



MONTANA TECH WEEKLY UPDATE

April 17, 2023

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UPCOMING EVENTS

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

4/18: Pilates (12:00 pm, HPER Dance Room)

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)

Bear Awareness Safety Demonstration (2:00-3:00 pm, Courtyard)

Public Lecture Series (4:00 pm, Copper Lounge)

Restoration Seminar (4:00 pm, CBB 102 or Zoom)

4/20: Bailey Tasker Graduate Defense: "Modeling Lesser Snow Goose Autumn Migration for the Berkeley Pit" (1:00 pm, CBB 112)

Faculty/Staff Awards Celebration (3:00 pm, Copper Lounge) Wear your finest, appropriate, beach shirts and accessories to celebrate in style!

Morgan Ashbaugh Graduate Defense: "Microstructural and Mechanical Analysis of Cobalt-Free High Entropy Alloys" (3:00 pm, NRB 123)

Whiskey on the Rocks (5:00 pm, Mineral Museum)

4/21: Yoga (12:00 pm, HPER Dance Room)

Sarah Risedorf Graduate Defense: "New Investigation of Sheep Creek Carbonatites, Ravalli County, Montana" (9:00 am, MG 203)

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)

4/24: Wellness Walk (12:00 pm, SUB)

4/25: Faculty Summer Compensation Forms DUE
Summer GRA appointment forms are DUE

Students: Got a Job? Share it!

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

Yearly Software Requests

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

Fiscal Year-end
Procurement Information

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



FOR YOUR INFORMATION

BEAR AWARENESS SAFETY DEMONSTRATION

You are invited to a Bear Awareness Safety Demonstration on **April 19** from 2:00 pm to 3:00 pm in the Courtyard. The class will discuss bear avoidance safety techniques, including hiking, camping, residential and picnic areas. The class will help you distinguish between black and grizzly bears. If age appropriate, a bear spray deployment demonstration with empty bear spray canisters to teach removal of the safety clip, how to direct the bear spray, and when to use the bear spray will take place. This is an audience participation event.

RESTORATION SEMINAR

Dr. Arica Crootof, from the University of Montana Western, will present at Montana Tech's next Restoration Seminar on **April 19** at 4:00 pm. Dr. Crootof's presentation is titled "The Importance of People and Process in Restoration Design and Implementation." Dr. Crootof is an Associate Professor of Environmental Sustainability at the University of Montana Western. She draws on an interdisciplinary education—a B.A. in Environmental Science, a M.S. in Hydrology, and a Ph.D. in Geography—to blend social and physical approaches with local knowledge and interests to contribute to renewable energy, water management, and human dimensions of global change scholarship and action. The presentation will be in-person and on Zoom. To join the Zoom, visit this [link](#) (Meeting ID: 944 135 2831 Passcode: 7384016).

PUBLIC LECTURE SERIES

You are invited to the next Public Lecture Series titled "STEM Preparedness in Montana – Lessons Learned Supporting Students Through and Out of The Pandemic" on **April 19** at 4:00 pm in the Copper Lounge. This will be a panel presentation of frontline education staff who work directly with low-income and first-generation students in Montana Tech's Institute for Educational Opportunities. 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.

INFORMATION TECHNOLOGY SURVEY

Information Technology is conducting its annual satisfaction survey. Please use this link to submit your anonymous feedback regarding computer support, the IT Help Desk, and the

quality of labs and/or classrooms. This survey greatly assists IT in continuing to provide exceptional service to faculty, staff, and students. Thank you for your feedback.

LOOKING FOR SUMMER ASSISTANCE

The Information Technology department is looking for summer assistance at the HelpDesk, Computer Support, and Network Services departments. If you are looking for a temporary job that could boost your resume, please don't hesitate to apply for this position. Details can be found here.

RESEARCH OPPORTUNITIES SURVEY

To better distribute grant solicitations and help visitors navigate research topics on the Montana Tech website, the Research Office has created four broad research areas with specialized topics listed below:

- Earth Resources: Sustainable Extraction & Utilization
- Advanced Materials, Design & Manufacturing Processes
- Environmental Remediation, Assessment, & Restoration
- Biomedical Science & Biotechnology

The four areas were developed in collaboration with the Research Advisory Committee. Please complete this short survey by selecting the broad and specialized areas under which your research falls. 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 if you have questions or suggestions. [Take the survey](#)

FACULTY SUMMER COMPENSATION FORMS

Faculty summer compensation forms for research are due to Joanne Lee by **April 25**. Please contact Joanne for a copy of the form.

SUMMER GRA FORMS

Summer GRA appointment forms are due to Joanne Lee by **April 25**. Please contact Joanne for a copy of the form.

FACILITIES WORK ORDER REQUESTS

The Facilities Department has a new webpage where you can submit a work order through the FAMIS system! The site can be found here or in the A-Z Guide under Facilities. 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 orient yourselves on how to submit a work request to facilities through this new process before actually trying to submit a work request. Please save the instructions document to your desktop for future reference. Though you can email 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.

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 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. 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. Register here.

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 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. Please let Stephanie Cook or Baylie Phillips know if you cannot make these times. 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 or scook@mtech.edu with any questions.

RESEARCH INTEGRITY & COMPLIANCE CONFERENCE 2023

The *Research Integrity & Compliance Conference 2023* is the first conference event in the State of Montana designed to address the needs and concerns of Montana stakeholders on research compliance-related topics. This conference intends to include all Montana research communities, institutions, and professionals engaged in research compliance. The conference will be held October 18-19, 2023 at MSU-Bozeman. Register here.

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 staffs an information table on **Thursdays from 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 those times don't 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 10, 2023**. please submit a TECH SUPPORT ticket here to request your software **BEFORE May 10, 2023**. 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.**
- 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

