

Weekly Log



October 7, 2024

THIS WEEK'S EVENTS

MONDAY, OCT 7

- Old Main Open House 2:00-4:00 pm with the Ribbon Cutting 3:00 pm
- Volleyball at Dawson CC, 7:00 pm

TUESDAY, OCT 8

- Book Read, Heritage Room 7:00 pm

WEDNESDAY, OCT 9

- Volleyball at Miles CC, 11:00 am
- KBTO Live Break, 8:30, Spenser Luther

THURSDAY, OCT 10

- College Council, 3:00 pm

FRIDAY, OCT 11

- KKWZ & KZZJ Dakota College Weekly, 8:30, Spenser Luther

OCTOBER 14
FACULTY PROFESSIONAL
DEVELOPMENT DAY

OCTOBER 22 @3:00 PM
NEXT CAMPUS FORUM



College Council recommended an increase in our mileage reimbursement rate for both non-employees and employees to the state rate, which is currently \$0.67 per mile. This action was taken after review of the data and approved, effective October 1, 2024.

Thank you Jennifer Mattson for pulling together the data used to assist in the decision.

HAPPY MONDAY!



Please join us today in celebrating the grand reopening of Old Main. The speeches and ribbon cutting will

take place at 3:00 pm outside the south entrance to the building.

While the work is not quite done yet, we are getting very close. Thank you to our Physical Plant staff for their extra effort. Paige and Carissa, thank you for your patience and perse-

verance throughout the last several months. There is no doubt that we have a great team at DCB.

On Wednesday, several of the State Board of Higher Education (SBHE) committees will meet in preparation for the next SBHE monthly meeting. The Research and Governance committee will review the final report of the Post-Tenure Ad Hoc committee, and the Budget and Finance

committee will consider fee guidelines for the next academic year. Finally, the Academic and Student Affairs committee will consider several new programs for our sister institutions.

Hope you have a great week!

Best,

Carmen

Carmen M. Simone,
Campus Dean/CEO

HANDBOOK & POLICY UPDATES

The Employee Handbook found on our Faculty & Staff page has updates approved by College Council.

<https://www.dakotacollege.edu/faculty-and-staff>

Page 8

Section 3 changed from Cancellations, Delays or Closures Due to Weather **TO Section 3. Emergency Notifications**

AND an addition: **Section 4 Timely Warning**

REMINDER that the information regarding employee travel page 22 **Section 29. Travel, Employee** has been updated.

Please note that you no longer need to fill out the "Application for Travel" form. This is now covered by your submission for reimbursable travel expense in the Travel Expense Module where your su-

pervisor officially approves reimbursement.

29.2 Reimbursement

Employees who are authorized to travel at DCB's expense are required to submit a record of travel expenses on the Travel Expense Module. Employees should submit reimbursable travel expenses and per-diem in the Travel Expense Module along with uploading all required receipts after travel occurs.

New published policies may be found on the Faculty & Staff page under Policies – Employee Policies.

<https://www.dakotacollege.edu/faculty-and-staff/policies>

- FS.301.1- Policy Process – NEW NUMBER DCB.330 – Policy Process

- FS.304.1 – Use of Equipment & Services – NEW NUMBER DCB.902 – Use of Equipment & Services

- FS.602.1 – Service Animal – NEW NUMBER DCB.904 – Service Animal

- FS.902.1 – Key Control – NEW NUMBER DCB.901 – Key Control

- FS.1901.1- Live Animals on Campus for Learning Purposes – NEW NUMBER DCB.903 – Live Animals on Campus for Learning Purposes

- FS.1900.1- Public Record – NEW NUMBER DCB.311 – Public Record

The next College Council meeting is Thursday, October 10 at 3 pm.

YOUR INPUT IS APPRECIATED

Please complete the short 10-question survey regarding Fall In-Service. [CLICK HERE](#)

TIAA invites you to participate in a short survey to provide the best possible experience. [CLICK HERE](#)



NDPERS ANNUAL ENROLLMENT OPENS SOON



This is your annual opportunity to update your insurance benefit elections for 2025. To update and review your benefit elections, log in to Member Self Service (MSS) starting Monday, October 14. The last day for you to make any changes to your insurance benefits is Friday, November 1.

Informative webinars available:

October 9 at 10 am CT: Reminder on what changes can be made during annual enrollment. [View event.](#)

October 15 at 10 am CT: Special

presentation with ASIFlex to learn more about the Medical and Dependent Care Flexible Spending Accounts. [View event.](#)

What are the plan changes for 2025?

FlexComp Plan: The Medical Flexible Spending Account (FSA) limit increased to \$3,200.

Dental Insurance: Slight increase in monthly premium. [View rates.](#)

Health Insurance: Members enrolled in the High Deductible Health Plan (HDHP) with the Health Savings Account (HSA) have higher total IRS contribution limits, which are the sum of employee and employer contributions.

- Single max: \$4,300
- Family max: 8,550

Age 55+ can continue to set aside an additional \$1,000 into their HSA. Until enrollment day please review your Membership Log-in and personal information in preparation.

<https://www.ndpers.nd.gov/member-self-service-mss>

You will receive an email to the address you have registered with NDPERS informing you of the enrollment.



Aflac
Cassie Loard
District Sales Coordinator
Proudly Serving Aflac Since 2013



Aflac is an additional benefit you may participate in on your own. They can help take care of the expenses health insurance doesn't cover. You can learn more about Aflac with a one-on-one meeting. Cassie Loard will be on campus October 22nd. [Click Here to reserve a time.](#)

UPCOMING CHANGES TO LISTSERVE

There will be an important update regarding messages sent to the NDUS Listserv from NDUS.edu addresses.

What to Expect: You can expect changes to the "From" address in emails, depending on where recipients read their messages. Some may notice a big change, like in Gmail, while others, such as those using newer versions of Outlook, may not see much difference. The new "From" address format will

include a message reference number instead of the traditional email address. If recipients use email filters or forwarding rules based on the "From" address, they may need to update those rules, as the new address could cause filters to stop working until adjusted. While the name displayed may remain the same, the actual email address will differ. This update will also improve overall email security, reducing the risk of spam and phishing attacks.

Timeline: NDUS-CTS plans to implement these changes October 22-24, 2024, and will utilize the maintenance windows of 4 AM to 7 AM each day to test and apply changes.

Questions: Please let NDUS know if you have any questions or concerns regarding this update by submitting a ticket to Enterprise Services at: <https://tiny.ndus.edu/esa-support>.



LOGGER APPLAUSE

I want to send out a thank you to everyone that helped organize the Turtle Trot this year, especially Carolyn Rygg and Sandy Hageness for all the work they do behind the scenes to make the 5K a success! We appreciate your hard work and passion to



keep this event going! I also wanted to thank all the attendees for coming to run and all the athletes and coaches that showed up to either run or cheer the runners on! It was a great to see all the support and positive vibes from everyone!

Thank you to Bridget for putting on the first ever Fall Festival for the students! A lot of planning and prep work goes into these events and she did it with ease!

Thank you to all the staff, students and faculty that put together the

homecoming parade float and walked/rode for DCB. It was great to see our presence to support the high school and be involved in the community!

- Kendra Metcalf

Shout out to Linda Burbidge, Jo Leader, and Jen Mattson for their work on the UAS grant. They were inspirational - what a phenomenal team to work with.

- Michelle Cauley

UPCOMING EVENTS 2024-2025 - Please let me know if you have events scheduled.

OCTOBER	
Oct 14	Professional Development Day
Oct 8	Book Read
Oct 29	Foundation Annual Meeting
NOVEMBER	
Nov 1	Alumni Awards Banquet
Nov 10	Veteran's Day Recognition
Nov 11	Veteran's Day – Campus Closed
Nov 26	Bottineau Community Rockhounds 6pm-7pm
Nov 28	Thanksgiving Day – Campus Closed
	Book Read
DECEMBER	
	Honors Symposium
JANUARY 2025	
Jan 15	Dental Assisting Applications Open (due 5-15)
Jan 20	Martin Luther King Jr Day – Campus Closed
Jan 28	Bottineau Community Rockhounds 6pm-7pm
FEBRUARY	
Feb 13	Giving Hearts Day
	ACT's
Feb 17	President's Day—Campus Closed
Feb 18	Professional Development Day
Feb 25	Bottineau Community Rockhounds 6pm-7pm
	Spelling Bee
MARCH	
	Nursing Apps Due
March 25	Bottineau Community Rockhounds 6pm-7pm
	PTK Induction Ceremony
	STEM Day
March 27	NE Regional Science Olympiad
	Hoopsters
APRIL	
April 1	Paramedic Apps Due
April 4	Science Olympiad
April 22	Earth Day
	PTK Induction
April 23-24	Water Festival
April 29	Bottineau Community Rockhounds 6pm-7pm
	Student Recognition Banquet
MAY	
May 2	Employee Appreciation Week
April 28 or May 5	Scholastic Chamber Awards
	Emeritus Luncheon
	End of the Year Grill Out
May 9	Spring Gala @MSU – Board of Regent
May 15	Dental Assistant Applications Due
	Honor's Symposium
	Water Festival in Drake
May 16	Graduation
May 27	Bottineau Community Rockhounds 6pm-7pm

You're invited!

Old Main OPEN HOUSE

Monday, Oct. 7, 2024 • 2 – 4 P.M.
Ribbon Cutting at 3 P.M.
 105 Simrall Blvd, Bottineau, ND 58381

DAKOTA COLLEGE AT BOTTINEAU
 www.dakotacollege.edu

[Annual Security & Fire Safety Report 2023-2024](#)

On September 30, 2024, Dakota College at Bottineau (DCB) posted the 2023-2024 Annual Security and Fire safety Report to our website. This report, which is commonly referred to as the Clery Report, requires campuses to collect, report and disseminate information about on-campus crimes to all faculty, staff and students from each previous year. Data reported in this handbook is from the 2023-2024 academic year. In addition, this reports also provides information on the following:

1. Campus policies about safety and security measures,
2. Campus crime prevention programs,
3. Procedures to follow in the investigation and prosecution of alleged sex offenses,
4. Missing student notification procedures, and
5. Fire safety information.

This report can be accessed by clicking on the following link under Resources: <https://www.dakotacollege.edu/student-life/safety>

PDF file of this report is attached.

Hard copies of this report can also be obtained by contacting the myself at (701) 228-5657.

If you have any questions or concerns about this report, please contact Bridget Gustafson, Admissions Counselor, Director of Student Life