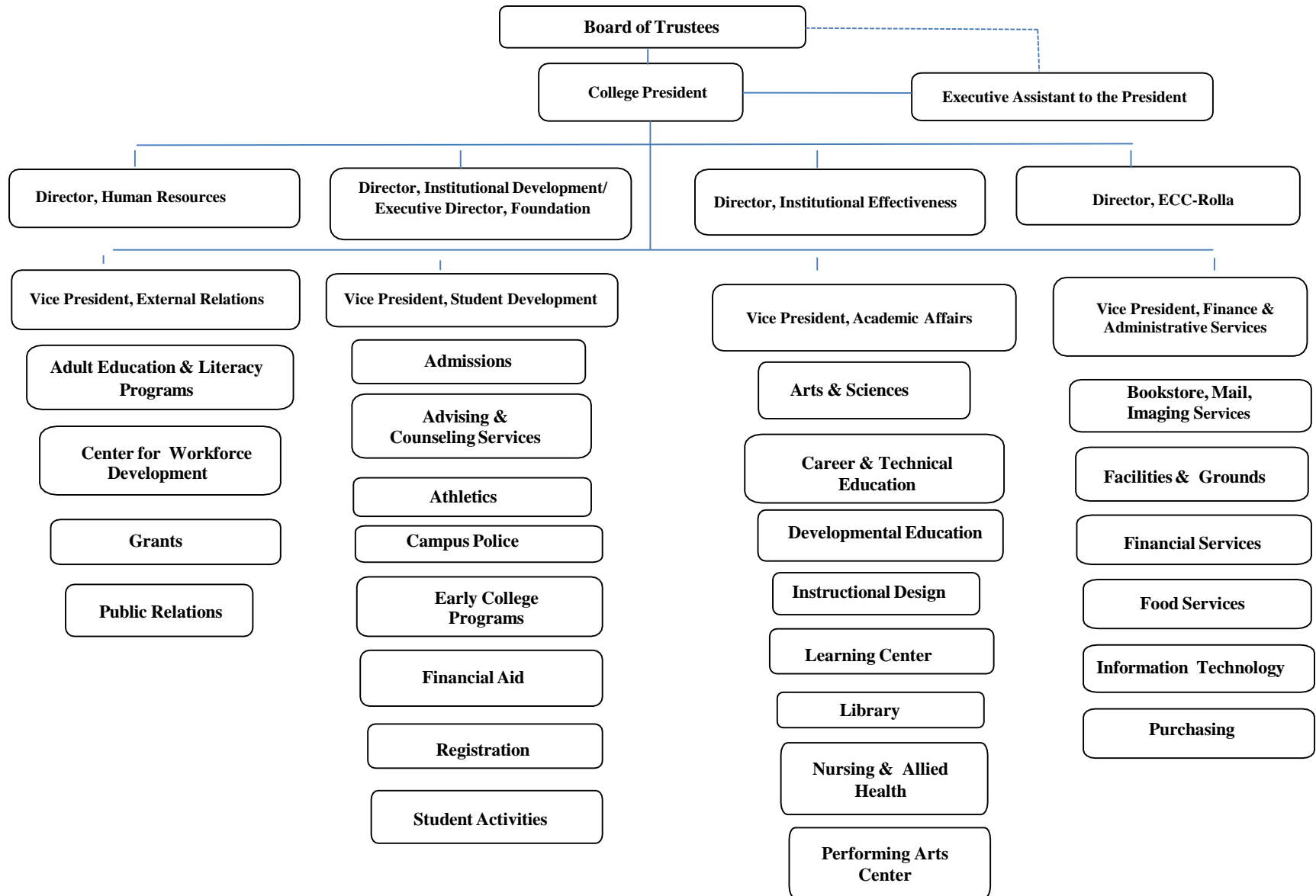
Empowering students and enriching communities through education.

– Mascot:

Franklin Falcon



Organization of the College



About The College

College Locations

- Union – Main Campus
- Rolla Main located at Rolla Technical Center
- Rolla North



Average annual enrollment

Total Students – **2,027**

Main Campus – **1,370**

Rolla Sites - **373**



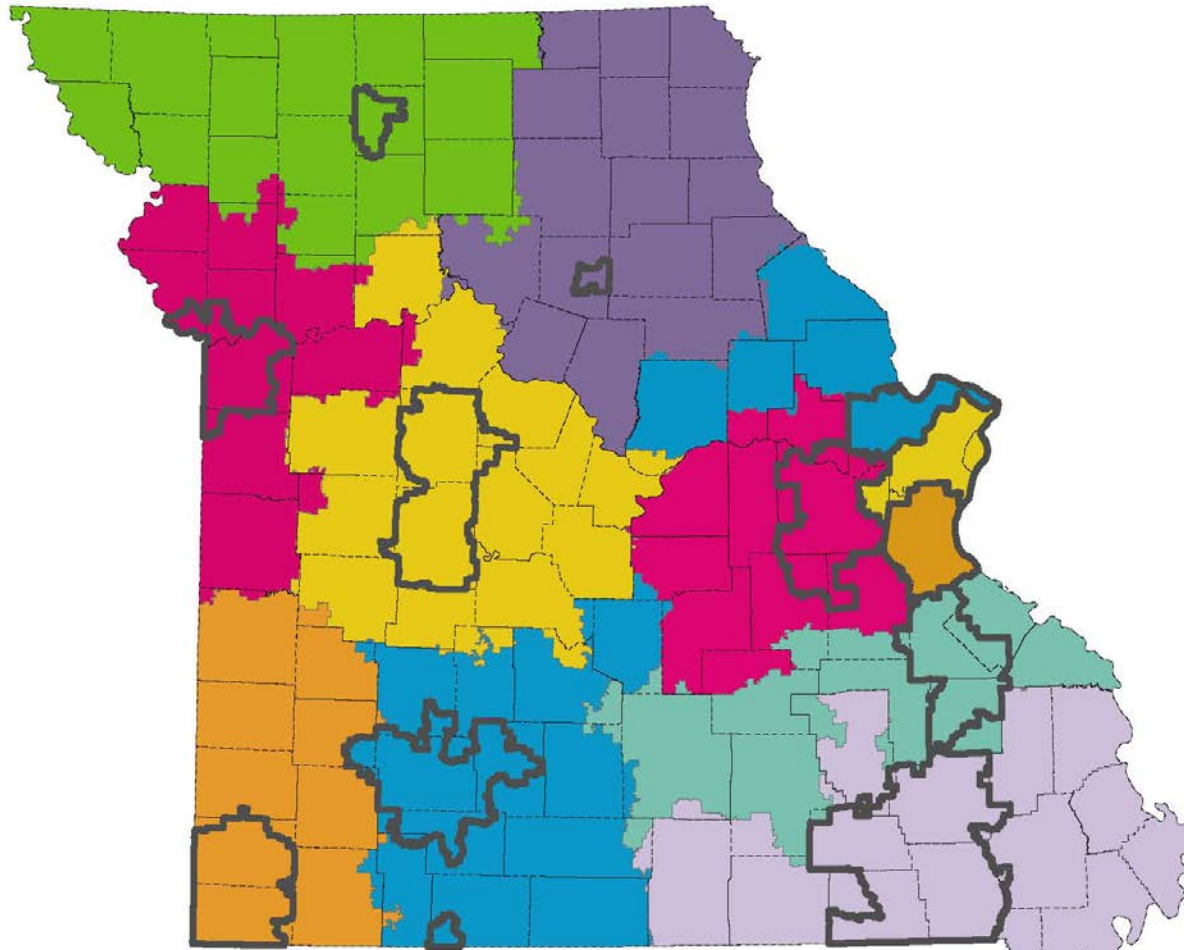
About The Employees

College employees approximately 200 full-time employees, 60 part-time and 120 adjunct instructors

- Administrators
- Faculty
- Professional Staff
- Support Staff
- Adjunct Faculty /Dual Credit (Part-time)



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 | |



About The College

Taxing District

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

SERVICE REGION

- Comprises portions of the following counties: Crawford, Dent, Franklin, Gasconade, Maries, Osage, Phelps, and Warren.



About The College

East Central College Foundation supports the growth & development of ECC in whatever ways might be beneficial to our students, our staff, and our facility.

- Patrons of the Arts Program
- Alumni Program
- Scholarship Program



Patrons of the Arts

EAST CENTRAL COLLEGE
Inspiring Excellence

2019-2020 FILM & LECTURE SERIES



Documentary
Three Identical Strangers
Thursday, September 19
6:30 p.m.



Film
Run*
Thursday, October 24
6:30 p.m.
Presented as part of the 10th Anniversary



Franklin County
Community Resource
Board Presents **Ruby Payne**
Friday, November 1 • All Day



An Evening with Emily
St. John Mandel,
*Author of Station Eleven**
Tuesday, November 5 • 6:30 p.m.
Presented as part of the NEA Big Read



International Day
Saturday, November 16
International Education Week
November 16 - 22



Annual MLK Celebration
Sunday, January 19 • 8 p.m.
Co-sponsored with
Annapolis Center for Leadership Studies



Documentary
13th
Thursday, February 27
6:30 p.m.



Film
Cleo from 5 to 7
Thursday, March 12 • 6:30 p.m.
Walt Theatre in New Haven, MD



Riverside Short
Film Festival
April 3 - 4
Walt Theatre in New Haven, MD



Poetry Reading
Thursday, April 9
7 p.m. • HS 100
Co-sponsored with the English Department



Documentary
Night and Fog
Tuesday, April 21
6:30 p.m.



Documentary
A Groat Day in Harlem
Thursday, April 23
6:30 p.m.



*NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.

EAST CENTRAL COLLEGE
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GUEST ARTIST SERIES



New Orleans Meets
Rio de Janeiro
Friday, September 6 • 7:30 p.m.



Arianna String Quartet
Friday, September 20 • 7:30 p.m.



Christine Brewer in Concert
Friday, November 8 • 7:30 p.m.



St. Louis Wind Symphony
Friday, November 22 • 7:30 p.m.



David Helen, Björn Ranheim &
Jennifer Judd in Concert
Friday, January 31 • 7:30 p.m.



ECC Faculty Recital
Friday, February 28 • 7:30 p.m.



The Trombones of the
Saint Louis Symphony
Thursday, March 19 • 7:30 p.m.



Funkly Butt Brass Band
Friday, April 24 • 7:30 p.m.

MATINEE SERIES



A Season of Song
Friday, August 23
4 p.m. • HH 105



Cortango Duo, "A
Tale of Two Cities"
Friday, December 6
4 p.m. • HH 105



Lindsay Garrition
in Concert
Friday, February 14
4 p.m. • HH 105



Chamber Music for
Flute, Cello & Piano
Friday, May 1
4 p.m. • HH 105

ENSEMBLE SERIES

ECC Bands Concert
Tuesday, October 15 • 7 p.m.
College Choir Invitational Concert
Tuesday, October 22 • 7 p.m.

ECC Jazz Ensembles
Friday, October 25 • 7 p.m.
Student Recitals
December 3 & 9

Christmas Celebration
Saturday, December 7
Immanuel Lutheran Church • Washington, MD

ECC Jazz Holiday Concert
Friday, December 13 • TED
Driftwood • Washington, DC

ECC Jazz Swing Concert
Friday, March 6 • 7 p.m.
American Legion • Union, MD

ECC Bands & Choir Concert
Tuesday, March 10 • 7 p.m.
Spring Choir Concert
Thursday, April 30 • 7 p.m.

Student Recitals
May 5 & 7
ECC Pops Concert
Friday, May 8 • 7 p.m.
Mantrage at the Fairgrounds
Washington, MD

FESTIVALS

Treble Choir Festival
November 23
Piano & Viola Festival
January 23 - 25
MSHSSA Choir
March 13
MSHSSA Solo/Ensemble
March 14
MSHSSA Band/Orchestra
April 3
Jazz Clinic
April 23 - 24

EAST CENTRAL COLLEGE
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2019-2020 THEATRE



"And Then There Were None"
October 3 • 5 • 8 p.m.
October 6 • 2 p.m.
Auditions: August 20 - 21



The Actor's Showcase
Wednesday, December 4 • 7 p.m.



"A Winnie-The-Pooh Christmas Tail"
December 13 - 14 • 7 p.m.
Auditions: August 20 - 21



Four Rivers Speech Tournament
Friday, January 24



"9 to 5: The Musical!"
February 20 • 22 • 8 p.m.
February 23 • 2 p.m.
Auditions: November 18 - 19 • 6:30 p.m.



MSHSSA One Act Play & Reader's
Theatre Festival
Wednesday, March 11



"Church and State"
April 16 • 18 • 8 p.m.
April 19 • 2 p.m.
Auditions: March 2 - 3 • 6:30 p.m.



"Grits: The Musical!"
July 23 • 25 • 8 p.m.
July 26 • 2 p.m.

ecctheatre.com



Missouri Community College

Association – MCCA

- Statewide organization through which Missouri community colleges work together to advance common agendas.
- Brings the state's 12 colleges together for advocacy, professional development, information & collaboration.



About The College

Library

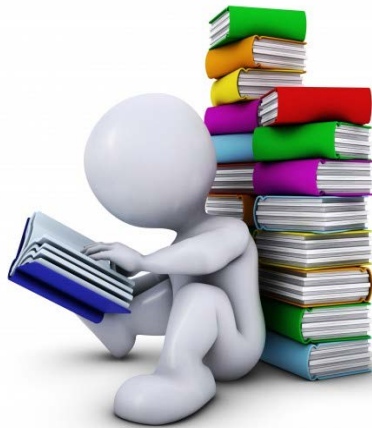
- Open to the Students, Employees, and the Public
- Books
- Databases
- DVDs
- MOBIUS Inter-Library System



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



*** Located on the Lower Level of the Donald Shook Student Center*



Benefits for Employees

East Central College TUITION WAIVER

- Full-time and part-time employees, retirees, and immediate family members of full-time employees are eligible for the tuition waiver for East Central College credit courses.

Central Methodist University tuition waiver

- 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.
- 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
- Art Club
- Collegiates for Christ
- Debate Club
- DECA
- ECC Culinary Club
- ECC Student Media
- EMS Student Association
- Engineering Club
- Gender & Sexualities Alliance
- Health Occupation Students of America – H.O.S.A (Rolla only)
- National Association for Music Education Collegiate - NAFME
- Psychology Club (Union & Rolla)
- Phi Theta Kappa (Union & Rolla)
- Rotaract
- R&R Club
- SAHIM (Health Information Management Club)
- Scholar Bowl
- Social Justice League (Rolla only)
- Spanish Club / Hispanic Culture Club
- Student Government Association – SGA (Union & Rolla)
- Student Missouri State Teachers Association - SMSTA
- Student Nurse Association (Union & Rolla)



About The College

SPORTS / ATHLETICS

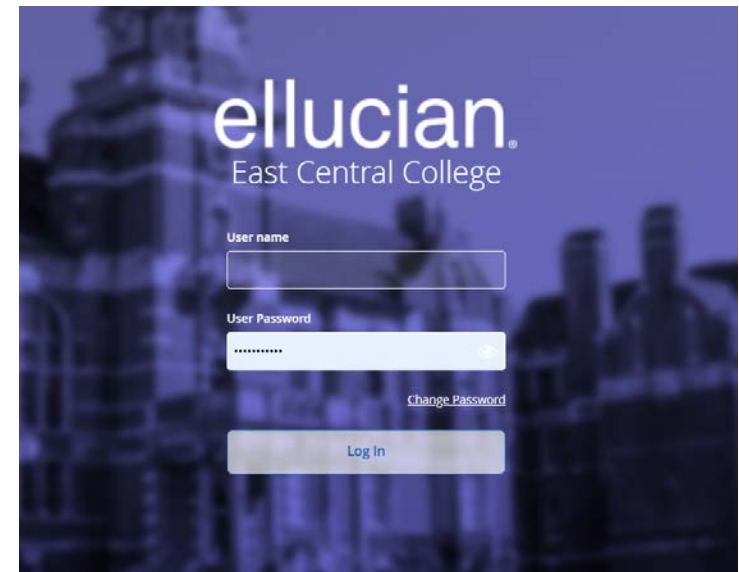


Women's Volleyball
Women's Softball
Men's Soccer



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



ellucian.
East Central College

User name

User Password

[Change Password](#)



Employee Information

Employee Associations

- Faculty Association
 - Jenifer Goodson - President
- Professional Staff
 - Jenny Kuchem - President
- Classified (Support) Staff
 - Stacy Bellville – President
- ECC NEA (Faculty)
 - Collective Bargaining Agreement



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
 - With exception to smoking in personal vehicle
- Safety Policy – Policy 4.36
- Reporting Crimes & Emergencies – Policy 4.37
- Weapons – Policy 4.40



Paid Leave / Payroll

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

- Holidays (12 paid) – Policy 5.28
- Personal Leave (5 paid) – Policy 5.30
- Sick Leave (16 paid) – Policy 5.30
- Vacation (15 paid) – 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



Student Protection Policies

- Student Protection Against Discrimination & Harassment – Policy 3.25



- Student Protection Against Sexual Assault, Relationship Violence, & Stalking – Policy 3.26
- Run, Hide, Fight video: https://youtu.be/jvwna1DaV_g



Safety & Security

- In an Emergency – DIAL 911
- Campus Security (Union Police Department Officers)
 - Dial 6600 from office phone or call (636) 584-6660
- Campus Security – Rolla Main
 - Call (573) 469-1245
- Campus Security – Rolla North
 - Call (573) 201-4568
- 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

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


LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS Move away from sight Muzzle doors Prepare to Escape or Defend	STAFF Lock interior doors Turn out the lights Move away from sight Do not open the door Muzzle doors Prepare to escape or defend
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LOCKOUT! SECURE THE PERIMETER.

STUDENTS Secure doors Secure windows	STAFF Secure everyone's doors Lock perimeter doors Increase structural awareness Secure all exits Take attendance
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EVACUATE! (to the announced location)

STUDENTS Drop, cover and hold Lower your staff/bag Follow instructions	STAFF Lead evacuation to location Take attendance Notify if missing, exits or injured students
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SHELTER! (for a hazard using a shelter strategy)

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



- FERPA: Confidentiality Records
 - Course is required for all employees who have access to Colleague and student records.
- Title IX and Sexual Misconduct
- Campus SaVE Act for Employees – Sexual Violence Awareness
- Sexual Harassment: Staff to Staff
- Clery Act Training (Violence reporting)





EAST CENTRAL COLLEGE

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Questions?

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 of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status.

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Founded 1968