



# MONTANA TECH WEEKLY UPDATE

**March 20, 2023**

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## UPCOMING EVENTS

**3/21:** Pilates (12:00 pm, HPER Dance Room)  
Setting Healthy Priorities Workshop (12:00 pm, Big Butte)

**3/24:** Yoga (12:00 pm, HPER Dance Room)

**3/23:** Ethnic Patriotism: Butte's Irish Community, 1880-1920 (6:30 pm, B'nai Israel Cultural Center)

**3/27: Wellness Walk (12:00 pm, SUB)**

**3/29, 4/6, 4/11, 4/17:** Internship Meet-Up (5:00 pm, Copper Lounge)

**3/30:** Tech Day

**4/16:** *The Kosher Red Hots*, a quartet featuring a mix of Eastern European and Sephardic music performance (3:00 p.m., B'nai Israel Cultural Center)

**4/26:** Battle of the Brains (5:30 pm, Elks Lodge) Register [here](#).

**4/27:** SINGO, Pam Hogart Staff Senate Memorial Scholarship Fundraiser (6:30 pm, KC)



## FOR YOUR INFORMATION

### SETTING HEALTHY PRIORITIES WORKSHOP

Neal Andrews, Employee Fitness & Exercise Specialist, will be offering a workshop on Setting Healthy Priorities on **Tuesday, March 21** in the Big Butte Room from 12:00 pm to 1:00 pm. Setting priorities in work and life can save you a ton of wasted time, energy, and stress. This workshop will focus on a practical technique that will allow you to tackle your

most important challenges today, and feel good about the progress you make. We'll share some other Time Management tips as well.

## **TECH DAY**

On **Friday, March 24, 2023**, Montana Tech will host our Spring Tech Day. Students from around the country will come to our campus to experience a one-of-a-kind college visit and participate in hands-on activities across multiple programs. Be aware that parking may be limited, and alternative forms of transportation may be required to get to the main campus. Tech Day is scheduled to run from 9:00 am to 3:00 pm, so please plan accordingly. We apologize for any inconvenience this may cause and greatly appreciate your understanding. In addition, if you see any Tech Day visitors on campus, please welcome and engage with them. This is your opportunity to welcome future students into the Oredigger family!

## **PUBLIC LECTURE: DR ALEXANDRIA ISERN**

Montana Tech's Public Lecture Series will host Dr. Alexandria Isern, Assistant Director for Geosciences with the National Science Foundation (NSF), on **Thursday, March 30** in the Chancellor's Lounge in the Mill Building on campus. Dr. Isern's talk is titled, "Making Geosciences Relevant in a Changing World." In this presentation Dr. Alexandra Isern, Assistant Director of the Directorate for Geosciences (GEO), will provide an overview of how NSF advances knowledge on critical societal issues through support of basic and use-inspired geoscience research and how GEO is working to broaden participation in the sciences. Zoom will not be available.

## **CAREER SERVICES SPRING WALK-IN HOURS**

Spring walk-in hours are Mondays and Wednesdays 1:30-3:30 pm and Thursdays 9:00-11:00 am. Career Services will be staffing an information table on **Thursdays 2:00-4:00 pm** in the Student Success Center Lobby. Please let students know if they have questions or concerns with their **resume**, job or internship **search**, **application** process, or **evaluating an offer** to stop by or if none of those times work, please encourage them to make an appointment.

## **STUDENTS: GOT A JOB? SHARE IT!**

As you meet with your advisees this semester, do they have a **job after graduation** or an **internship this summer**? Please encourage them to share it! Students can report the information through their DR 2.0 profile and enter their post-graduation or internship status **here**. You can always **let Career Services know**, and we can administratively add details for them, and email them for complete information too!

## **ETIQUETTE DINNER**

The National Society of Leadership and Success, Society of Women Engineers, and Career Services are excited to announce a jointly sponsored six-course meal with etiquette tips and techniques of what to expect in a formal dining situation. The event is scheduled for **Monday, April 17** from 5:30 pm to 8:00 pm. Students will learn how to make a good impression from across the table. Please encourage students to register **here** for their seat.

## **EARTH DAY POSTER CONTEST**

Enter the Alma Higgins Vegetative Environment Enhancement Program "Living in Harmony with our Earth" 2023 Earth Day poster art competition. The contest encourages discussion about the importance of local vegetative environment enhancement. It facilitates the

expression of what can be done at the local level and encourages investment in our world's neighborhood community vegetative environment restoration, enhancement, and beautification. The competition will include eight categories, with a limit of one entry per participant. Content rules and entry forms are available [here](#).

## **YEARLY SOFTWARE REQUESTS**

If you are teaching a class in Fall 2023 and using a campus classroom or computer lab on the North Campus or Highlands College, software requests for Fall 2023 are due **BEFORE May 10th, 2023**. please submit a TECH SUPPORT ticket [here](#) to request your software **BEFORE May 10th, 2023**. Thank you in advance. Please contact Information Technology if you need anything at 406-496-4244 or [kb.mtech.edu](mailto:kb.mtech.edu).



## **2023 FISCAL YEAR-END PROCUREMENT INFORMATION**

Fiscal Year End (June 30, 2023) is rapidly approaching. Your cooperation and timely processing of year-end purchases is important and appreciated in order to ensure that funds are spent in the appropriate fiscal year & that we have adequate time to process requests.

- Purchase requisitions that require formal solicitation must be submitted by April 1, 2023.
- Purchase requisitions that require limited solicitation must be submitted by April 15, 2023.
- Purchase requisitions that do not require solicitation must be submitted by May 1, 2023.
- Procard transactions that need to be expensed in FY23 must be completed by June 10, 2023.
- Invoices for FY23 must be submitted to Accounts Payable by June 12, 2023
- Purchases of Software & I.T. Equipment (Computers, Tablets, Printers, Monitors, etc.) need to be coordinated through your I.T support Staff and requested no later than April 15, 2023 to insure the Purchase is completed for FY23

Here is how you can help us successfully close out FY23:

### **No later than April 1, 2023:**

- Submit all purchase requisitions that require formal solicitation to Kelsey Kerbs
  - Formal solicitation applies to any purchase that involves services and is \$100,000 or greater
  - Formal solicitation applies to any purchase of goods only that is \$100,000 or greater

### **No later than April 15, 2023:**

- Submit all purchase requisitions that require limited solicitation to Kelsey Kerbs
  - Limited solicitation (3 informal bids) applies to the following thresholds:

- \$10,000 - \$99,999 (Good & Services)

**No later than May 1, 2023:**

- Submit requests for purchase orders for items less than \$10,000 to Erica Rude in Accounts Payable
- Purchase Orders for next Fiscal Year (FY24) will not be issued until July 1, 2023

**No later than June 10, 2023:**

- Complete all Procard transactions for FY23 prior to June 10, 2023
  - June 11th-June 30th will be a purchasing blackout period (Procards cannot be used Unless you are in travel status)
  - You can start using your Procard for FY24 expenses on July 1, 2023

**No later than June 12, 2023:**

- Submit FY23 Invoices to Accounts Payable by June 12, 2023 @ Noon
- Please understand that if the above deadlines are not met, we cannot guarantee that we will be able to process requests in this fiscal year, regardless of the source of funding (such as contract and grant funding). If you are planning a request to start or renew a contract or purchase in July or August, please adhere to the deadlines above to ensure timely processing of such requests.

We appreciate your support and look forward to a smooth and successful 2023 Fiscal Year End. For assistance or clarification on any of the above information, please contact:

- Kelsey Kerbs, Procurement Specialist, kkerbs@mtech.edu or (406) 496-4376
- Carleen Cassidy, Director of Finance & Budget, ccassidy@mtech.edu, or (406) 496-4252
- Erica Rude, Accounts Payable, erude@mtech.edu or (406) 496-4377

