

# Weekly Log



December 20, 2024

## THIS WEEK'S EVENTS

MONDAY, DEC 23

TUESDAY, DEC 24

- Campus Closes at Noon

WEDNESDAY, DEC 25

- Campus closed
- KBTO Live Break, 8:30 am, Leslie Stevens, End of Year Giving

THURSDAY, DEC 26

FRIDAY, DEC 27

- KKWZ & KZZJ Dakota College Weekly, 8:30 am, Leslie Stevens, End of Year Giving

## SEASON'S GREETINGS!



As we near the end of this calendar year and look forward to 2025, there is activity all around us. Final grades are being determined and submitted, which will be followed closely by processing and eligibility determinations.

Thank you for supporting our new and continuing students through their own personal maze of preparations for the spring term.

As always, we are monitoring enrollment numbers and, of course, every student is important to us. Thank you for choosing to be part of this amazing DCB team. We may not be

perfect, but we are the perfect place for our students.

Merry Christmas, everyone!

Carmen

Campus Dean / CEO



The January NDPERS Dakota Wellness Program Newsletter is available at: [January 2025 Wellness Newsletter](#)

Merry Christmas

## HAPPY HOLIDAYS

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.

Please know that you may donate leave to state employees that are in need. The Leave Share program through NDUS may be found in the [Other Paid Leave policy](#).



# LOGGER APPLAUSE

Huge thank you to Misty Lindgren and Keri Keith who administered my finals when I could not. It's wonderful to have coworkers you can count on when an emergency (surgery) happens. Misty and Keri consistently go above and beyond ensuring students get a quality education in the most caring environment!

- Lexi Kvasnicka-Gates

To the entire Advising Team - You all are miracle workers who are creative, committed, and enthusiastic. Thank you for your problem-solving prowess and your patience. It's been so great working with you this year!

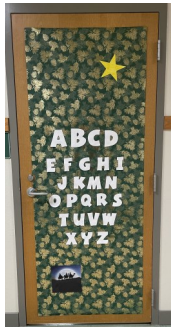
Dr. Simone, Sandy, Chris, Paige, Carolyn, and everyone who checked in on me after my "ice-

capades" earlier last week.  
- Michelle Cauley

Thank you to everyone who participated in the holiday door decorating.

And Thank you to our Holiday Social Committee for a FUN afternoon.

\* Kendra Metcalfe, Tyra Lysne, Sandy Hageness, JaLee Lynnes, Jennifer Cote, Jennifer Mattson, Alexis Bedlion



Congratulations to our winners!  
Mark LaCroix & Erika Hamilton



## 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



Bottineau Bucks were gifted as prizes at the Holiday Social. Below is the list of businesses that accept them.

Thanks for being great sports for the games!

- A-Frame Bar & Grill
- BeeLine Service
- Birchwood
- Botno Bean
- Botno Theater
- Botsy's Boutique
- Bottineau Childrens Academy
- Bottineau Country Club
- Bottineau Lumber
- Bottineau Winter Park
- Building Blocks Learning Center
- Cenex
- City of Bottineau (water bill)
- Clinic Pharmacy
- Cobblestone (towards room rate)
- Cove Lounge
- Cowboys Bar & Casino
- DCB Bookstore
- Debs Concessions
- DogHouse Saloon
- Drive Chevrolet
- Ellie Ann's
- Family Vision
- Four Seasons Resort
- Gifts By the Lake
- Golden Rule
- Gustafson Oil
- LT's Dockside
- Lutabelle's
- Marie's
- Northern Lights Appliance
- ND Paint Squad
- Oak Creek Dental
- Onarheim's Dario
- Pride Dairy
- Pyramid Health
- St Michels Furniture
- Sundowners
- True North Chiropractic
- Turtle Mountain Communications
- Turtle Mountain Motors

*Happy Holidays from the Minot AD Nursing Class!*

