



MONTANATECH WEEKLY UPDATE

April 1, 2024

IN THIS EDITION

Employee Assistance Program

Internship Meet-Ups

Mail & Copy Center Processing

Provost/Executive Vice Chancellor Campus Visit Dates

Upcoming Employer Events

The Cantor Set: 150 Years of Making Math Weird

Chief Executive Candidates Forum

Professional Development Lunch & Learn: John Kasperick

It Starts with Us Montana Tech Faculty Staff Giving Drive

Northwest Commission on Colleges and Universities Forums

UPCOMING CAMPUS EVENTS

4/2:

Pilates (12:00 pm, HPER)

Dr. Donald Peterson Campus Forum (3:00 pm, Library Auditorium)

4/4:

Professional Development Lunch & Learn (11:30 am, Copper Lounge)

Weights (12:00 pm, HPER)

The Cantor Set: 150 Years of Making Math Weird (2:00 pm, CBB 102)

Chief Executive Candidate 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)

Professional Development
Book Discussion

Webpage for LMS
Migration

Upcoming Career
Services Employer Events

Changes for Cybersecurity
Purposes

2024 Fiscal Year-End
Procurement Information

4/25:

CFWEP Symposium

Student Awards Celebration (7:00 pm, SUB/Copper
Lounge)

Techxpo (1:00 pm-5:30 pm, HPER)



EMPLOYEE ASSISTANCE PROGRAM: A FREE & CONFIDENTIAL BENEFIT

The Employee Assistance Program (EAP) offered by your employer provides you and your family with free, 24/7, confidential assessments, referrals, and counseling. Deer Oaks EAP Services is available at any time and can assist with work-related concerns, personal problems, and other issues affecting your well-being.

It offers confidential access to professional consultants and online resources that provide support, guidance, and referrals for any work, personal, or everyday issue.

Your EAP can help with the following (and more):

- Work/Life Balance
- Stress & Time Management
- Depression/Anxiety
- Legal & Financial Difficulties
- Substance Abuse
- Preparing for Retirement
- Family & Marital Problems
- Child/Elder/Adult Care Issues
- Emotional & Psychological Issues
- Healthy Lifestyles
- Life Changes & Transitions
- Loss & Grief

Call the EAP anytime, day or night at (888) 993-7650 or visit www.deeroakseap.com (username and password: **MUS**).

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.

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

MAIL & COPY CENTER PROCESSING

Due to system upgrades, the Mail & Copy Center will not process any outgoing UPS, FedEx, or USPS parcels after 1:00 pm on **Tuesday, April 2, 2024**. Please plan ahead if you intend to send out any packages on this day. We will resume normal operations at 8:00 am on April 3. Thank you for your patience and understanding!

PROVOST/EXECUTIVE VICE CHANCELLOR CAMPUS VISIT DATES

The search committee for the university's next Provost and Executive Vice Chancellor has recommended four unranked finalists for the position. The candidates and interview days are below:

- Dr. Donald Peterson: April 2-3
- Dr. Alyssa Kiesow: April 8-9
- Dr. Philip Parker: April 10-11

For more information, visit the search webpage [here](#).

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.

Phillips 66 Interview & Resume Workshop: April 3, Sign-up for location and time, Recommended Majors: All

THE CANTOR SET: 150 YEARS OF MAKING MATH WEIRD

The Department of Mathematics is organizing a colloquium talk, "The Cantor Set:

150 Years of Making Math Weird" by Dr. Jeremy Brazas of West Chester University, PA on **Thursday, April 4** at 2:00 pm in CBB102.

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.

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.

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. In order for the feedback from the participants to have the greatest value for the visit, the peer evaluation team should structure the forum questions to gather information that pertains to NWCCU Eligibility Requirements, Standards for Accreditation, Policies, and any outstanding Recommendations.

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.

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.

WEBPAGE FOR LMS MIGRATION

The Center for Academic Innovation is working with the Office of Technology and multiple faculty and staff to coordinate the move from Moodle to Canvas over the next year. As a means of disseminating important information, including training options, schedule updates, FAQs, etc., we have developed a webpage off the Distance Learning page that will be updated regularly as the project progresses. You can access this page directly from the [Distance page](#), or by navigating to [The](#)

[LMS Migration](#) page. Please note that certain areas (such as trainings) are still being developed, and will be available over the next few months. If you have any questions, please don't hesitate to reach out to Kat McCormick at kmccormick@mtech.edu.



CHANGES FOR CYBERSECURITY PURPOSES

As you are all aware, we continue to improve our cyber security stance. Your cooperation is a critical piece of this effort to help protect our data and systems from potential threats. Institutions that have been compromised with ransomware/malware have been disabled for days. The following changes will help protect us from these threats.

Please prepare for the following enhancements to improve Montana Tech's security posture:

May 15:

Administrative privileges will be removed from faculty/staff computers that are connected to our domain.

Why?

- Removing administrative access is a security best practice. Vulnerabilities are continually found within internet browsers that allow bad actors to install software on users' machines without them being aware. Removing administrative privileges prevents this from happening without the users' knowledge.
- Board of Regents Policy 1300.1 states: "Flagship CIOs are responsible for all aspects of information technology including security across the affiliation." Therefore, we need to follow the University of Montana Standard: <https://www.umt.edu/it/about/policies/>

What do I do if I CANNOT do my job without Administrative privileges?

- You can submit a request using this ticket: [Service - Administrative Access Request \(teamdynamix.com\)](#)
- Please note: In most cases software will be installed by Montana Tech IT on behalf of the user, upon request. Please use this ticket: [Service - Computer Support Issues or ... \(teamdynamix.com\)](#) when requesting software installations.

Screen Lock after 15 Minutes of inactivity

Why?

- To help prevent a bad actor from utilizing your computer and credentials in your absence.

Are there any exceptions?

- Yes, currently podium computers are excluded. If you have an extraordinary circumstance that you believe requires your computer to be excluded from this procedure, please submit a ticket: [Service - Computer Support Issues or ... \(teamdynamix.com\)](#).

EFFECTIVE IMMEDIATELY

The use of external storage devices (thumb drives, jump drives, USB drives, etc) are strongly discouraged.

Why?

- An infected device can activate ransomware or other harmful code without any user action, covertly deploying as soon as the disk is attached. For more information, please see this article: <https://www.safetica.com/blog/the-risk-of-external-devices>
- External hard drives can also be corrupted or malfunction. Your best solution is to keep your data in OneDrive/Teams whenever possible.

As always, if you have questions please contact our I.T. Helpdesk at 406-496-4244 or submit a ticket at kb.mtech.edu. Thank you for doing your part in helping us keep Montana Tech's data secure and systems available.



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

