

Weekly Log



December 16, 2024

THIS WEEK'S EVENTS

MONDAY, DEC 16

- Honors Symposium, 11:00 am

TUESDAY, DEC 14

WEDNESDAY, DEC 15

- KBTO Live Break, 8:30 am

THURSDAY, DEC 16

- Holiday Social, 2:00 pm—4:30 pm

FRIDAY, DEC 17

- KKWZ & KZZJ Dakota College Weekly, 8:30 am

HAPPY FINALS WEEK



There is an amazing amount of activity happening right now to bring this semester to a successful close. Soon, students will be gone, and grades will be posted. Thank you for supporting our students – and each other – through this final push. On Thursday, we will gather to celebrate the upcoming holiday

season together. I hope you can join us and, if you have a chance, please let the holiday committee know just how much you appreciate their efforts.

If you are traveling over break, please stay safe. We have another semester of activity coming our way in January – including a legislative session that is sure to be

impactful. Until then, thanks for making Dakota College at Bottineau such an incredible place to be.

Hope you have a great week!

Carmen

Carmen

Campus Dean / CEO



HONORS SYMPOSIUM

The Fall 2024 Honors Symposium will be held on Monday, December 16th at 11:00 am in the Alumni Conference Room. We will be providing treats and refreshments during the symposium.

We have 2 honors course presentations as well as a presentation by the students in HIST 220 who worked on the Bottineau County Museum Digitization Project.

Please join us for the presentations. I anticipate the symposium

will last about an hour.

Monica Yoder - HIST 224H

No one could explain 'Why?' Teenage Social Anxiety and the Murder of Shanda Sharer

Braydon Ortiz - ART 210H

Cursed Artifacts: Supernatural and Paranormal Elements of Objects

Nick Colfer, Karrington Eugene, Kole Fitzpatrick, Jenna Lindgren,

Jewels Lone Fight, Mcleod Sell, Carlos Urrieche - HIST 220

Bottineau County Museum Digitization Project

I hope you are able to join us! Please let me know if you have any questions! Thank you!

Keri Keith, Professor
Advertising/Marketing, Small Bus
Admin

HOLIDAY TIME OFF & ANNUAL LEAVE

Christmas Eve afternoon is a closure, not a holiday, so it is handled the same as a storm closure.

Benefited employees are paid for any time that they are regularly scheduled to work that afternoon. They do not submit leave for the afternoon. If they want the entire day off, then they need to submit leave for the morning. If benefited employees must work that afternoon, they receive additional pay for the hours worked.

Temporary and benefited employees not scheduled to work, are not compensated additionally for not working during the closure.

Also, please review your annual leave. Up to 240 hours of accumulated annual leave may be carried forward on January 1 of each year. Full time benefited employees accrue based on rate per hour and earned on the basis of continuous service.

First through third year - the equivalent of 12 days per year

Fourth through seventh year - the equivalent of 15 days per year

Eighth through twelfth year - the equivalent of 18 days per year

Thirteenth through eighteenth

year - the equivalent of 21 days per year

Over eighteen years - the equivalent of 24 days per year

Reminder to review your profile in Employee Self Service:

- Leave Balance
- Address for your W-2
- W-2 Consent

Click Here: [Human Resources-ESS](#)

If you have trouble logging into Employee Self Service, contact IT.

Tiles available in ESS to update your contact information, view payroll, update W-2 consent, tax, etc.

JANUARY MS TRAINING OPPORTUNITIES

Microsoft training opportunities are open to staff at all NDUS campuses, NDUS System Office and Core Technology Services. Classes are 1.5 hours and include materials to follow along. Training opportunities are sometimes added after this notice is released so be sure to check the enrollment link.

Questions can be sent to [Patti Heisler](mailto:Patti.Heisler).

Enroll: <https://tiny.ndus.edu/ms-training-registration>

Online Schedule, Training Materials, and Quick Tip Videos: <https://cts.ndus.edu/training/microsoft-training/>

Day	Date	Course	Time
Mon	6	PowerPoint Introduction	9-10:30 AM
Tue	7	OneDrive Introduction	10:30-12
Wed	8	Teams Fundamentals	2:30-4
Thu	9	Excel Introduction	2:30-4
Mon	13	OneNote Introduction	9:30-11
Wed	15	Word Fundamentals	2:30-4
Thu	16	Excel Intermediate	2-3:30
Mon	20	Teams Meetings	10:30-12
Tue	21	Word Intermediate	10-11:30
Wed	22	PowerPoint Advanced	2-3:30
Thu	23	Excel Advanced	2:30-4
Mon	27	OneNote Advanced	10:30-12
Tue	28	Word Advanced	10-11:30

NDUS POLICY-PROCEDURES APPROVED

The following policies were approved at SBHE.

Policy 305.1 [Institution President Authority and Responsibilities](#);
[Contract Terms](#)

Policy 602 [Faculty Appointment Report](#)

Policy 605.1 [Academic Appointments](#)

Replaced by a [Tenure Candidate Recommendation form](#).

Policy 605.2 [Standing Committee](#)

[on Faculty Rights](#)

Policy 612 [Faculty Grievances](#)

Policy 310.1 [Board Member Responsibilities](#)

Policy 406 [Academic Calendars](#)

Policy 462 [Instructional Material Access and Affordability](#)

Policy 703.3 [Retirement](#)

Policy 1208.1 [Emerging Technology](#)

Procedure 413.1 [Course Placement](#)

Procedure 1208.1 [Emerging Technology](#)



HAPPY

From,
Dakota College at Bottineau



HOLIDAYS

We have a new team member in Academic Affairs! Tony Koons began a few weeks ago as our new administrative assistant. He was born in Winnipeg and grew up in Vancouver, BC. He moved to Seattle in 1996 and moved to Bottineau in March of 2023.

Fun facts! Tony has done voiceover work and taught UK dialects as a voice coach. He is a Sinatra-style crooner and has also done some commercial television work.

We are so excited to have him join the team, please join me in welcoming him to DCB!

We have a new face in the Business Office as of December 2. Please welcome Anita Gable as our new Cashier/Clerk. She will be located at the window in the Business Office

Lynn Evenson has been hired as our new Business Office Specialist. She starts her full-time employment on January 6th. However, she will be coming in for a few hours here and there to get some good training in before her full time start date.

We are very excited to have these two on board!

UPCOMING EVENTS 2025

JANUARY 2025	
Jan 14	Book Read
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 3-9	Smokey's Week
Feb 13	Giving Hearts Day
Feb 17	President's Day, Campus Closed
Feb 18	Professional Development Day
Feb 25	Bottineau Community Rockhounds 6pm-7pm
MARCH	
March 1	Nursing Apps Due
March 19	PTK Recognition, BSC
March 25	Bottineau Community Rockhounds 6pm-7pm
March 27	NE Regional Science Olympiad
March 29-30	Hoopsters Tournament
APRIL	
April 1	Paramedic Apps Due
April 29	Bottineau Community Rockhounds 6pm-7pm
April 23-24	Water Festival
April 25	Earth Day community Celebration (5-7pm)
MAY	
May 2	Employee Appreciation Week
May 5	Scholastic Chamber Awards
May 9, 2025	Spring Gala @MSU – Board of Regent
May 15	Dental Assistant Applications Due
May 16	Graduation
May 27	Bottineau Community Rockhounds 6pm-7pm



LOGGER APPLAUSE

Email me any shout-outs you'd like to see posted here.

Merry Christmas!

Sandy.Hageness@DakotaCollege.edu

**DON'T BE A GRINCH
HOLIDAY SOCIAL**

When: 12/19/2024
 Time: 2:00pm - 4:30 pm
 Where: Knudson Student Center
 Attire: Comfy holiday attire encouraged
 (holiday jammies, ugly sweater, etc.)
 Please bring your favorite appetizer to share
 Committee will provide plates, silverware, and drinks

Itinerary:
 2:00pm - Welcome and mingle
 (food dropped off by 2pm)
 2:30pm - Games start
 3:30pm - Outfit/Attire Judging – The Uglier the Better
 (prize awarded)
 4:00pm – White Elephant Gift Exchange
 (\$20 max & optional)



Merry Christmas from DCB PN & Instructors.

