



# MONTANA TECH WEEKLY UPDATE

**April 10, 2023**

## IN THIS EDITION

Flipping the Zoom Switch

Research Opportunities Survey

Facilities Work Order Requests

Evacuation Drills After Action Report

Distracted Driving Courses

National Student Employment Week

Restoration Seminar

28th Annual John 'Jocko' Evans Petroleum Symposium

Entrepreneurship Speaker Panel

Scholars Reception & Registration Day

Public Lecture Series

Faculty, Staff, and Student Art Show

Career Services Spring Walk-in Hours

## UPCOMING EVENTS

**4/10:** Robb Braden Graduate Defense: "The Use of Novel Cement Additives to Increase the Carbon Storage Potential of Oilfield Cements" (3:00 pm, NRB 340)

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

**4/11:** Student Employee Appreciation (8:30–10:30 am, Copper Lounge)  
Pilates (12:00 pm, HPER Dance Room)

**4/12:** Restoration Seminar (4:00 pm, CBB 102)

**4/13-15:** John 'Jocko' Evans Petroleum Symposium

**4/13:** Reid Smith Graduate Defense: "Improving Operational Efficiency for Re-mining Tailings" (12:30 pm, S&E 113)  
Scholars Reception (6:00 pm, Marcus Daly Dining Hall)

**4/14:** Entrepreneurship Panel (11:30 am, ELC 327)  
Yoga (12:00 pm, HPER Dance Room)  
Scholars Registration Day (8:00 am to 2:00 pm)  
Spring Football Game (5:00 pm, Alumni Coliseum)

**4/15:** Digger Auction (5:00 pm, HPER)

**4/17:** Etiquette Dinner (5:30 pm)  
Wellness Walk (12:00 pm, SUB)

**4/19:** Danella Stapley Graduate Defense: "Microbiome Recovery of the Upper Clark Fork Restoration Site" (12:00 pm, CBB 105)  
Kyle Purschke Graduate Defense: "Effects of Water Temperature and Dissolved Oxygen on Trout Abundance in Silver Bow Creek" (1:00 pm, Kelley Steward)  
Public Lecture Series (4:00 pm, Copper Lounge)

**4/20:** Bailey (Luoma) Tasker Graduate Defense: "Modeling Lesser Snow Goose Autumn Migration for the Berkeley Pit" (1:00 pm, CBB 112)  
Faculty/Staff Awards (3:00 pm)  
Morgan Ashbaugh Graduate Defense: "Microstructural and Mechanical

Students: Got a Job? Share it!

Yearly Software Requests

Fiscal Year-end  
Procurement Information

Analysis of Cobalt-Free High Entropy Alloys" (3:00 pm, NRB 123)  
Whiskey on the Rocks (5:00 pm, Mineral Museum)

**4/21:** Frankie Johnston Graduate Defense: "Predicting the Damage Behavior and Fracture Propagation in a 3D-Printed Synthetic Rock Material with the Distinct Element Method (PFC3D) and Hybrid Finite-Discrete Element Method (Irazu3D)" (11:00 am, MG 201)  
Trevor Russell Graduate Defense: "Delineation of Operating Parameters for Metal Stripping from Magnetite in a Continuous Flow Metal Recovery System" (12:00 pm, ELC 225)  
Cameron Hughes Graduate Defense: "Optimization of Porosity in Cold Spray Copper and Zinc Deposits" (3:00 pm, ELC 202)

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

**4/26:** Art Show (10:00 am–4:00 pm, Big Butte Room)  
Battle of the Brains (5:30 pm, Elks Lodge)

**4/27:** Techxpo (1:30-4:30 pm, HPER)  
SINGO Fundraiser (6:30 pm, KC)

**4/28:** All Faculty Meeting (2:00-3:30 pm, Library Auditorium)



## FOR YOUR INFORMATION

### FLIPPING THE ZOOM SWITCH

The Center for Academic Innovation is Flipping the Zoom switch! As we have been announcing in our newsletter and in various other venues, on **April 10**, all NEW Zoom recordings on the Zoom cloud will be automatically loaded onto Panopto's unlimited cloud storage. You may still see a notice from Zoom that the recording is ready for viewing and sharing; however, you will NOT be able to access it from Zoom any longer. To access your videos from Panopto, please follow these steps:

1. Navigate to Panopto.com
2. Enter your MTech email address.
3. You will be taken to the Single Sign On page where you will enter your Tech credentials.
4. You will be taken back to your page in Panopto. Your videos will be stored in your personal, unshared folder. You can then change the permissions and link to them into Moodle.

Another benefit of using Panopto is that you can have your videos filtered to specific folders or even directly into your Moodle course. If you are interested in these features, please refer to the attached handout or attend one of the training sessions offered by the Center for Academic Innovation.

### RESEARCH OPPORTUNITIES SURVEY

In an effort to better distribute grant solicitations and to help visitors navigate research topics on the Montana Tech website, the Research Office has created four broad areas of research with specialized topics listed below. The four areas were developed in collaboration with the Research Advisory Committee. Please complete this short survey by selecting the broad areas and the specialized areas that your research falls under. If your research/area of focus is not listed, there is an area below to write in your answer. Please contact Tim Tutty at [ttutty@mtech.edu](mailto:ttutty@mtech.edu) if you have questions or suggestions. Take the survey

### **FACILITIES WORK ORDER REQUESTS**

The Facilities Department has a new webpage! The site can be found here or you can search for Facilities in the A-Z Guide. On the site, you are able to submit a work order through the FAMIS system. On the landing page, you will see two dark green buttons (Facilities Service Work Order and How to create a work order in FAMIS). Please spend a little time to orient yourselves on how to submit a work request to facilities through this new process before actually trying to submit a work request. It might be helpful for you to save the instructions document to your desktop for future reference. Though you could still send an email to [facilitieswrokorders@mtech.edu](mailto:facilitieswrokorders@mtech.edu), we would like everyone to create work requests through the new system. If you encounter any problems, please send an email to [lsessions@mtech.edu](mailto:lsessions@mtech.edu).

### **EVACUATION DRILLS AFTER ACTION REPORT FOR SPRING 2023**

Montana Tech's Office of Facilities, Environmental Health and Safety, and Residential Life conducted evacuation drills of the residential buildings. The evacuation drills are required under the Jeanne Clery Act. Overall, all the fire drills went well and ran very smoothly. The following is a summary of the drills, areas for improvement, and recommendations:

- Centennial Hall (March 28, 2023)
  - Evacuation must be immediate
  - Close doors and leave them unlocked in common areas
  - Fire doors cannot be kept open with a door wedge
- Prospector Hall (March 28, 2023)
  - Evacuation must be immediate
  - Close doors and leave unlocked in common areas
- Student Success Center/Living Learning Center (March 28, 2023)
  - Evacuation must be immediate
  - Evacuation maps need to be posted
  - Windows on the 1st and 2nd floors need to be closed
  - Emergency exit doors that automatically lock cannot be altered with (3rd floor)
  - Office doors need to be closed and left unlocked

### **DISTRACTED DRIVING COURSES**

In honor of National Distracted Driving Awareness Month, please consider taking the free Preventing Distracted Driving or Defensive Driving classes. The Preventing Distracted Driving Course will be online every Thursday from 9:00 am to 11:00 am via Zoom. This two-hour online class teaches students the definition of distracted driving, what behavior modifications we can implement to protect ourselves, our families, and our friends on the roadways. We also help you to realize you as a driver, have a choice, to drive safely or to drive distracted. Deciding on this topic may save your life and the lives of others. The Defensive Driving course will be presented live on Zoom every Thursday from 8:30 am to 12:30 pm. This popular four-hour course teaches students the theories and techniques presented through materials developed by the National Safety Council. Attendees receive practical strategies to reduce collision, related injuries, fatalities, and costly repairs. The students are presented with situations where they become part of an interactive conversation to discuss the best options for handling each situation. This course stresses the importance of attitude in crash prevention and reinforces good, sensible driving skills that participants already have. Most importantly, it demonstrates the consequences of drivers' poor choices behind the wheel. Register here.

### **NATIONAL STUDENT EMPLOYMENT WEEK**

The National Student Employment Association has declared the week of **April 9–15, 2023** as National Student Employment Week. Student employees are invited to stop by the Copper Lounge on **April 11** from 8:30 am to 10:30 am for a breakfast pastry as a thank you for their hard work and dedication to our campus! Supervisors, please encourage your student employees to attend the event. During the week, consider doing something special for your student employees to show your appreciation. Please contact the Student Employment staff at x4223 with any questions.

### **RESTORATION SEMINAR: BAILEY TASKER**

You are invited to attend the next Restoration Seminar presented by Bailey Tasker on **April 12** at 4:00 pm in CBB 102 or via Zoom (**Meeting ID:** 944 135 2831, **Passcode:** 7384016) Tasker's presentation is titled, *Modeling Lesser Snow Goose Autumn Migration for the Berkeley Pit*. **Tasker** is an Environmental Specialist for Rampart Solutions and a master's student of Ecological Restoration at Montana Tech. She is also the co-founder of Montana Wetlands and Waterfowl, a non-profit organization that brings waterfowl science and hands-on conservation to classrooms around Montana.

### **28th ANNUAL JOHN 'JOCKO' EVANS PETROLEUM SYMPOSIUM**

The 28th annual John 'Jocko' Evans Petroleum Symposium and Golf Tournament will bring more than 100 petroleum industry professionals and students to the Montana Tech campus on April 13-15. The core program includes technical talks about all aspects of the oil and gas industry. This year will feature keynotes from Montana Tech alumnus Skye Callantine and Sarah Loomis, an executive from Caterpillar. There is also a panel session about the future of oil production in Montana, which will include speakers from Denbury, Kraken and Iron Oil. Technical talks will occur on campus in the SUB on Thursday and Friday. Sign-up here.

### **ENTREPRENEURSHIP SPEAKER PANEL**

Montana Tech's Department of Business is hosting an Entrepreneurship Speaker Panel: How to Get Rolling? Who Has Your Back? on **April 14** at 11:30 am in ELC 327. The public is welcome to attend. Department Head Todd Tregidga will moderate the question and answer forum and includes a who's who list of local entrepreneurs include Karen Byrnes, Community Development Director, Butte-Silver Bow; Brent Donnelly, Director, US Small Business Administration-Montana; Kelly Sullivan, Executive Director, Butte Local Development Corp; and John Winston, Vice President/Branch President, Glacier Bank.

### **SCHOLARS RECEPTION & REGISTRATION DAY**

On **Thursday, April 13**, Montana Tech will host our 2023 Scholars Reception from 6:00 pm to 8:00 pm in the Marcus Daly Dining Hall. This year's reception will highlight scholarship recipients of the incoming Fall 2023 class, from around the country. The dining hall will be closed from 1:30 pm to 8:00 pm that day, to all current students, staff, and faculty. **An alternative dinner will be served in the SSC dining area, for those wishing to eat on campus.**

The celebration of our incoming scholars will continue on **Friday, April 14** at our Scholars Registration Day. Students attending Scholars Registration Day have been asked to park in non-visitor parking spots, in A and B sections, the parking lanes, and behind the HPER. Please be aware that parking may be limited and alternative forms of transportation may be required to get to main campus, on this day. Scholars Registration Day is scheduled to run from 8:00 am to 2:00 pm, so please plan accordingly. We apologize for any inconvenience this may cause and greatly appreciate your understanding.

### **PUBLIC LECTURE SERIES**

You are invited to a the next Public Lecture Series titled STEM Preparedness in Montana – Lessons Learned Supporting Students Through and Out of The Pandemic on **April 19** from 4:00 pm to 5:00 pm in the Copper Lounge. This will be a panel presentation of front line education staff who work directly with low-income and first-generation students in Montana Tech's Institute for Educational Opportunities programs. Panel members include: Amy Verlanic, Executive Director, Institute for Educational Opportunities; Theresa Rader, Director of Student Support Services; Cory Chenoweth, Director of Talent Search; Adam Maes, Director of Upward Bound Math Science.

### **FACULTY, STAFF, AND STUDENT ART SHOW**

Montana Tech is hosting an art show on **April 26** from 10:00 am to 4:00 pm in the Big Butte Room. We encourage all artists to bring some of their art pieces to the show. All art mediums are accepted. Tables and a limited number of easels will be provided. If you are providing a piece of art, please bring your piece to the Big Butte Room from 8:00 am to 10:00 am on April 26. Tear down will be from 4:00 pm to 6:00 pm. If you cannot make these times, please let Stephanie Cook or Baylie Phillips know. Sign-up here. Please specify

whether you will need an easel or a spot on a table along with how many pieces you are bringing. Email [bphillips@mtech.edu](mailto:bphillips@mtech.edu) or [scook@mtech.edu](mailto:scook@mtech.edu) with any questions.

#### **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.

#### **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.**
- Purchase requisitions that require limited solicitation must be submitted by **April 15.**
- Purchase requisitions that do not require solicitation must be submitted by **May 1.**
- Procard transactions that need to be expensed in FY23 must be completed by **June 12.**
- Invoices for FY23 must be submitted to Accounts Payable by **June 12.**

**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 12, 2023:

- **Complete all Procard transactions for FY23 prior to June 12, 2023**
- June 13th-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

