



MONTANA TECH WEEKLY UPDATE

March 18, 2024

IN THIS EDITION

Inspections Planned

Chief Executive Candidates Forum

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Professional Development Book Discussion

Northwest Commission on Colleges and Universities Forums

It Starts With Us Montana Tech Faculty Staff Giving Drive

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2024 Fiscal Year-End Procurement Information

UPCOMING CAMPUS EVENTS

3/21-23: International Mining Competition

4/4: Professional Development (11:30 am, Copper Lounge)
Chief Executive Candidates Forum (5:00 pm, Copper Lounge)

4/11-13: SPE Symposium

4/12: SINGO (6:00 pm, Knights of Columbus)

4/13: Digger Auction

4/14-16: PHAGES Symposium

4/15-17: Accreditation Visit

4/18: Professional Development Book Discussion (2:00 pm, Chancellor's Lounge)

4/19: Scholars Reception

4/22-27: MDays

4/23: Faculty/Staff Awards Ceremony (3:00-5:00 pm, Copper Lounge)

4/25: CFWEF Symposium
Techxpo (1:00 pm-5:30 pm, HPER)
Student Awards Celebration (7:00 pm, Copper Lounge)



INSPECTIONS PLANNED

Fire Alarm System Testing, Fire Sprinkler System Inspection, and Backflow Device Inspections will occur on campus during the **week of March 18–22**. We

are sorry for any inconvenience this may cause. There may be audible alarms that will go off from time to time during this testing process.

CHIEF EXECUTIVE CANDIDATES FORUM

The Department of Business at Montana Tech is hosting a Chief Executive Candidate Public Forum on **Thursday, April 4** from 5:00 pm to 6:30 pm in the Cooper Lounge in the Student Union Building. Come listen to and ask questions of the candidates as they discuss their vision of the future of Business in Butte and the role of Montana Tech and graduating students. Confirmed attendees include JP Gallagher, Bill Foley, Rayelynn Brandl, and Cathy “Moe” Goodwin. Samm Cox will moderate the forum sponsored by the Montana Tech Business Guild and the Department of Business. All students, faculty, staff, and the public are invited to attend.

PROFESSIONAL DEVELOPMENT LUNCH & LEARN: JOHN KASPERICK

You are invited to a professional development lunch & learn on **Thursday, April 4** at 11:30 am in the Copper Lounge. Come listen to John Kasperick, Economist from NorthWestern Energy talk about The Economic Outlook: What’s Butte and Southwest Montana Got to Do with It? Please RSVP to jdelay@mtech.edu.

PROFESSIONAL DEVELOPMENT BOOK DISCUSSION

Join us for coffee on **Thursday April 18** from 2:00 pm to 3:00 pm in the Chancellor's Lounge (Mill 201) to discuss Part I and II of the book Essentialism: The Disciplined Pursuit of Less by Greg McKeown. If you ever felt stretched too thin, overworked and underutilized, or busy but not productive, then this book is for you! Tickets will be provided for a beverage of your choice in the Mill (please arrive 15 minutes early for time to get coffee). Discussion will be led by Aaron Frale, director of career services.

NORTHWEST COMMISSION ON COLLEGES AND UNIVERSITIES FORUMS

Please plan to attend the appropriate NWCCU forum. The purpose of the forums is to provide an opportunity for members of key institutional constituencies, particularly those who may not be as involved in other scheduled meetings, to provide feedback on the institution. Per the Commission, all forums are in person. No Zoom option will be available.

Faculty Forum

The faculty forum will be held on **Monday, April 15** from 2:00 pm to 2:45 pm in the Copper Lounge. Faculty forums are intended for current faculty (both full-time and part-time). Individuals who serve as supervisors for faculty (e.g., typically deans, vice presidents, provosts) should not attend.

Staff Forum

The staff forum will be held on **Tuesday, April 16** from 11:00 am to 11:45 am in the Copper Lounge. Staff forums are intended for current employees who are not faculty and not in upper leadership positions with supervisory authority over a number of other attending staff.

Student Forum

The student forum will be held on **Tuesday, April 16** from 10:00 am to 10:45 am in the Copper Lounge. Student forums are intended for current enrolled students at the institution.

Individuals who belong to more than one group should only attend the forum that represents their primary designation.

IT STARTS WITH US MONTANA TECH FACULTY STAFF GIVING DRIVE

This week is the launch of the It Starts With Us Montana Tech Faculty Staff Giving Drive. As a member of Montana Technological University's campus community, you are one of our greatest resources. You create our community every day by investing your time and talent in the university and our students. Now through April 12 the Montana Tech Foundation has fun opportunities to win prizes for the first department to meet full participation and for the most participants in a department including gift cards for Dig City and lunch for your department.

Payroll deduction is an easy way to make your annual donation through installments. You can use the form [HERE](#) to let us know the amount you would like automatically deducted from each paycheck, the start date, and where your support should be designated. Deductions can be ongoing, or one-time. Payroll deduction can be a great way to spread out payments and ensure a certain total for the year.

You can give to any fund including student scholarships, departments and programs, student clubs, athletics, and initiatives. You can even split your gift to benefit multiple areas.

More information will be shared this week via intercampus mail. If you have questions or ideas please contact Shannon Sampson at ssampson@mtech.edu or 4276.

UPCOMING EMPLOYER EVENTS

Career Services is working with employers to help find students jobs and provide workshops that will help you on your journey to find an employer right for you. We have arranged for several to come to campus. Go to [DiggerRecruiting-DR 2.0](#) using the SSO ID to sign in and register for any of the following upcoming events.

- **Providence Virtual Info Session:** March 19, [Online](#), 12:00 pm-1:30 pm
Recommended Majors: Nursing, Certified Nursing Assistant, Pre-Nursing, Pre-Professional Health, Pre-Radiologic Technology, Radiologic Technology
- **Border Patrol Recruitment Webinar:** March 20, [Online](#), 11:00 am-12:00 pm
Recommended Majors: All, US Citizen only
- **Hill AFB-Software Pre-event Questions:** March 26, SSC Lobby, 12:00 pm-3:00 pm
Recommended Majors: Business Information Technology, Comp Net & Cybersecurity, Network Technology, Software Engineering
- **Hill AFB-Software Engineering Code-a-thon and Pizza:** March 26, NRB 2286, 3:30 pm-6:30 pm, Recommended Majors: Business Information Technology, Comp Net & Cybersecurity, Network Technology, Software Engineering
- **Phillips 66 Interview & Resume Workshop:** April 3, Sign-up for location and time, Recommended Majors: All

INTERNSHIP MEET-UPS

Career Services is hosting workshops to answer all your questions about internships. Highly recommended for all students who have or want an internship this summer. Go to [DiggerRecruiting](#)-DR 2.0 using the SSO ID to sign in and register for any of the following upcoming events.

Times and Locations:

- March 29: 1:00 pm, Big Butte/Highlands Room SUB 212
- April 2: 4:00 pm, Big Butte/Highlands Room SUB 212
- April 10: 4:00 pm, Big Butte/Highlands Room SUB 212



2024 FISCAL YEAR-END PROCUREMENT INFORMATION

Fiscal Year End (June 30, 2024) 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, 2024.
- Purchase requisitions that require limited solicitation must be submitted by April 15, 2024.
- Purchase requisitions that do not require solicitation must be submitted by May 1, 2024.
- Procard transactions that need to be expensed in FY24 must be completed by June 14, 2024.

Invoices for FY24 must be submitted to Accounts Payable by June 14, 2024.

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, 2024 to insure the Purchase is completed for FY24.

Here is how you can help us successfully close out FY24:

No later than April 1, 2024:

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, 2024:

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, 2024:

Submit requests for purchase orders for items less than \$10,000 to Erica Rude in Accounts Payable

- Purchase Orders for next Fiscal Year (FY25) will not be issued until July 1, 2024

No later than June 14, 2024

Complete all Procard transactions for FY24 prior to June 14, 2024

- June 15th-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 FY25 expenses on July 1, 2024

No later than June 14, 2024:

Submit FY24 Invoices to Accounts Payable by June 14, 2024 @ 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 2024 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

