MontanaTech Weekly Update

April 7, 2025

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UPCOMING CAMPUS EVENTS

4/08: Pilates w/Katie (12:00 pm, HPER 140)

4/09:
Highlands Exploration Day (11:30 am-3:00 pm)
QPR Suicide Prevention Training (12:00 pm, Chancellor's Lounge)
SPE Club Blood Drive (12:30 pm-4:00 pm) Register here.

4/10: Weights w/Blaine (12:00 pm, HPER 140)

4/10-12: "Jocko" Evans Symposium │ Foundation Board Meeting

4/12:
Out of the Darkness Walk (10:00 am, SUB)
Digger Auction (5:00 pm-11:00 pm, HPER)

4/14: Student Employee Celebration (10:00 am-12:00 pm, SSC 3.104)

4/15: Pilates w/Katie (12:00 pm, HPER 140)

4/16: Professional Development (1:00 pm-2:15 pm, HSB 009)

4/17: Weights w/Blaine (12:00 pm, HPER 140)

4/19: Highlands Exploration Day

4/22: Pilates w/Katie (12:00 pm, HPER 140)

4/23: Faculty/Staff Awards │ Early Impact Alumni Awards

4/24:
Weights w/Blaine Berrington (12:00 pm, HPER 140)
Techxpo (HPER)

4/25: Scholars Day

4/29: Pilates w/Katie (12:00 pm, HPER 140)

HIGHLANDS EXPLORATION DAY

On **Wednesday, April 9**, Highlands College of Montana Tech will be hosting Highlands College Exploration Day from 11:30 am to 3:00 pm. More than 45 students from over 20 Montana high schools will be on the Highlands College campus with their guests, for a total of over 90 visitors. They'll be welcomed by campus leadership, have hands-on experiences in their chosen trades and technology major of interest, tour the Highlands campus with current students, enjoy a free lunch, and meet current Orediggers.

If you see any Highlands College Exploration Day visitors on campus, please feel free to say hello and engage with them. This is your opportunity to welcome future students into the Oredigger family! Thank you to everyone involved with Highlands College Exploration Day - both for supporting and hosting the day's activities and showing visitors the elevated experience students can have by selecting Highlands College!

QPR SUICIDE PREVENTION TRAINING

QPR (Question, Persuade, Refer) 90-minute suicide prevention training by Tamarack Grief Resource Center. This 1.5 hour information session will take place on **Wednesday, April 9** at noon on the Montana Tech campus in the Chancellor's Lounge in the Mill Building. The event is open to the Montana Tech community. Boxed lunches will be provided.

BLOOD DRIVE

The SPE Club will be hosting a Montana Tech Blood Drive on **Wednesday, April 9** from 12:30 pm to 4:00 pm in the Big Butte Room. Invite your friends and family and sign up today here.

OUT OF THE DARKNESS WALK

The Out of the Darkness Walk will take place on **Saturday, April 12** on the Montana Tech campus at the Student Union Building (SUB) beginning at 10:00 am. Register for the free event here. Food trucks will be available along with a resource fair inside the SUB.

STUDENT EMPLOYEE CELEBRATION

As the academic year comes to a close, it is about that time again to celebrate our students and all that they do for Montana Tech. In conjunction with **National Student Employment Week** (April 14-18), Student Employment will hold an appreciation event on April 14 to recognize student employees who have succeeded in the workforce while continuing to meet the rigors of their academic studies. There will be prizes and breakfast available for student employees who attend.

Please encourage your student employees to attend the event:

Monday, April 14 │ 10:00 AM – 12:00 PM │ Journey's Room SSC 3.104

Thank you for supporting the Student Employment program!

ANNUAL FACULTY AND STAFF AWARDS CELEBRATION

Please join us for an afternoon of celebration and recognition as we honor our colleagues at the 2025 Annual Faculty and Staff Awards Celebration.

Wednesday, April 23 │ 3:00 pm–5:00 pm │ Copper Lounge

Appetizers, drinks, and great company. RSVP to Jodie Jones at jjones16@mtech.edu by April 16.

PROFESSIONAL DEVELOPMENT SESSION FOR THE CAMPUS COMMUNITY

Critical thinking skills can heighten the effective use of Generative AI and Turnitin in academic contexts. To learn how, join writing instructors Dawn Atkinson and Stacey Corbitt for a campus professional development session titled "Generative AI and Turnitin: Using Critical Thinking to Reframe the Conversation Around the Use of These Digital Tools," which is scheduled for **April 16** from 1:00 to 2:15 in Health Science Building 009.

CAMPUS HEATING SYSTEM UPGRADE

Montana Tech has begun the next phase of its campus heating system upgrade, installing a tunnel system, new steam supply piping, and condensate return piping. The road between the Steam Plant and the Facilities building, as well as the front and north side of the Mill Building, and the raised mulch landscape area in the courtyard are closed. A temporary fence has been installed around the work area. Demolition and excavation will begin shortly.

Throughout this phase, pedestrian access to buildings on the upper quad will be limited. Access to the CBB, Museum, Main Hall, Mill Building, and Engineering Hall should be via their east and south-facing entrances on Montrose Street. The paved areas between Main Hall and the Mill Building, Main and Engineering Hall, and the road between the Mill and Facilities buildings will be closed to both pedestrian and vehicle traffic. This work will also impact vehicle access to the Mineral Museum and the west side of the Facilities building.

An ADA-accessible pedestrian path into the front of the Mill Building is available during construction hours for persons needing ADA access, when requested, and available to all pedestrians during non-construction hours.

During this period, faculty, staff, students, and visitors accessing these buildings are encouraged to park in the tiers. The Mineral Museum visitor parking spots below the Facilities Building will be unavailable. However, the handicap accessible parking spaces outside the Museum Building will remain available for Mineral Museum visitors.

As new information becomes available or changes are being made, the Facilities website here will be updated and information will be posted in the Weekly Update. A campus access map can be found [here](#).

MICROSOFT AUTHENTICATOR SET UP FOR NEW PHONES

Do you need to move your multi factor authentication information to a new phone? Follow the instructions [in this article](#) to set up the app correctly and avoid login issues. If you've lost or broken your old phone or no longer have access to the device where your MFA was set up, the IT Helpdesk will need to reset it for you. This can be done after verifying your identity with a physical photo ID in person in MG110 or via a Teams meeting.

WI-FI TROUBLES

Limit IP Address Tracking and Campus Wi-Fi: Understanding iOS 17.2's Default Setting

With iOS 17.2, Apple enabled "Limit IP Address Tracking" by default for Wi-Fi networks. This feature, while intended to enhance user privacy, can conflict with campus network security protocols and safeguards, especially where private relays are blocked.

Potential Issues on Campus Wi-Fi:

- Inability to access certain campus resources.
- Interrupted or unreliable internet connectivity.
- Failure of security systems to detect and prevent threats.
- Difficulty in troubleshooting network problems.

Campus Policy: Due to the potential disruptions and security risks, the campus network requires that "Limit IP Address Tracking" be disabled while connected to the campus Wi-Fi.

How to Disable "Limit IP Address Tracking" on Campus Wi-Fi:

- **Open the Settings app** on your iPhone or iPad.

- **Tap on Wi-Fi**.
- **Tap the "i" icon** (information icon) next to the campus Wi-Fi network you're connected to.
- **Toggle the "Limit IP Address Tracking" switch to the off (gray) position.**

Important Note: Disabling this feature is necessary for maintaining the security and functionality of the campus network. Please comply with this policy to ensure a safe and reliable online experience for everyone. If you have any further questions or concerns, please contact the IT help desk.

COURSE EVALUATION CHANGES

The Online Course Evaluation method is now the default method for conducting course evaluations.

Previously if you wanted to have your course evaluation conducted via paper, you did not need to perform any action as that was the default. **This year the process has changed.**

Instead of opting in for the online course evaluation, you will need to opt out if you prefer to have your course evaluation conducted via the paper method. Directions are listed below.

If you prefer the online method no action is necessary. If you want to conduct your evaluation via paper, you will need to navigate to https://webapps.mtech.edu/surveys and delete your course from the list.

If you need further assistance, please contact our IT Helpdesk at 496-4244.

IT HELPDESK STUDENT EMPLOYMENT OPPORTUNITY

Montana Tech's IT Helpdesk is hiring student employees for Technical Support I positions. We have one immediate opening and two summer positions with potential for extension. This role offers hands-on experience in IT support, including phone/email assistance, ticketing system management, and web maintenance. Flexible hours to accommodate class schedules. To apply, send

your resume to Prashanth Kattela Chandrashekar at **pkattelachandrash@mtech.edu**.

More details: Montana Tech Career Services.

JOB OPPORTUNITIES WITH FACILITIES

The Physical Facilities department has on campus job opportunities for students during the summer from May 12 through mid-August. The pay rate offered to students in these jobs will be $14.50 per hour. We have job opportunities in groundskeeping and also in exterior window cleaning. We would encourage you to apply if you would like to work on campus, and enjoy working outdoors, performing campus beautification tasks. Take pride in helping beautify this wonderful campus. Please contact Layne Sessions by phone at 406-475-2578, or through email at lsessions@mtech.edu to express your interest.

FISCAL YEAR END

Fiscal Year End (June 30, 2025) 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 <u>formal</u> solicitation must be submitted by **April 1, 2025.**
- Purchase requisitions that require <u>limited</u> solicitation must be submitted by **April 15, 2025.**
- Purchase requisitions that <u>do not</u> require solicitation must be submitted by **May 1, 2025.**
- Procard transactions that need to be expensed in FY25 must be completed by **June 13, 2025**.
- Invoices for FY25 must be submitted to Accounts Payable by **June 13, 2025**

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, 2025 to insure the Purchase is completed for FY25.

Here is how you can help us successfully close out FY25:

No later than April 1, 2025: 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, 2025: 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, 2025:
- Submit requests for purchase orders for items less than $10,000 to Erica Rude in Accounts Payable
- Purchase Orders for next Fiscal Year (FY26) will not be issued until July 1, 2025

No later than June 13, 2025: Complete all Procard transactions for FY25 prior to June 13, 2025
- June 14th-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 FY26 expenses on July 1, 2025

No later than June 13, 2015: Submit FY25 Invoices to Accounts Payable by June 13, 2025 @ 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
- Carleen Cassidy, Director of Finance & Budget - CCassidy@mtech.edu
- Erica Rude, Accounts Payable - ERude@mtech.edu