Instructional Support & Employee Services
Audiovisual Production

The Audiovisual production service is under the direction of the eLearning department. Staff assist in developing ideas, creating story boards, scripting for instructional materials, providing web streaming, demonstrations, producing promotion videos to enhance instructional programs and marketing campus sponsored events. Location shooting equipment and professional staff are available to create effective digital programs for the college. They provide support, set up, and training for campus events in large conference and community spaces, courtyard and cafeteria, foyer and outdoor venues. Services include video production and editing, closed captioning, audio and web conference support, duplications, scheduled studio access, assistance with concept and design for audio amplification. This department is currently housed in Room L112. Professional equipment including cameras, lighting equipment, audio recording equipment, sound mixers and reinforcement systems, three edit bays, and access to a studio that is shared with the instructional digital imaging program.

Room: L112
Phone: 972.860.7662

MyPortal Trail:
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Center for Excellence in Teaching and Learning > Instructional Media
Business Office

Employee services include the budgeting process for cost center managers, budget adjustments, purchasing, contracts and grants, employee travel (departments handle arrangements via Concur, a cloud based software system), accounts payable forms, petty cash and reimbursement.

**Room:** C126

**Main Contact Phone:** 972.860.8381

**MyPortal Trail:**
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Business Office
College leadership includes executive, instructional division, educational support, administrative support administrators, and compliance officers.

Organizational leadership is structured under these main categories:

- **College President**
- **Executive Vice President for Academic Affairs and Student Success**
- **Associate Vice Presidents for Academic Affairs and Student Success**
- **Vice President of Business Services**
- **Executive Director, Planning, Research, and Institutional Effectiveness**
The purpose of the Center for Excellence in Teaching and Learning (CETL) is to provide all Eastfield College faculty and staff with professional development, an effective room schedule process, learning management assistance, and administrative services for faculty, Weekend College support, and evening and weekend administration. CETL identifies training needs and develops a comprehensive program of professional development for all employee work groups at the college. CETL also identifies the needs of faculty in the renewed focus of the community college movement in serving Eastfield College’s unique student population. Scheduled training, teaching strategies, and eLearning tools and resources are available in the CETL. This space provides faculty with computer workstations, classroom supplies, printing, copying and scanning equipment, tablets for classroom use, a grading machine, and a presentation and classroom simulation space for faculty to practice teaching techniques, to engage in peer to peer collaboration, and to train with the instructional design staff. A student-faculty conference area is available. The open concept space includes areas where faculty meet with students individually or in a group setting. Faculty members may work independently in the CETL whenever the campus is open, or they may make an appointment to receive individual instruction and mentoring from the instructional designers and trained CETL staff members.

Self-report your professional development for individual training where no eConnect course is available for registration using this link: [Self Report Professional Development](#).

Employee Development Food and Beverage Request Process and [Guidelines](#)

**Room Reservations Contact:** [EastfieldRooms@dcccd.edu](mailto:EastfieldRooms@dcccd.edu)

**Room:** C236

**Main Reception and Evening/Weekend Administration Phone:** 972.391.1047

**Professional Development Phone:** 972.860.7019

**Associate Dean Phone:** 972.860.7668

**Hours:** M-R 7:30 a.m. – 9 p.m. and F 7:30 a.m. – 8 p.m. and S 8 a.m. – 1 p.m.

**Note:** Off campus or community group room requests must go through the Vice President for Business Services office for approval. Communication with the rooms coordinator to reserve and confirm space utilization are accomplished through this office.

**MyPortal Trail:**
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Center for Excellence in Teaching and Learning
Constitution of the Dallas Community College Faculty Association (DCCFA)

Revised 11/7/97

Article I – Name

The name of this organization shall be the Dallas Community College Faculty Association.

Article I – Purpose

The purposes of the DCCFA shall be to improve its members’ professional abilities and to secure for them better salaries and working conditions, sponsor seminars and courses for its members, participate in teacher conventions, bargain collectively and process grievances, to ensure academic freedom, and keep its members informed of its activities through regular meetings and newsletters.

Article III – Affiliation

The DCCFA is an independent association and may affiliate with such other organizations as outlined in the Bylaws.
Article IV – Membership

Section 1. The membership of this organization shall be no fewer than fifty (50) active members.

Section 2. The membership year shall be defined as the period of time from the convening of the annual DCCFA convention in the fall semester extending to the convening of the annual DCCFA convention the following fall semester.

Section 3. Active members shall be full-time professional employees of the Dallas County Community College District on faculty schedule contracts who have paid dues to the DCCFA.

Section 4. Persons who meet the following requirements shall be eligible for associate membership:

1. part-time faculty of the Dallas County Community College District
2. not holding a non-faculty schedule contract with the Dallas County Community College District.

Associate members shall be entitled to all rights and privileges as active members except holding office and voting.

Section 5. Any person who has been an active member in DCCFA may, upon request, continue his affiliation as a reserve member during any period of time in which his employment status does not qualify him for active membership. A reserve member shall have the privilege of requesting automatic transfer to active membership at the time he resumes active status. A reserve member shall be entitled to receive such publications and service of the association as may be approved by the District Faculty Council.

Section 6. Dues will be established at an amount determined by the District Faculty Council subject to the approval of a general convention.

Section 7. Any vested (10 years employment with the DCCCD) faculty member who retires from DCCCD, and who has for the 10 years immediately preceding such retirement been an active member of the DCCFA, shall be automatically named MEMBER EMERITUS. MEMBERS EMERITUS shall be entitled to all privileges of active membership except the holding of office and voting on usual faculty matters (they may, however, vote on matters concerning retired faculty). Said MEMBERS EMERITUS shall be deemed lifetime members, be issued a lifetime membership card, and be assessed no dues or other fees for membership.
Article V – Finance

Section 1. A permanent legal assistance fund shall be maintained by the DCCFA.

Section 2. The DCCFA shall defray all necessary expenses for the operation of the association.

Article VI – Government

Section 1. The purposes of the DCCFA shall be effected through its general conventions, District Faculty Council, and authorized committees. The duties of each shall be as prescribed by the Constitution and Bylaws.

Section 2. The District Faculty Council, hereinafter referred to as the Council, shall serve as the executive body of the association attending to its business and administrating its policies prescribed by the general convention and by the Constitution and Bylaws between meetings of the general convention.

Section 3. The general convention composed of the Council and the active members of the DCCFA from each local chapter shall serve as the legislative body of the organization.

Article VII – Officers

Section 1. Elective officers of this association shall be a president, a vice-president, a recording secretary, and a treasurer.

Section 2. All Council members and officers shall be active members of the DCCFA.

Section 3. The officers of the DCCFA shall be elected by the members of the Council at their first regular scheduled meeting after their term of office begins. The officers shall be chosen from the members of the Council with no member holding more than one office.

Section 4. Officers shall serve for a term of one year or until their successors are elected.

Section 5. In the event of the death or resignation of any Council officer, the Council, by majority vote, shall fill the vacancy from its membership.
Article VIII – Executive Director

An executive director may be employed by the Council.

Article IX – Council Meetings

Section 1. The Council shall consist of one elected representative from each local chapter of the DCCFA and an alternate who shall serve only in the absence of the regular representative.

Section 2. Admission to meetings shall be limited to DCCFA members. Non-members may be admitted with the approval of the president or by majority vote of the Council.

Article X – Board of Directors

The Board of Directors shall consist of the members of the Council.

Article XI – Committees

Standing and special committees shall be established by the general convention or Council of the DCCFA.

Article XII – Official Publication

The DCCFA shall publish a newsletter.

Article XIII – Parliamentary Authority

The rules contained in Robert’s Rules of Order, Revised shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the association.
Article XIV – Amendment

Section 1. This constitution may be amended at any regular meeting of the general convention as follows:

1. Proposed amendments must be presented to the Council at least fourteen (14) days before the official publication goes to press.

2. Amendments will be adopted by a two-thirds vote of the membership in attendance provided the proposed amendment shall have been published in the official publication at least fourteen (14) days before the voting.

Section 2. The Bylaws shall be amended by a majority vote of those in attendance at any regular general convention.

Article XV – General Convention

Section 1. A minimum of one general convention must be called annually by the Council.

Section 2. A general convention may be held at the request of any three members of the Council or by a petition of ten (10) percent of the membership of the DCCFA. Notice must be given all members at least ten (10) days prior to the meeting.

Section 3. A Quorum shall consist of the members present.

Section 4. Action adopted by a majority vote shall be binding on the organization.

Section 5. Absentee voting may be provided for in the Bylaws.

Article XVI – Local Chapters

Section 1. Each campus of the Dallas County Community College District shall be eligible to have a local chapter of the DCCFA. The membership of the local chapter will be composed of the dues paying members of the DCCFA.

Section 2. Each campus will establish its own structure for the local chapter. Nothing in the local structure, Constitution, Bylaws, or policies may be in conflict with the DCCFA or in violation of the structure, Constitution, Bylaws, and policies of the DCCFA.

Section 3. Each local chapter must have a president elected at large among the membership of the local chapter. This president will serve as that chapter’s representative to the Council for a minimum of one two-year term.

Constitution of the Dallas Community College Faculty Association as amended
Facilities Services

Services include building and grounds maintenance and operation, transportation, custodial services contract, work order, event set up requests, remodeling, and alterations and keys. Contact your division office for area procedures.

Room: M113

Main Phone: 972.860.7688

After Duty Hours Phone: 972.860.7637

Custodial Services Phone: 972.860.7698

Hours: M-F 7:30 a.m. – 4:30 p.m.

MyPortal Trail:
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield> Departments > Facilities Services
EFC’s Fitness Center is open free of charge to credit students registered in a PHED/KINE course, faculty and staff with an Eastfield ID. There is a small fee ($10/month and $25/quarter) for using the pool for all others. The soft-surface, outdoor jogging trail is a mile long, marked off in quarter-mile increments. It’s open dawn to dusk. Outdoor basketball, racquetball and tennis courts are also open, and students can check out golf clubs and use the golf green to play a round.

**Hours and availability are subject to change:** M-R 2:30 – 5:30 p.m. and F 2 – 4:30 p.m.

The outdoor pool (which is kept at 88 degrees!) is open M-F noon – 4 p.m. from March to October. (A lifeguard is on duty then.) In the event of inclement weather the pool will be closed.
A Subway shop is located on the first floor of C building in the cafeteria area, the Hive.

**Phone:** 972.860.8300

**Hours:** M-R 7 a.m. – 8 p.m. and F 7 a.m. – 5 p.m. (hours may vary through the academic year)
Human Resources

Services include employee relations, new hire process, compensation, benefits, timesheets and leave, all employee related paperwork, performance evaluation, photo ID cards, and employee related functions. Please see the Talent Central MyPortal pages for more information.

Room: C215
Phone: 972.860.7630
Hours: M-F 8 a.m. – 5 p.m.

MyPortal Trail:
DCCCD Portal > Employee Information > Talent Central
This department includes all computer and technical support services, classroom technology, laboratory and classroom computing services on both educational and administrative networks. All technology expenditures are approved by this department. All technology related request forms are available in MyPortal including the Colleague access form, technology project, technology event support, classroom training services, and more. Computer use policies are linked in the MyPortal location as well.

**Best communication method:** [efoitcenter@dcccd.edu](mailto:efoitcenter@dcccd.edu)

**Employee Help Desk and Computing Support Phone:** 972.860.7096

**Hours:** M-R 7:30am-5:30pm and F 7:30am-5pm

**Audio Visual Technology (Classroom and community room technology) Phone:** 972.860.7096

**MyPortal Trail:**
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Information Technology
Instructional Design

For the convenience of the faculty, the instructional design team is housed in the Center for Excellence for Teaching and Learning (CETL). The instructional designers assist faculty, staff, and students by providing instruction, content, and service for all blended/fully online education courses to foster faculty and student success. Instructional Design services include eCampus learning management system support, on-demand faculty support and troubleshooting (email, phone, and face-to-face support), maintaining a repository of tutorials/resources, technology based professional enrichment workshops, and technology assistance. In the CETL suite and its online Community site in eCampus, faculty members may access tutorials and other instructional materials provided through the instructional design team.

Services include eLearning Tools and Resources, Core App Guide, eCampus support for faculty, technology assistance and resources, instructional tutorials, scheduled training and workshops, instructional design support, eCampus community resources, and the Google classroom program.

Room: C236

Phone: 972.860.8362 and 972.860.8379

MyPortal Trail:
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Center for Excellence in Teaching and Learning
Creative services include webmaster services, marketing and graphic design, and social media. Please use the MyPortal site to access the online request form for services. Check with your supervisor for procedures on requesting marketing materials prior to submitting a form.

4graphics@dccc.edu

MyPortal Trail:
DCCCD Portal > Employee Information > Colleges, Locations, Departments > Eastfield > Departments > Marketing