



# MONTANA TECH WEEKLY UPDATE

*April 3, 2023*

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## UPCOMING EVENTS

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

**4/6:**  
Blood Drive (11:00 am-4:00 pm, Big Butte/Highlands)  
Effective Communication (12:00 pm-3:00 pm, Copper)

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

**4/7:** Yoga (12:00 pm, HPER Dance Room)

**4/10:**  
Food-4-Thought (10:00 am, Kelley Steward or Zoom)  
Wellness Walk (12:00 pm, SUB)  
Graduate Defense: Robb Braden (3:00 pm, NRB 340)

**4/11:** Student Employee Appreciation Event (8:30–10:30 am, Copper Lounge)

**4/13:** Graduate Defense: Reid Smith (12:30 pm, S&E 113)

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

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

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

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| Stickers Available                         | <b>4/27:</b><br>Techxpo (1:30-4:30 pm, HPER)<br>SINGO Fundraiser (6:30 pm, KC) |
| Digger Discounts                           |  |
| Yearly Software Requests                   |  |
| Fiscal Year-end<br>Procurement Information |  |



**FOR YOUR INFORMATION**

**PHILLIPS 66 INFORMATION SESSION**

On **April 4** at 4:00 pm, Morgan Bosch and Josh Ericson will be back on campus in the Copper Lounge. They'll be hosting a presentation about who Phillips 66 is, what they do there, and share about the rewarding culture and values they've found working there. They will be planning to stay and chat one-on-one with students and students can log into DR 2.0 to register here. They're especially excited to meet students majoring in Environmental Engineering, Industrial Hygiene, and Safety and Health.

**EFFECTIVE COMMUNICATION – PROFESSIONAL DEVELOPMENT SESSION**

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

**COMMUNITY BLOOD DRIVE**

A blood drive will be held on **April 6** from 11:00 am to 4:00 pm in the Big Butte/Highlands room. Make appointments here. For more information, call call 877.258.4825 or visit vitalant.org.

**FOOD-4-THOUGHT MEETING**

The next Food-4-Thought meeting will be held on April 10 at 10:00 am in the Kelley Steward Room in the SUB. If you would like to join us via Zoom, please use this link.

**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.

### **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."

### **GRADUATE DEFENSE: REID SMITH**

You are invited to a graduate defense by Reid Smith, Environmental Engineering, M.S., on **April 13** at 12:30 pm in S&E 113. The defense is titled, "Improving Operational Efficiency for Re-mining Tailings."

### **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 Student Success Center 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.

In addition, if you see any scholars on campus please feel free to welcome and engage with them. This is your opportunity to welcome future students into the Oredigger family!

### **WHISKEY ON THE ROCKS**

The Mineral Museum at Montana Tech is hosting a fundraising event entitled "Whiskey on the Rocks" on **April 20** at 5:00 pm. Join us at the Mineral Museum for an evening of Whiskey On The Rocks. The evening will start with appetizers and a drink while mingling among the Mineral Museum collection. We will showcase the premiere of a short film featuring the science and scientists behind Montana's water resources and how the distillers at Headframe Spirits use it to make wonderful whiskey. Primed by the film, we will move on to tastings from multiple Montana distilleries and explore never-before sampled cask whiskey "proofed" with water from different sources. Throughout, we will have raffles, concluding with the grand prize of any leftover, untasted cask whiskey! A cash bar will be available for additional beer, wine, or whiskey drinks. All proceeds from the event go to support the Mineral Museum at Montana Tech. Tickets can be purchased [here](#). The event is for 21+.

### **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. [Click here to register, sponsor, donate, or learn more.](#)

### 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 **Monday, April 10**, all NEW Zoom recordings 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.

### 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.

### STICKERS NOW AVAILABLE

Are you hoping to get some promotional stickers made for your department or a special event? The Copy Center is now offering sticker-making services! We print the stickers on quality waterproof sticker paper and offer the choice of matte or gloss laminate that will help your stickers last. We can do both square cuts and custom cuts in any shape. Stickers are printed and charged by the sheet, and we will maximize the number of stickers per sheet to save you \$\$! Turn-around on small orders is less than two business days. Some restrictions may apply. Stop into the Copy Center today for pricing and additional information!

## DIGGER DISCOUNTS - NOT JUST FOR STUDENTS ANYMORE!

Did you know faculty and staff members can also use Digger Discounts? Well, you can! Several local businesses offer Digger Discounts and can save you a little \$\$ when you present your DiggerCard at the time of purchase. See the list of available discounts on the DiggerCard webpage. Please contact the DiggerCard Center if you have any questions!

## 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

