

Weekly Log



November 24, 2025

THIS WEEK'S EVENTS

MONDAY, DEC 1

- FAFSA App Available
- Basketball at Mayville State
* Women at 5:00 pm
* Men at 7:00 pm

TUESDAY, DEC 2

WEDNESDAY, DEC 3

- KBTO Live Break, 8:30am, Paige Baade, Nursing Program
- PTK Honor Society

THURSDAY, DEC 4

- **Alumni Raffle Drawing**

FRIDAY, DEC 5

- KKWZ & KZZJ Dakota College Weekly, 8:30am, Paige Baade, Nursing Program
- Men's Basketball vs Red Lake Nation College at 5:30 pm @UTTC

CAMPUS DEAN SEARCH BEGINS

Dr. Shirley has appointed and met with the Campus Dean Search Committee. Below are the search committee members:

- Scott Johnson, Search Committee Chair, Math Professor
- Dr. Lexi Kvasnicka-Gates, Social Sciences Professor and Accreditation Director
- Kayla O'Toole, Associate Dean for Academic Affairs
- Chris Nero, Associate Dean for Administrative Services
- Misty Lindgren, Director of Academic Affairs
- Maggie Backen, Minot Programs Director
- Karl Sorby, Men's Basketball Coach
- Cal Misson, DCB Student Senate President
- Trudy Marum, DCB Foundation President
- Whitney Gonitzke, Bottineau EDC Director
- Sandy Hageness, Executive Assistant/coordinating recruitment efforts

The Search Committee met last week and reviewed the timeframe along with the job posting. The job posting has been published on the DCB website, outside sources and the NDUS Career Board.

As a reference for the next few months – the approximate timeframe Dr. Shirley envisions for this search is as follows (just a guesstimate, but hopefully it is close):

November 26 – January 4 – the job will be advertised in various publications (higher education-specific media/websites, ND & regional media/websites, and the DCB/MSU websites).

Week of January 5 – review the candidates and narrow the field to 5-6 semi-finalists to interview by the committee.

Week of January 19 – conduct virtual interviews with the semi-finalists and narrow the list to 2-3 finalists who will be invited for on-campus interviews.

Late January/early February – conduct in-person interviews with finalists (each finalist will spend a day on campus in Bottineau meeting with various constituents, campus, community, tours, etc).

Mid-February – make a final decision and announce the next Campus Dean for DCB.

Spring 2026 – DCB's new Campus Dean begins.

Applications are submitted through the online portal www.dakotacollege.edu/employment and forwarded to Dr. Shirley and Scott Johnson as the Chair of the Search Committee.

Feel free to refer interested individuals to the portal and to Scott for questions about the position.

WELCOME TO DCB

Physical Plant has hired Korban Phillips as night time custodian/maintenance. We are excited to bring him on board.

He worked a couple summers as a custodian and has an amazing work ethic. We have been a little short handed since Old Main reopened and decided it is time to add another custodian.

Korban will be working evenings when there are athletic events so we have a physical plant pres-

ence. He is also learning about boilers and other maintenance tasks, allowing us someone at night doing rounds and checking things. This will be a big asset as problems can escalate if they aren't addressed right away or wait until the next morning.

Korban's regular shift will be 10:30 pm -7:00 am Sunday-Thursday and hours may vary if there are campus events.

Please help us welcome Korban.

- Chris Nero, Physical Plant



EMPLOYEE HANDBOOK REVIEW CONTINUES

As we continue to review the Employee Handbook, please know that a draft is available upon College Council approval for each section.

You can find the most recent update on our website - <https://www.dakotacollege.edu/faculty-and-staff>

ANNUAL LEAVE REVIEW

Reminder: please know that if you have more than 240 hours of accrued annual leave, you will lose any hours over and above 240 in the new calendar year.

Important Guidelines

Eligible employees may carry forward up to 240 hours (prorated for part-time status as of December 31, 2025) into the new year

Action Required

Annual Leave for calendar year 2025 must be:

- Submitted in Absence Management through Employee Self-Service

- Approved by your supervisor

No later than noon on Monday, January 6, 2026

Failure to meet these requirements may result in:

- Forfeiture of leave over the maximum balance

How to check your balance

- Salaried employees: Log into Employee Self Service à Time à Absence Balances à Forecast Balance

- Hourly employees: Use the [Leave Accrual table](#) on the NDSU Human Resources webpage

Questions?

This is a courtesy reminder. Please contact Sandy Hagenes with any questions or concerns.

Santa has delivered his helper names for Secret Santa. If you have questions, contact Anita Gable in the Business Office.



Join us for our
Christmas Party

DECEMBER 18 | 2:00 PM
STUDENT CENTER

Employee Open Bar with Snacks and Mocktails
Minute to win it games
Secret Santa gift exchange

Followed by Potluck/Social at the Stadium - 4:30PM
Bring your plus one!

Come in your favorite Christmas attire or dressed as your favorite character from any Christmas movie!



PHI THETA KAPPA
HONOR SOCIETY

DECEMBER 3RD. ALUMNI CENTER. 5-8:30 PM
PIZZA. HOLIDAY DECOR. BIG OPPORTUNITIES
EVERYONE WELCOME!

WHY JOIN PTK?

- Phi Theta Kappa is a powerful community of diverse college students who are working together to own their futures.
- Phi Theta Kappa gives you access to a trusted network of insiders—people just like you, who can help you unlock the wisdom you need to get to the next level and forge your own path.
- If you are building your own future, Phi Theta Kappa can provide you with the academic recognition and resume to stand out from the crowd.
- If you are redefining what success means and making it in your own image, Phi Theta Kappa can connect you to the training and resources you need to discover your full potential.

WHAT IS PTK? COME FIND OUT!

BENEFITS

- Prestigious Recognition
- Scholarships
- Campus Involvement
- Professional Development
- PTK Connect
- FAFSA Mentor
- Expert Advice
- Member Savings
- Direct Transfer Admissions

Phi Theta Kappa's nonprofit mission is to recognize and promote student academic achievement. PTK provides opportunities to cultivate professional and leadership skills, secure scholarships, explore diverse career paths, and build a network of supportive peers and trusted advisors that last a lifetime.

Contact: Deidre Pugh, deidre-pugh@dakotacollege.edu
701-840-8975

LOGGER APPLAUSE

Contact sandy.hagenes@dakotacollege.edu with any shout-outs.



Below is a list of events for DCB events. Please provide me with updates. sandy.hageness@dakotacollege.edu

JANUARY	2026
Jan 8	Taco-in-a-Bag Scholarship Fundraiser
Jan 13	Book Read
Jan 13	First Full Day of Classes
Jan 19	Martin Luther King Jr Day – Campus Closed
Jan 27	Bottineau Community Rockhounds 6pm-7pm
TBD	Minot New Student Orientation
FEBRUARY	
Feb 10	Book Read
Feb 16	President's Day Campus Closed
Feb 17	Professional Development Day
Feb 24	Bottineau Community Rockhounds 6pm-7pm
TBD	Giving Hearts Day
TBD	Smokey's Week
TBD	Future Fest
TBD	Spelling Bee
MARCH	
March 1	Dental Hygiene Applications Due
March 1	Nursing Apps Due
March 10	Book Read
March 15	Dental Assisting Applications Due
March 24	Bottineau Community Rockhounds 6pm-7pm
March 28-29	Hoopsters
TBD	PTK Recognition, BSC
APRIL	
April 1	Paramedic Apps Due
April 9	NE Regional Science Olympiad
April 14	Book Read
April 17	Eath Day Community Celebration
April 22-23	Water Festival
April 30	Employee Appreciation Lunch
April 31	Bottineau Community Rockhounds 6pm-7pm
MAY	
May 12	Book Read
May 15	Caps & Apps – LEAP Grads
TBD	Scholastic Chamber Awards
May 15	Graduation
May 26	Bottineau Community Rockhounds 6pm-7pm

QUESTIONS?
MICHELLE CAULEY@DAKOTACOLLEGE.EDU

DAKOTA COLLEGE CONSERVATION AWARD

The 2026 Dakota College at Bottineau Conservation Award is presented by Dakota College to an individual who has demonstrated leadership and has made notable contributions to the conservation, preservation, and enhancement of our precious natural resources. This person will have contributed in an exceptional way that has had a significant impact for the common good.

Nominations are Open!

Following are the criteria to be used for selecting the 2026 Conservation Award recipient:

1. Wide recognition for expertise, vision, and problem solving
2. Demonstration of enduring commitment
3. Development of partnerships
4. Generation and stimulation of community support
5. Promotion to new audiences through educational efforts
6. Catalyst for positive change

Nominations Due Friday, March 5




**DAKOTA COLLEGE AT
BOTTINEAU
ALUMNI ASSOCIATION**

Fall 2025 Raffle

**GRAND PRIZE:
\$500 CASH!**

- \$500 CASH PRIZE
- Bountiful Bottineau Gift Basket (\$400 value)
- \$200 Drive Chevrolet Gift Certificate
- Bottineau Dining Package (\$200 Value)
- Two DCB Jacks Hoodies (\$140 value)
- Meat Bundle from Wayne's Food Pride (\$200 Value)
- DCB Dining Center 12 Meal Punch Card (\$115 Value)
- \$100 Cenex Gas Card
- Handmade Colorful Quilt - \$100 Value
- Milwaukee Drill Set (\$600 Value)

\$5 TICKET

TICKETS ON SALE AT:

- DCB Foundation Office
- DCB Bookstore or
- any Alumni board member

**DRAWING:
Dec. 5, 2025**

DCB Foundation Office
Need not be present to win.

*All proceeds benefit the
DCB Alumni Association
Scholarship Fund.*



CLASSIC FALL FOLIAGE

OCTOBER 5-13, 2026

STARTING FROM \$4,939 PER PERSON

- 9-day Guided Tour
- Deposit: \$250 (Non-Refundable)
- Final Payment Due: August 1, 2026



SCAN FOR
ITINERARY &
BOOKING
DETAILS



**DAKOTA COLLEGE AT
BOTTINEAU
ALUMNI ASSOCIATION**