



Welcome!

East Central College
Founded 1968

Orientation Over

- Welcome and Introductions
- About East Central College
- About the College's
Division/Departments/Services
- About College Policies
- About In-Service week



Welcome

- **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



EAST CENTRAL COLLEGE
Inspiring Excellence

About the College

East Central College

About The College

– History

East Central College celebrated its 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

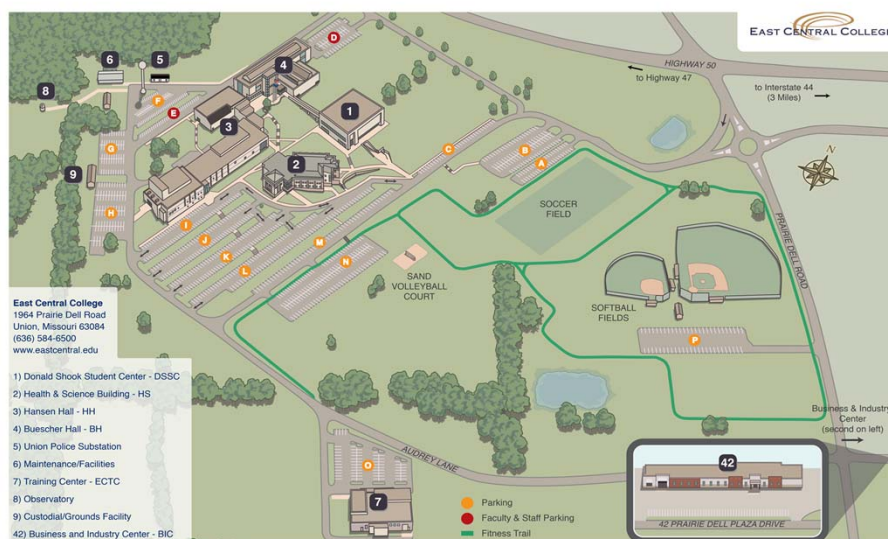
Empowering students and enriching communities through education.

– Mascot

Franklin Falcon



Campus Map







About East Central 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
- 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 including portions of the following counties:

- ☐ Franklin
- ☐ Warren
- ☐ Gasconade
- ☐ Osage
- ☐ Maries
- ☐ Phelps
- ☐ Dent
- ☐ Crawford



About East Central College

District Schools

K-12 Public Schools	K-8 Public Schools
Crawford County R-1 (Bourbon)	Franklin County R-2
New Haven	Lonedell R-14
St. Clair R-13	Spring Bluff R-15
Sullivan C-2	Strain-Japan R-16
Union R-11	
Washington	

About The College

East Central College Locations

- Main Campus - 1964 Prairie Dell Road, Union
- Rolla Main - 500 Forum Drive, Rolla
Located at the Rolla Technical Center
- Rolla North - 2303 N. Bishop Avenue, Rolla



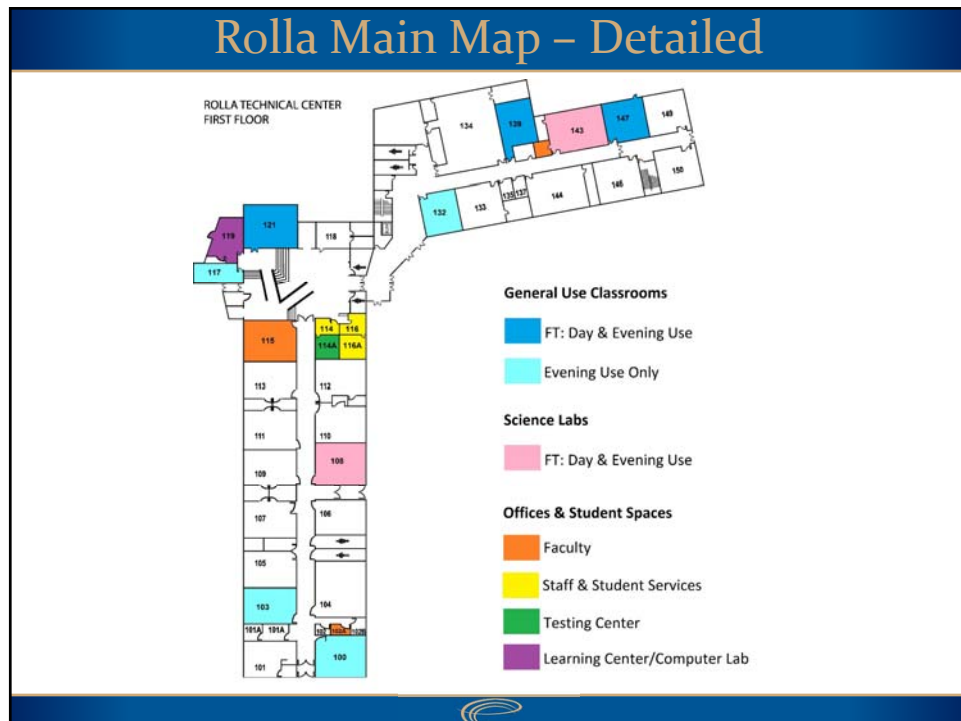
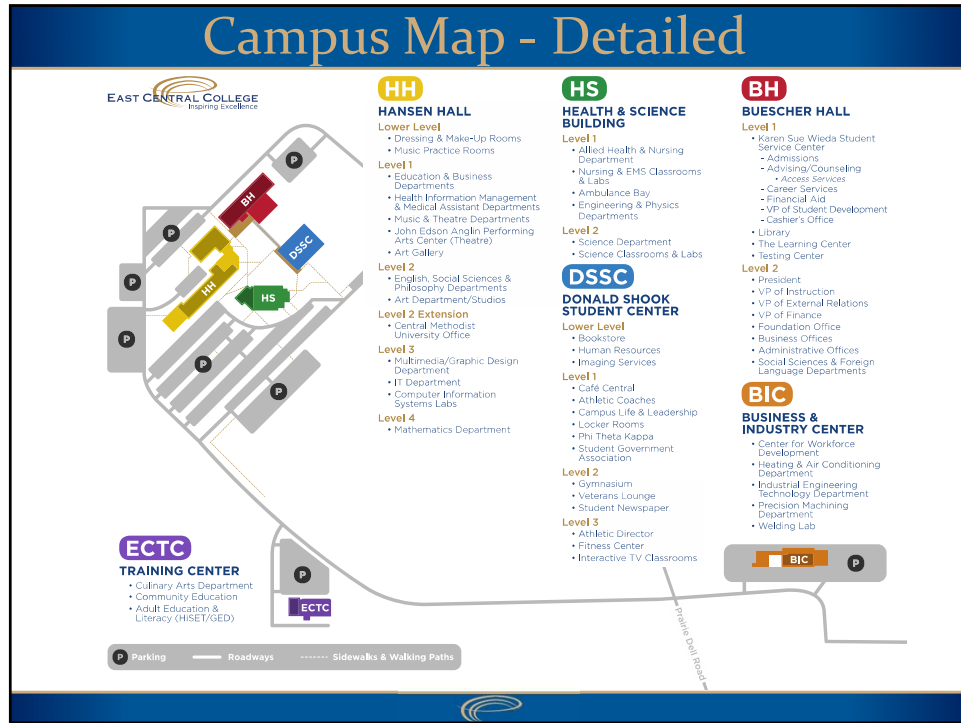
About The Students

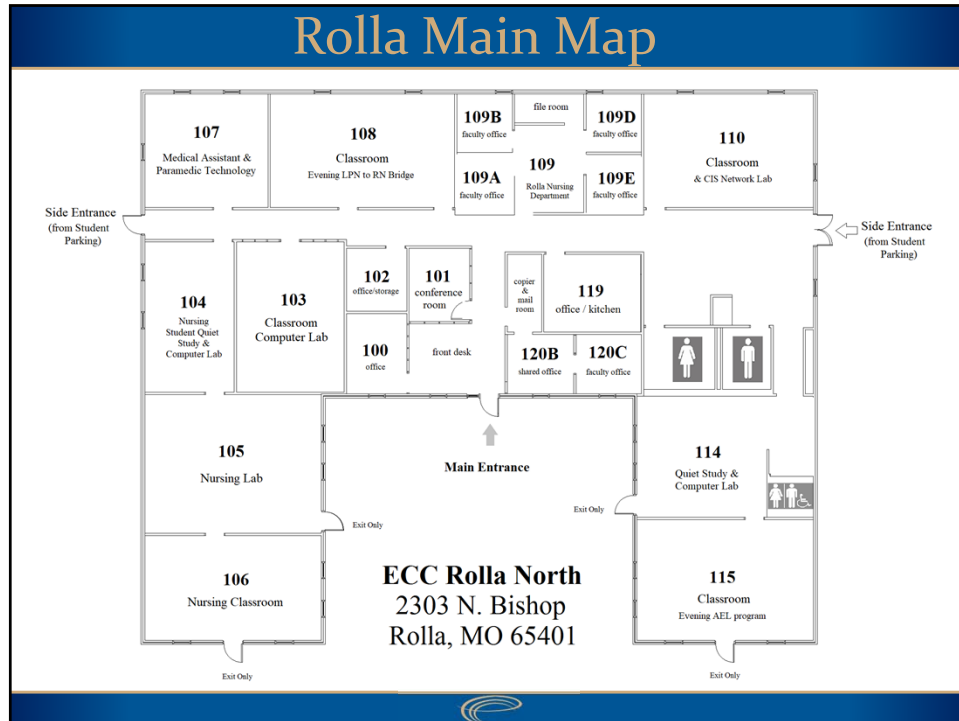
Typical Fall Enrollment

Total Students – 2,600

Includes Union, Rolla, Online, & Dual Credit







About The Employees

The College employs approximately 200 full-time and 60 part-time employees as well as 120 adjunct instructors.

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



About East Central College

College's Divisions

- President
- Academic Affairs
- External Relations
- Finance and Administrative Services
- Student Development



About East Central College

Foundation

Alumni Program

- ECC Falcon Invitational Golf Tournament
- Outstanding Alumni Award

Patrons of the Arts Program

- June kick off celebration
- Patrons receptions

Scholarship Program

- Annual Friends of the Foundation Dinner
- Scholarship Breakfast





External Relations

Founded 1968

External Relations

External Relation's Departments

- ✓ Communications/Public Relations
- ✓ Marketing
- ✓ Web Services
- ✓ Workforce Development
- ✓ Community Education
- ✓ Adult Education & Literacy
- ✓ Grants



External Relations

College Communications and Marketing

- Advertising
- Press Releases
- ECC Facebook, Twitter and Instagram
- Printed marketing material
- Radio & T.V. Ads
- Public Events
- College Signage



21

External Relations

Workforce Development

- Business & Industry
 - (short-term training)
- Manufacturing Apprenticeships
- Community Education (personal enrichment)
 - Summer Learning Academy
- Health Care Program
 - Certified Nursing Assistant
 - Certified Medical Technician
- Introductory welding



External Relations

Adult Education & Literacy (AEL)

- College & Career Readiness program
 - ✓ High school equivalency exam (Former GED)
 - ✓ College and Career Readiness
- English as Second Language
- Citizenship



External Relations

Grants

- SkillUP (Food Stamps)
- MoAMP Grant, US DOL





Safety and Security

Founded 1968

Safety & Security

Campus Security

Union Police Officers

- ❖ Protection of students, staff, faculty, visitors and property
- ❖ Respond to calls for service
- ❖ Conduct preliminary investigations
- ❖ Patrols campus



Tommie Lowe

Todd Schlitt

❖ **Emergency: CALL 911**

❖ **Need Assistance - CALL 636-584-6600 or Extension 6600**



26

Safety & Security

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

— LOCKDOWN!

- Locks, Lights, Out of Sight

— LOCKOUT!

- Secure the Perimeter

— EVACUATE!

- To the Announced Location

— SHELTER!

- For a Hazard using a Shelter Strategy



Safety & Security

- **In an Emergency – DIAL 911**
- **Campus Security – Union** (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

Safety & Security

- E-Alert Notification
www.eastcentral.edu/campus-safety/emergency-notification/
- Each Building / Room includes labeling
- AED's in every building



Finance & Administrative Services

East Central College

Finance and Administrative Services

Finance and Administrative Service's Departments

- ✓ Bookstore
- ✓ Business Office
- ✓ Facilities and Grounds
- ✓ Food Service – Café Central
- ✓ Information Technology
- ✓ Purchasing



Finance and Administrative Services

Facilities and Grounds

- ☐ Buildings
- ☐ Construction
- ☐ Custodial services
- ☐ Grounds
- ☐ Maintenance
- ☐ Workers' Compensation



Finance and Administrative Services

Bookstore, Mail & Imaging Services

- ☐ Campus mail service
- ☐ Classroom books and supplies
- ☐ College apparel
- ☐ General office supplies
- ☐ Imaging Services



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



Finance and Administrative Services

Business Office

- ☐ Annual financial audits
- ☐ Cashier services
- ☐ College accounting
- ☐ Fixed Assets
- ☐ Employee expense reimbursement
- ☐ Grant accounting
- ☐ Payroll
- ☐ Student accounts



Finance and Administrative Services

Food Service

- ☐ Café Central
- ☐ Campus food service
- ☐ Catering



Located on the 2nd floor of Donald Shook Student Center

Finance and Administrative Services

Purchasing

- ☐ Contract management
- ☐ Receivables/Fixed Assets
- ☐ Purchase bid management
 - ✓ Anything > \$15K needs Board approval and to go to bid
- ☐ Purchasing
- ☐ Vending

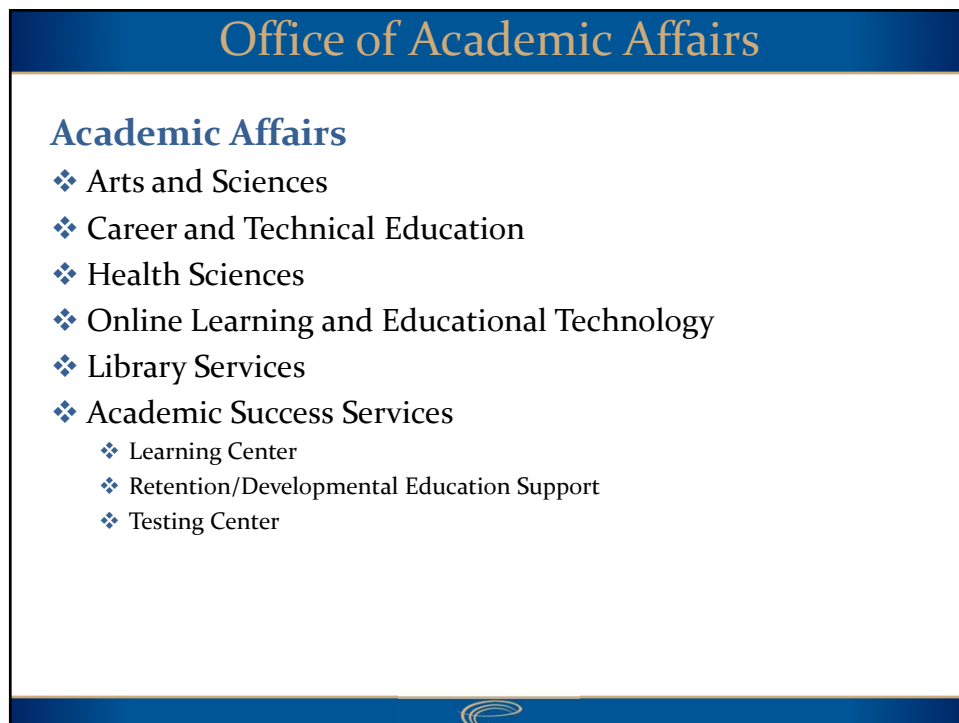
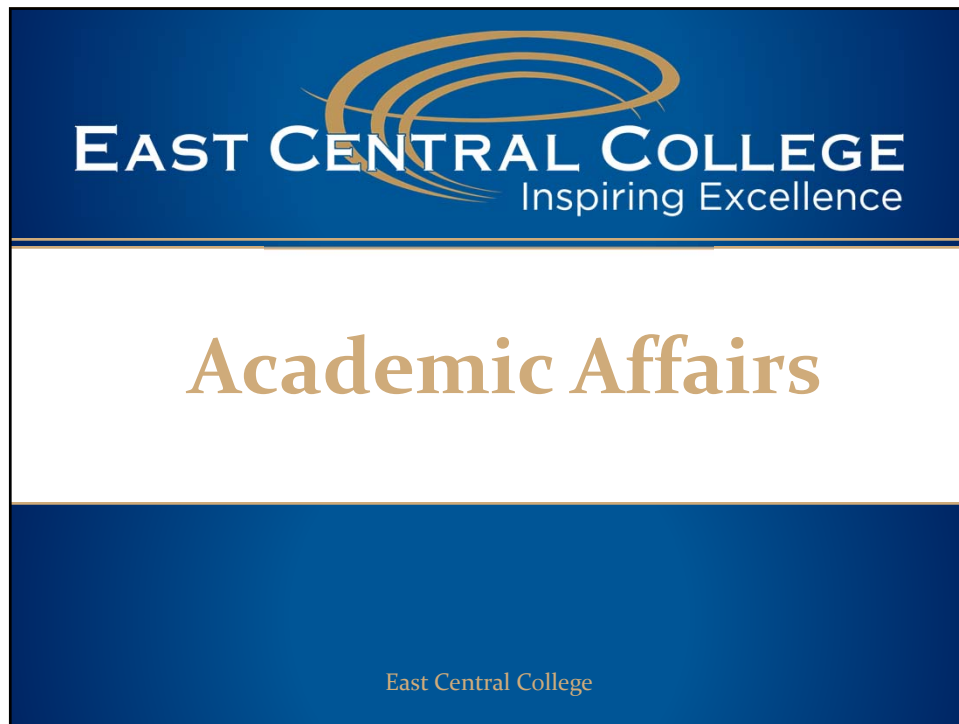


Finance and Administrative Services

Information Technology

- ☐ Audio Visual
- ☐ Colleague Student System
- ☐ Computer Labs
- ☐ Networks
- ☐ Technical Support
 - ✓ IT helpdesk x6738





Office of Academic Affairs

Academic Affairs Department's & Programs

- ❖ **Arts and Sciences**
 - ❖ English & Humanities
 - ❖ Mathematics & Education
 - ❖ Social Sciences
 - ❖ Fine & Performing Arts
 - ❖ Science & Engineering
 - ❖ John Edson Anglin
Performing Arts Center
- ❖ **Health Science**
 - ❖ Emergency Medical Services
 - ❖ Fire Technology
 - ❖ Medical Assistant
 - ❖ Nursing RN and Nursing RN Bridge
 - ❖ Occupational Therapy Assistant
 - ❖ Radiological Technology
- ❖ **Career and Technical**
 - ❖ Accounting
 - ❖ Business
 - ❖ Culinary
 - ❖ Computer Information Systems
 - ❖ HVAC
 - ❖ Health Information
Management
 - ❖ Industrial Engineering
Technology
 - ❖ Precision Machining
 - ❖ Welding



Office of Academic Affairs

The goal of the Office of Academic Affairs is to support students by...

- ❖ Providing quality educational programs and services to students and the community.
- ❖ Providing quality instruction and support to all students who enter our doors.
- ❖ Preserving and enhancing a commitment to continuous quality improvement through ongoing assessment and the use of data to make informed decisions.



Office of Academic Affairs

The goal of the Office of Academic Affairs is to support the faculty and staff by...

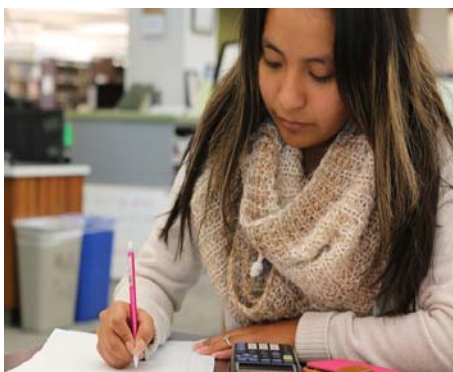
- ❖ Providing support and services to faculty to enable them to excel in the classroom.
- ❖ Administering programs and services designed to enhance student success.
- ❖ Providing leadership that encourages high quality programs and services that promote learning.
- ❖ Providing oversight for national and programmatic accreditations.



Office of Academic Affairs

Academic Success Services and The Learning Center

- ❖ Free Tutoring (writing, math, science, and other subjects upon request)
- ❖ Online Writing Center
- ❖ Moodle Resource Page
- ❖ Supplemental Workshops
- ❖ Testing Center
- ❖ Adaptive Technology Lab
- ❖ Computer Lab
- ❖ Online Tutoring after hours
- ❖ Retention Support



Office of Academic Affairs

Library

- ❖ Chat Reference – almost 24/7
- ❖ Research Skills Instruction – classroom and one on one
- ❖ 90 Journals, Popular Magazines, and Newspaper Print Subscriptions
- ❖ Open and Affordable Textbook Support
- ❖ 25,000 Books and 3,000 A/V items
- ❖ 30 + Research Databases
- ❖ MOBIUS & ArticleReach
- ❖ 185,000 ebooks
- ❖ Libguides



Services Available to Students, Employees, and the Public

Office of Academic Affairs

Online Learning and Educational Technology

- ❖ Online course setup and management
- ❖ Faculty & staff educational technology training
- ❖ Online student support and orientation
- ❖ Course content development and support
- ❖ Online learning helpdesk



Office of Academic Affairs

What is the Higher Learning Commission (HLC)?

- The HLC ensures that colleges and universities in the North Central region of the U.S. meet standards for the Criteria for Accreditation.
- Accreditation demonstrates institution's commitment to sustaining a high level of accountability to students and the larger community.
- Institutional accreditation recognizes the overall quality of the organization.



Office of Academic Affairs

Why is HLC Accreditation Important to us?

- East Central College must be fully accredited by the HLC to receive Title IV funding. Approximately 75% of our students are eligible to receive Title IV aid.
- Accreditation by the HLC assures that credits earned at ECC will transfer and be accepted by other colleges and universities.
- Accreditation from the HLC assures that our students are being provided a high-quality education.





Student Development

Founded 1968

Student Development

Student Development Division

- ✓ Admissions
- ✓ Registration
- ✓ Financial Aid
- ✓ Advising & Counseling
- ✓ Student Activities
- ✓ Campus Police
- ✓ Athletics
- ✓ Early College Programs
- ✓ Compliance - Title IX, SaVE Act, FERPA, ADA & more



50

Safety & Security

Campus Security

Union Police Officers

- ❖ Protection of students, staff, faculty, visitors and property
- ❖ Respond to calls for service
- ❖ Conduct preliminary investigations
- ❖ Patrols campus



Tommie Lowe

Todd Schlitt

❖ **Emergency: CALL 911**

❖ **Need Assistance - CALL 636-584-6600 or Extension 6600**



51

Student Protection Policies

- Student Protection Against Discrimination & Harassment – Policy 3.25



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



Student Development

Admissions

- ❖ High School and Adult Recruitment
- ❖ High School Visits
- ❖ College Fairs



53

Student Development

Registration

- ❖ Records Management
 - ☐ Manages student records, including grades and transcripts
 - ☐ Ensures adherence to FERPA
 - ☐ Maintains Student Information System (Colleague)
 - ☐ Plans annual Commencement Ceremony



54

Student Development

Financial Aid

- ❖ Ensures adherence to Title IV regulations
- ❖ Processes Financial Aid for eligible students
 - ✓ Pell Grants
 - ✓ Student Loans
 - ✓ Missouri A+ Scholarship
 - ✓ Veterans' Benefits
 - ✓ Institutional & Private Scholarships
 - ✓ Work Study (student workers)



55

Student Development

Advising & Counseling

- ❖ Provides academic advising services
- ❖ Maintains relationships with employers and 4-year institutions
- ❖ Determines accommodations for students with documented disabilities
- ❖ Provides crisis intervention for students with personal concerns



56

Student Development

Early College Programs

Program Overview

- ❖ The program allows students to earn college credit while still in high school
- ❖ *Dual credit* students take ECC classes inside their high school or technical school
- ❖ *Dual enrollment* students take ECC classes either online or at an ECC campus
- ❖ Program mission: to bring as many college and career opportunities to as many high school students as ECC can foster

Student Benefits

- ❖ Shortens the amount of time needed to complete a college degree
- ❖ Reduces the overall financial costs of college
- ❖ Offers early access to hands-on training in a career field that can lead to a good-paying job

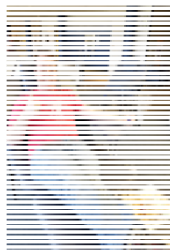


57

Student Development

Student Activities

- ❖ Coordinates campus programming and student events
- ❖ Meets with student government and clubs and organizations
- ❖ Works with students to build leadership skills
- ❖ Promotes creation of new clubs and opportunities for student involvement



58

Student Development

Student Organizations & Clubs

- Art Club
- ECC Christian 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)



Student Development


Student Organizations and Clubs

- 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)

Student Development

Athletics at East Central College

Women's Soccer	Men's Soccer
Women's Volleyball	Baseball- Starting NJCAA Competition
Women's Soccer- Starting NJCAA Competition Fall 2020	Spring 2022



EAST CENTRAL COLLEGE
Inspiring Excellence

Human Resources

East Central College
Founded 1968

Employee Information

Employee Information

- Employee ID Card (At Student Services)
- Keys (From Maintenance) – Policy 4.30
- Parking Permit (At Cashier's Window) – Policy 4.32



Employee Information

Employee Information

- eCentral Account w/ Login & Password
- Email Access
 - ECC Announce
 - ECC Listserv for classification
- Colleague Access



Employee Information

Employee Associations

- Faculty Association
 - Jenifer Goodson - President
- Professional Staff
 - Jenny Kuchem - President
- Classified (Support) Staff
 - Stacy Bellville – President

ECC NEA (Faculty only)

- Tom Fitts – President

Tuition Waiver Benefits for Employees

East Central College Tuition Waiver Eligibility

- Full-time employees – up to six credit hours per semester
- Part-time employees – up to six credit hours per semester
- Adjunct instructors – up to six credit hours during the semester immediately following completion of assignment
- Retirees – Eligible for up to six credit hours per semester
- Spouses of full-time employees – up to eighteen credit hours per semester
- Unemancipated children of full-time employees – up to eighteen credit hours per semester.

Tuition Waiver Benefits for Employees

Central Methodist University Tuition Waiver

- Full-time ECC 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 or online.
- 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.



Tuition Reimbursement Benefits for Employees

East Central College Tuition Reimbursement Eligibility

- Educational assistance benefits are provided to full-time employees.
- Course must be taken at a regionally accredited college or university and must be applied toward a higher degree than the current highest degree of the employee or a recognized post-secondary certificate or non-degree credential.
- Degree related coursework will be reimbursed in accordance with Board Policy up to an amount equal to 100% of the applicable undergraduate or graduate educational fee (tuition) at the University of Missouri-St. Louis.
- Employee tuition reimbursement covers tuition only and does not apply toward any special fees or book/supply costs.



Employee Conduct & Board Policies

Personnel 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



Employee Conduct & Board Policies

Personnel Board Policies

- 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

Finance and Administration 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

Policies can be found at www.eastcentral.edu/board-policies/

Paid Leave Benefits

Full-time Employees – Paid Leave Benefits

- Holidays, Fall and Spring Break – Policy 5.28
- Personal Leave (5 days) – Policy 5.30
- Sick Leave (16 days) – Policy 5.30
- Vacation (15 days) – Policy 5.30
- Parental Leave (20 days) – Policy 5.47
- Leave of Absence Form

Payroll

Payroll for All Employees

- Inclement Weather – Policy 5.30
- Pay Periods – Policy 5.31
- Timesheets – Hours for PT/FT Employees – Policy 5.31
- W2 – Option for electronic form (eCentral) – Policy 5.31



Training

Employee Training Requirements

- 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)





Questions!

East Central College
Founded 1968