

DAKOTA COLLEGE AT BOTTINEAU has been around almost as long as North Dakota itself. The state constitution, ratified in 1889, provided for a forestry school to help promote the growth of trees on the prairies. We opened our doors in 1906 as the North Dakota School of Forestry.

A lot has changed since then, including our name and mission. But we're still here to cultivate growth. Of course, "growth" doesn't mean exactly the same thing in the 21st century that it did in the 19th. While our natural resource programs remain among the best in the upper Midwest, we also offer degrees in fields such as health care, web design, and information technology along with a strong liberal arts program. And we have one of the most robust distance-learning programs in the state.

North Dakota's landscape has changed a lot since 1889, both physically and culturally. Our graduates helped bring about those changes. And Dakota College at Bottineau has changed, too --- so that we can prepare today's students to build the landscapes of the future.



DAKOTA COLLEGE AT
BOTTINEAU
105 Simrall Blvd
Bottineau ND 58318
701-228-5480
1-800-542-6866

#DCBJACKS
#WEAREDCB
WWW.DAKOTACOLLEGE.EDU



WELCOME

TO THE DAKOTA COLLEGE AT BOTTINEAU FAMILY

We are excited that you have joined the DCB family. Every staff and faculty member plays a role to ensure the Campus success. This individualized orientation is designed to provide a successful integration in to your position. You will meet with Human Resources to learn about employment related issues along with several coworkers so you can get a feel for the overall work of your department. Within the next 30 days we ask that you schedule a meeting and meet with each department to understand how your roles interact. Please return the completed checklist to your supervisor.

Again, welcome to the team. We look forward to having you on board.

Jerry Migler, PhD, Campus Dean

NATURE, TECHNOLOGY AND BEYOND

NEW EMPLOYEE CHECKLIST

Date Completed	Action	Contact
Within first few days		
	Human Resources • New Employee Paperwork	Vonda Berg, Payroll Specialist
	Business Office	Lisa Anderson, Accounting Tech
	Information Technology	Brad Gangl, IT Director
	Campus Connection	Leisha Lunnie, Registrar
	Employee ID	Michelle Davis, Housing
Within first 30 days		
	Academic Services	Larry Brooks, Dean for Academic & Student Affairs
	Admissions and Recruitment	Beth MacDonald, Director of Admissions & Recruitment
	Athletics	Danny Davis, Athletic Director
	Bookstore	Janeen Pollman, Bookstore Manager
	Business Office	Lisa Mock, Business Office Manager
	Dean's Office	Dr. Jerry Migler, Campus Dean
	Distance Education and Support Services	Kayla O'Toole, Director of Distance Education and Support Services
	Food Services—Sodexo	Sharon Arnold, Food Services Manager
	Foundation & Alumni Office	Leslie Stevens, Foundation Director
	Library	Hattie Albertson, Librarian
	Marketing	Sandy Hageness, Administrative Assistant to the Campus Dean
	Physical Plant	Darrell Waters, Custodial Supervisor
	Student Services	Larry Brooks, Dean for Academic & Student Affairs
	TRiO	Nathan Biggerstaff, Director of TRiO Services
	Other—Supervisor Assigned:	