



MONTANA TECH WEEKLY UPDATE

March 27, 2023

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UPCOMING EVENTS

3/28: Pilates (12:00 pm, HPER Dance Room)

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

3/30: Public Lecture: Dr. Alexandria Isern (4:00 pm, SSC)

3/31:

Grad School Expo & Materials Under the Big Sky Symposium (9:30 am-3:00 pm, SSC)

Yoga (12:00 pm, HPER Dance Room)

Graduate Defense: Rayce McCord (2:00 pm, NRRC 314)

4/3: Wellness Walk (12:00 pm, SUB)

4/6:

Blood Drive (11:00 am-4:00 pm, Big Butte/Highlands)

Effective Communication (12:00 pm-3:00 pm, Copper Lounge)

4/10: Graduate Defense: Robb Braden (3:00 pm, NRB 340)

4/15: Digger Auction

4/16: The Kosher Red Hots (3:00 pm, B'nai Israel Cultural Center)

4/17: Etiquette Dinner (5:30 pm)

4/20: Faculty/Staff Awards (3:00 pm-5:00 pm)

4/22: Suicide Prevention Walk (9:30 am, Highlands College)

4/26: Battle of the Brains (5:30 pm, Elks Lodge)

4/27:

Techxpo (1:30-4:30 pm, HPER)
SINGO Fundraiser (6:30 pm, KC)



FOR YOUR INFORMATION

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 **March 30** at 4:00 pm in the SSC followed by a reception. Dr. Isern's talk is titled, "Making Geosciences Relevant in a Changing World." In this presentation Dr. Isern 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.

GRAD SCHOOL EXPO & MATERIALS UNDER THE BIG SKY SYMPOSIUM

You are invited to the 2nd Annual Montana Tech Grad School Expo and Materials Under the Big Sky Symposium on **March 31**. Faculty and graduate student speakers will be from 9:30 am to 3:00 pm followed by a poster session from 3:00 pm to 4:30 pm in the SSC. For more information, contact Victoria Pagan at vpagan@mtech.edu or 406-496-4102.

GRADUATE DEFENSE: RAYCE MCCORD

You are invited to a graduate defense by Rayce McCord, Electrical Engineering, M.S., on **March 31 at 2:00 pm** in NRRC 314. The defense is titled, "A Test Bed for Conducting Monte Carlo Power Plant Model Validation Experiments."

COMMUNITY BLOOD DRIVE

A community blood drive will be held on the Montana Tech campus on **April 6** from 11:00 am to 4:00 pm in the Big Butte/Highlands room. Appointments are recommended which can be made [here](#). Please complete the online health questionnaire (Fastracks) on vitalant.org. Make sure to eat a hearty meal and drink lots of water prior to your appointment. For more information or to schedule a donation, call 877.258.4825 or visit vitalant.org.

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!

INTERNSHIP MEET-UPS

Please remind your students about the upcoming Internship Meet-ups on **March 29, April 6, and 11** from 5:00-5:30 pm in the Copper Lounge. These 30-minute sessions will discuss the process of internship paperwork and the Career Services' expectations for students while in their internship. Based upon student evaluations, 40% who requested internship credit state that they wish they knew the internship expectations. Students can register for the sessions in DR 2.0 [here](#).

PAT ON THE BACK

Nominate a fellow classified or professional staff member today for the Pat on the Back award. Nominate [here](#).

EFFECTIVE COMMUNICATION – PROFESSIONAL DEVELOPMENT SESSION

Continental Divide Chapter of SHRM will be sponsoring an Effective Communication session presented by Mark Willmarth, Vision West Consulting, on **April 6th** from 12:00 pm to 3:00 pm in the Copper Lounge. This event is available to faculty and staff, please register online [here](#) and contact Sarah Raymond, sraymond@mtech.edu with any questions.

GRADUATE DEFENSE: ROBB BRADEN

You are invited to a graduate defense by Robb Braden, Petroleum Engineering, M.S., on **April 10** at 3:00 pm in NRB 340. The defense is titled, "The Use of Novel Cement Additives to Increase the Carbon Storage Potential of Oilfield Cements"

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 **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.

SUICIDE PREVENTION WALK

Be a part of the Montana Tech Campus Walk to help raise awareness and funds for suicide prevention programs. The walk will be held on **April 22** at Highlands College. Check-in is at 9:30 am and the opening ceremonies and walk will start at 10:30 am. Suicide is preventable and mental health is just as important as physical health. Walkers help make a difference. Together we can change the conversation and create a world without suicide. Click [here](#) to register, sponsors, donate or learn more.

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.



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

