

Weekly Log



October 21, 2024

THIS WEEK'S EVENTS

MONDAY, OCT 21

- Professional Development Committee Meeting

TUESDAY, OCT 22

- Medical Assistant Week, Open House, Old Main 3:00 -5:00 pm
- Men's BB vs Turtle Mountain CC, time TBD
- Women's BB vs Turtle Mountain CC, time TBD

WEDNESDAY, OCT 23

- KBTO Live Break, 8:30 am, Bridget Gustafson, Halloween Events
- Open Forum, 3:00 pm, Alumni Center & via Teams

THURSDAY, OCT 24

- College Council, 3:00 pm

FRIDAY, OCT 25

- KKWZ & KZZJ Dakota College Weekly, 8:30 am, Bridget Gustafson, Halloween Events
- Men's Hockey vs U of Providence, 7:00 pm

HAPPY MONDAY!



The State Board of Higher Education (SBHE) will host its October meeting via Teams on Thursday. Board members will participate in their annual compliance training before launching into the regular agenda. Later in the meeting, Chancellor Hagerott will brief us on his ongoing preparations for the legislative session this spring. We will also hear more detail from Chair Mihalick on the upcoming

Chancellor search process.

College Council meets on Thursday afternoon and, of course, work on the policy manual continues. Policies in the 300 (Governance and Organization) and 900 (Facilities) series have been reviewed and renumbered. The current documents are on our website ([DCB policies](#)). Next, the 400 (Academic Affairs) and 700 (Compensation) series will be addressed. Thank you, Staff Senate and Faculty Senate, for

supporting this ongoing project with your thoughtful feedback. We hope to complete this transition by May.

Please join me on Wednesday afternoon for an Open Forum session. I'm looking forward to seeing everyone and, in the meantime, I hope you have a great week!

Best,

Carmen

Carmen M. Simone,

ANNUAL ENROLLMENT ENDS ON FRIDAY, NOV 1

It's week 2 of Annual Enrollment! Employees must submit any paper applications, related to Annual Enrollment, to your organization's HR or Payroll department by Friday, November 1, 2024.

Reference the [Annual Enrollment Employer Guide](#) when processing annual enrollment benefit elections. During Annual Enrollment, NDPERS encourages employees to review their 457 Deferred Compensation (supplemental retirement savings) contributions. Keep in mind, these changes would be effective the first pay period of the following month that the election is made. This can be before 1-1-25

Resources

Visit the [Active Members Annual Enrollment page](#) for employee information.

Use the annual enrollment benefit pages or video clips to understand each insurance benefit:

- [Health Insurance](#)
- [Dental Insurance](#)
- [Vision Insurance](#)
- [FlexComp](#)
- [Life Insurance](#)

Read through the [Annual Enrollment Information for Employers](#) on the NDPERS website.

Other tips

- Enrolling in the Medical or Dependent Care Flexible Spending Accounts is an ANNUAL election.
- Employees should complete their enrollments through Member Self Service (MSS).
- Newly hired employees must complete their benefit elections for this year FIRST. Once their elections for the remainder of 2024 are completed, they can proceed with their *annual enrollment* elections for 2025.
- The Voya Life Insurance Evidence of Insurability (EOI) form must always be printed, signed, and turned into your HR or Payroll representatives. Employees should leave Section B of the EOI blank.
- Any paper applications including the EOI must be sent to NDPERS, at least weekly. Printed applications must be dated by the employee on or before November 1 and must be filed by the employer with NDPERS no later than Nov 8, 2024.

REMINDER

Cassie Loard will be on Campus October 22 to meet with anyone that is interested in or enrolled in Aflac.

Here is the link for you to sign up for an appointment:

<https://www.signupgenius.com/go/10C094DADAE23A4FACF8-52012617-dakota>



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District Sales Coordinator
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WE'RE HIRING



DAKOTA COLLEGE AT
BOTTINEAU
FOUNDATION

ANNUAL MEETING TO BE HELD

The DCB Foundation would like to welcome you to join us for our Annual Meeting on Tuesday, October 29th at 6:00 pm in the Alumni Center.

We will be hosting our state of affairs discussion, sharing our financial statement and electing in a new president to our board.

A meal will be served. Please RSVP prior to Wednesday, October 23rd

to let us know if you plan to attend. Reach out to Jennifer at #5435 or jennifer.e.cote@dakotacollege.edu.

Thank you,

Leslie Stevens
Foundation Director

BIT—BEHAVIOR INTERVENTION TEAM

Have you noticed that a student has been acting differently? Showing up to class but not the same person? No longer showing up to class?

This form shall be completed once you notice this behavior. If you have a student in mind that you have noticed a change in their behavior since the beginning of the school year, please feel free to fill out the form and contact me.

Reach out to the Behavior Intervention Team (BIT). The link to this

form is under Student-Life [Click Here](#)

The BIT Process:

Form is completed and submitted by you.

Mental Health Services are notified.

Mental Health Services reaches out to the appropriate individuals to ensure that the student is safe.

Mental Health Services will reach out to other faculty members to gain more information on the

student.

Due to confidentiality, you will receive notification that the student has been reached out to; however, you will not receive any further information.

Reminder:

If you have a student that is currently feeling suicidal, please do not leave the student alone and call for assistance as needed, i.e. law enforcement.

Suicide Hotline: 988

TITLE IX & THEFT/FRAUD TRAINING DUE OCT 31

Title IX is important in providing a safe community for our students, faculty, and staff. Our process is important, therefore making it vital to provide you with training.

Please follow the link below to SafeColleges. Once logged in you will be asked to complete Title IX: Roles of Employees Training. The training will take roughly 20 minutes. As employees of DCB, this training is required and needs to be completed by October 31, 2024.

SAFE COLLEGES LOG-IN

Username: DCB email Ex: laura.halvorson@dakotacollege.edu

No password is required.

Please watch and complete the questions. Only takes about 15 minutes.

ALSO

Theft, Fraud, Abuse, Waste, and Code of Conduct mandatory training through NDUS is due by October 31, 2024. It is available in Blackboard Learn. **Chrome** is the

recommended browser to use with Blackboard.

You will find the course by logging into DCB's link for Blackboard Learn, or by logging into the NDUS instance: <https://blackboard.ndus.edu>.

You have an option this year of taking the Option #1 – Interactive Tutorial (recommended) or Option #2 Self-Paced Training Module.

For questions, contact Sandy Hageness & Laura Halvorson



LOGGER APPLAUSE

The HLC Assessment Academy is a four-year academy where institutions pick a specific, assessment-related project to focus on while receiving guidance from HLC institution mentors and scholars throughout the 4 years. DCB's project centered around piloting curricular assessment.



Pilot groups included Student Nurse Organization (SNO), Student Senate, Phi Theta Kappa, Leaderjacks, and Men's Hockey (shout out to Erin Williams, Laura Halvorson, Zahra Moss, Tracy Chisholm, and Travis Rybchinski for being our guinea pigs).

The Academy team was led by Dr. Linda Burbidge who was quickly joined by Tracy Chisholm as a co-

leader. Other team members included Dr. Lexi Kvasnicka-Gates, Travis Rybchinski, Laura Halvorson, and Misty Lindgren. During the final Academy Roundtable (last week in St. Charles, IL), the team presented a poster and Lexi represented DCB on a panel discussion. Congratulations to the Academy Team for making DCB better!

**UPCOMING
EVENTS
2024-2025**

I get asked frequently about events happening at or through DCB. Please help me help you to communicate DCB actives.

If you have an event you'd like on the list, please email me. Posters are also appreciated!

Thanks!
Sandy.Hageness@dakotacollege.edu

OCTOBER	
Oct 29	Foundation Annual Meeting
Oct 29-30	Dental Hygiene Accreditation Site Visit
Oct 29 & 31	Trick-or-Treaters on Campus
NOVEMBER	
Nov 1	Alumni Awards Banquet
Nov 8	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 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 Luncheon
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



We will have trick-or-treaters on campus October 29 and 31. *Let's show them our fall/Halloween spirit by decorating our areas!*



- * 10-29 Tuesday, 12:30 pm – 12 kids BBLC
- * 10-31 Thursday, 9:30 am – 30-35 kids, split into 3 groups BBLC
- * 10-31 Thursday, 10:00 am – 30-40 kids, BCA
- * 10-31 Thursday, 1:00 pm – 5 kids, BCA



Pumpkin Painting Contest (decorated, not carved)

- Have your pumpkin displayed in your area anytime between now and October 30.
- Bring your pumpkin to the table (located

in front of the Bookstore) on Wednesday morning, October 30 by 10:00 am.

Voting begins at 10:00 am October 30 and closes at 10:00 am October 31.

Winner announced at 12:15 pm, October 31



Halloween Costume Contest – Thursday, October 31

- Come dressed in your favorite costume
- Judging at noon in front of the Bookstore

Winner announced at 12:15 pm

Kendra Metcalfe and Sandy Hageness