



MONTANA TECH WEEKLY UPDATE

May 8, 2023

IN THIS EDITION

Important Zoom Updates

Travel Forms and Updated Guidelines

Student Employment Jobs

Fall Career Fair Dates Set

Yearly Software Requests

Fiscal Year-end Procurement Information

5/9: Pilates (12:00 pm, HPER)
Advancing Tech Forum (2:00 pm, SSC Lance Leadership Hall)

5/11: Yoga

5/15: Wellness Walk (12:00 pm, SUB)

5/16: Pilates (12:00 pm, HPER)

5/18: Yoga (12:00 pm, HPER)
Growing up in Hungary, Surviving the Holocaust and Coming to America (7:00 pm, B'nai Israel Cultural Center)

5/22: Wellness Walk (12:00 pm, SUB)

5/23: Pilates (12:00 pm, HPER)

5/23: Yoga (12:00 pm, HPER)

5/29: Wellness Walk (12:00 pm, SUB)

5/30: Pilates (12:00 pm, HPER)



FOR YOUR INFORMATION

IMPORTANT ZOOM UPDATES

Zoom recently made some changes to their processes, You can learn more about the affected areas at the Zoom articles: [New Meeting Join Flow](#) and [Customizing the Waiting Room](#).

In order to run Zoom going forward, you will need to be on Zoom **client version 5.12.0** or higher. The current version is 5.14.6. Sometimes, you need to uninstall the old version before you can install an updated version.

1. Type control panel in Search
2. Open Programs and features
3. Right click on Zoom
4. Uninstall – okay

5. <https://zoom.us/download> Download Zoom Desktop Client

If you are having problems updating Zoom or need it updated on a lab or classroom computer, please submit a ticket [here](#).

TRAVEL FORMS AND UPDATED GUIDELINES

The Travel Authorization, Travel Expense Report, and Travel Guidelines forms have been updated and are now available on my.mtech.edu under Administrative Services to reflect the increase of in-state meal per diem rates.

STUDENT EMPLOYMENT

Over the summer students access current job posting through Career Services in DR 2.0. Post your summer jobs in [DR 2.0](#) or share them with postjobs@mtech.edu and our office will post these openings for you. Please call Career Services if you have any trouble or need assistance logging in to the platform.

FALL CAREER FAIR DATES SET

Over the summer career services staff will be working to prepare for next fall's career fair. Save the date. Fall Career Fair Dates Set – September 14th and 2nd Day Interviews – September 15th. We're already looking forward to Fall Events and hope you'll save the dates in your calendars and share them with your students too! As you know, the Career Fairs are an excellent opportunity for faculty, staff, and students to connect with industry leading professional organizations and work together to further student success. And while you're looking at your Fall syllabi, let us know if there's an opportunity to bring employers into your classroom as subject matter experts with real world, real time examples of relevant projects. Feel free to reach out to Ariel Riccardi at ariccardi@mtech.edu, 406.496.4628, or visit the URC 109E with any Career Fair or Employer visit collaboration 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 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, 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 12, 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.

- Complete all Procard transactions for FY23 prior to June 12, 2023
- June 13-June 30 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

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

