



# Weekly Log



DAKOTA COLLEGE  
AT BOTTINEAU

January 26, 2026

## THIS WEEK'S EVENTS

MONDAY, JAN 26

TUESDAY, JAN 27

- Botno Community Rocks, 6:00 pm

WEDNESDAY, JAN 28

- KBTO Live Break, 8:30am, Jen Cote, Giving Hearts Day
- Bottineau EDC & Chamber Annual Meeting, 5:30 pm, Alumni Center
- Men's Hockey vs Jamestown, 7:00 pm

THURSDAY, JAN 29

- Basketball vs Dawson, Women 5:30, pm. Men 7:30 pm

FRIDAY, JAN 30

- KKWZ & KZZJ Dakota College Weekly, 8:30am, Jen Cote, Giving Hearts Day

SATURDAY, JAN 31

- Men's Hockey vs MN Crookston, 7:00 pm
- Women's Hockey at NDSU, 7:30 pm

February MS Training [Enroll](#)

Day	Course	Time
Mon Feb 2	PowerPoint Intro	10-11:30
Wed Feb 4	Teams Fundamentals	10-11:30
Thu Feb 5	Excel Introduction	9:30-11
Mon Feb 9	PowerPoint advanced	10-11:30
Tue Feb 10	Word Fundamentals	1:30-3
Wed Feb 11	OneDrive Intro	2:30-4
Thu Feb 12	Excel Intermediate	9:30-11
Tue Feb 17	Word Intermediate	1:30-3
Wed Feb 18	OneNote Intro	2:30-4
Thu Feb 19	Excel Advanced	9:30-11
Mon Feb 23	Teams Meetings	10-11:30
Tue Feb 24	Word Advanced	1:30-3
Wed Feb 25	OneNote Advanced	2:30-4

## IT'S TIME TO GET YOUR ACCESSIBILITY ON

The upcoming training sessions listed below will help you prepare for the new digital accessibility requirements taking effect this April. Join MSU to learn new skills, stay compliant, and create more inclusive digital content for everyone.

### [Principles and Guidelines of Digital Accessibility](#)

- O January 27, 3:00 p.m.

### [Making Digital Documents Accessible](#)

- O January 28, 10:00 a.m.

### [Making Videos Accessible](#)

- O January 30, Noon

### [Methods to Check for Accessibility](#)

- O February 2, 11:00 a.m.

### [Blackboard Course Shell Accessibility](#)

- O February 5, 2:30 p.m.

### [Web Page Accessibility](#)

- O February 10, 2:30 p.m.

### [Making PDFs Accessible](#)

- February 11, 11:00 a.m.

Each session should be around 30 minutes plus any Q&A time at the end. All sessions will be delivered via Microsoft TEAMS, to help everyone avoid frostbite. Each

title in the schedule above is a link to its training session.

Please attend as many of these sessions as possible. Building a digitally accessible campus is a shared responsibility, and meaningful progress happens when we work together. By making our content accessible, we remove barriers and create learning experiences where everyone can fully participate and succeed.

- Douglas Tiedman, MSU Director of Online Development, Testing



## YOUR 2025 W-2 IS READY

Your 2025 W-2 is available for viewing and printing through Employee Self-Service. The following will help you access your W-2:

### [To view your W-2 tax document:](#)

Access Employee Self-Service by going to:

<https://www.dakotacollege.edu/faculty-and-staff> and clicking on **Human Resources** under Campus Connection Admin Portals.

If you have trouble logging into Employee

Self-Service, see this link <https://www.dakotacollege.edu/student-life/computer-services/email-help>

Once you have successfully logged into the Employee Self-Service system (If Employee Self Service does not display in the upper left corner, click on the name of the page listed there and select Employee Self Service from the drop-down.)

- Click on the Payroll tile.
- Click on the W-2/W-2c Forms tile.
- Click on View Form under Year End Form

If PDF W-2 form does not appear, please check to make sure your browser is not set to block PDF forms.

W-2 Form can be viewed, saved, printed, or you can return at later date/time to get a copy.

To view W-2 from another year, change the tax year at the top of the page.

If you have questions regarding the information on your W-2, please contact me.

- Sandy Hageness

### [Instructions to reset ESS password:](#)

Please visit <https://ndus.rightanswers.com/portal/ss/> to reset your password



Reminder: Staff Emeritus nominations are due by **February 1, 2026**.

Nominations should be submitted in the form of a letter and include support from the Interim Campus Dean or an Associate Dean.

- Misty Lindgren, Staff Senate President & Jennifer Cote, Staff Senate Vice President

## STAFF EMERITUS NOMINATIONS ACCEPTED

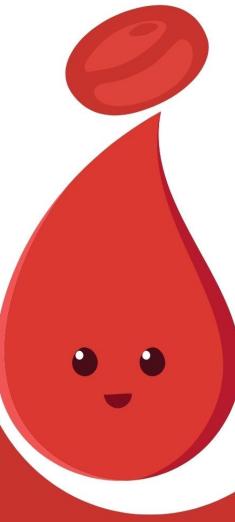


## Donate Your Blood

Donate Blood, Be the Reason Someone Lives.

February 18, 2026 1PM- 4PM  
 February 19, 2026 12:25-4:45PM  
 101 3<sup>rd</sup> Ave SW- Parking Lot  
 Minot, ND

[Register Now](#)



### SURVEY RESULTS

There was a survey that went out to all faculty and staff the end of October, 2025. As a result it was learned that even though the majority of employees know DCB supports break times, many don't take the break time offered.

Breaks are offered as an opportunity to walk away from your work to replenish mental energy. They have been proven to reduce stress, and prevent burnout which ultimately increases productivity, focus, and creativity. Breaks allow our brain to recharge after intense focus.

### LOGGER APPLAUSE



CLAP CLAP CLAP

Thank you to the Business Office personnel; Anita, Jada and Lynn, for putting in extra time as they continue to work and train with Minot State.

Contact Sandy Hageness if you have a shout-out to share.

[sandy.hageness@dakotacollege.edu](mailto:sandy.hageness@dakotacollege.edu)

## Bottineau Community Rocks!

Tuesday, January 27

6:00—7:00 pm

DCB Campus at Thatcher Hall

*Alumni Conference Room*



Come join us for this FREE event on the Dakota College of Bottineau Campus. Bottineau Community Rocks! is a community and family event for those interested in learning more about geology, minerals, fossils, crystals and more!

We meet once a month in the Alumni Conference Room in Thatcher to hear presentations and speakers, hear of exciting news in the geology realm, discuss our experiences and rockhounding tales, and share the love of geology.

Our January topic is:

### Nature's Treasure Boxes— Geodes!

This month we explore nature's little surprise packages—plain looking rocks on the outside with stunning crystal formations within. Geodes can be found all around the world and come in all sorts of colors, shapes, and sizes. Come explore the hidden world inside these beauties, learn about locations, and how best to open your very own mini-crystal cave of wonders.

Sponsored by—DCB Community Education and Bottineau Community Rockhounds  
 Questions? Email - [michelle.cauley@dakotacollege.edu](mailto:michelle.cauley@dakotacollege.edu)



### Feeling Sluggish and not like yourself during the work day?

Did you know - DCB supports a paid break of 15 to 20 minutes for every 4 hours worked? That's 2 paid breaks during an 8 hour work day! Do you know what you can do with your 15 minute break?

Chair Yoga or Stretch Break  
 Mini Visualization  
 Coffee Pause  
 Hydration Check

Visit with a Coworker  
 Campus Loop Walk  
 Word Puzzle  
 Write Out a Wins List

Balance does not come by chance - it comes by choosing it. Finding balance throughout the work day promotes better mindset, supports emotional regulation, prevents burnout, reduces stress and mental fatigue, & boosts creativity?



\*\* Breaks cannot be used to shorten your day - ex. at the beginning of your work day or at the end of the day. They must also be taken on campus.



Lil' Smokies will be back during Smokey's ... Jack's Nation Week

Contact Sandy Hageness if you'd like your department to be part of the serving schedule.

First Come....First Serve...

Below is a list of events for DCB events. Please provide me with updates. [sandy.hageness@dakotacollege.edu](mailto:sandy.hageness@dakotacollege.edu)

FEBRUARY	
Feb 10	Book Read
Feb 10	Campus Conversations
Feb 12	Giving Hearts Day
Feb 13	SNO Bake Sale—Student Center
Feb 15-21	Smokey's Week
Feb 16	President's Day Campus Closed
Feb 17	Professional Development Day
Feb 17	Spelling Bee
Feb 18-19	Blood Drive, Minot
Feb 24	Bottineau Community Rockhounds
Feb 25	Future Fest
MARCH	
March 1	Dental Hygiene Applications Due
March 1	Nursing Apps Due
March 9	Logrollers Meeting
March 10	Alumni Meeting
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 9	Foundation Meeting
April 13	Logrollers
April 14	Book Read
April 17	Vitalant Blood Bus, Bottineau Campus
April 17	Earth Day Community Celebration
April 22-23	Water Festival
April 30	Employee Appreciation Lunch
April 31	Bottineau Community Rockhounds
MAY	
May 4	Chamber Scholastic Awards
May 11	Logrollers Meeting
May 12	Book Read
May 12	Alumni Meeting
May 15	Caps & Apps – LEAP Grads
May 15	Graduation
May 26	Bottineau Community Rockhounds

### CHALLENGE ACCEPTED!

