# MONTANATECH WEEKLY UPDATE

*April 24, 2023*

## IN THIS EDITION

## UPCOMING EVENTS

**4/25:**
Pilates (12:00 pm, HPER Dance Studio)
Faculty Summer Compensation Forms DUE
Summer GRA appointment forms are DUE

**4/26:**
Art Show (10:00 am–4:00 pm, Big Butte Room)
Battle of the Brains (5:30 pm, Elks Lodge)

**4/27:**
Techxpo (1:30-4:30 pm, HPER)
SINGO Fundraiser (6:30 pm, KC)

**4/28:**
Campus Store Customer Appreciation Sale (8:00-4:30 pm)
Yoga (12:00 pm, HPER Dance Room)
All Faculty Meeting (2:00-3:30 pm, Library Auditorium)

4/30:
Choral Union Spring Concert (3:00 pm, Aldersgate UMC)

5/1:
Wellness Walk (12:00 pm, SUB)

**5/2:**
Graduate Defense: Scott Hensel (4:00 pm, CBB 102)

**5/5:**
Student Awards (1:00-3:00 pm, Copper Lounge)
Order of the Engineer (5:00 pm, Library Auditorium)

**5/6:**
Commencement (10:00 am and 1:00 pm, HPER)
Nurse Pinning Ceremony (8:30 am, Library Auditorium)

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

## FOR YOUR INFORMATION

### FACULTY, STAFF, AND STUDENT ART SHOW
Montana Tech is hosting an art show on **Wednesday, April 26** from 10:00 am to 4:00 pm in the Big Butte Room. We encourage all artists to bring some art pieces to the show. All art mediums are accepted. Tables and a limited number of easels will be provided. If you are providing a piece of art, please bring your piece to the Big Butte Room from 8:00 am to 10:00 am on April 26. Tear down will be from 4:00 pm to 6:00 pm. Please let Stephanie Cook or Baylie Phillips know if you cannot make these times. Sign-up here. Please specify whether you will need an easel or a spot on a table along with how many pieces you are bringing. Email bphillips@mtech.edu or scook@mtech.edu with any questions.

### SINGO
Join the Staff Senate for SINGO on **Thursday, April 27** at 6:30 pm at the Knights of Columbus. $5.00 entry fee, music from all genres, and great prizes. You must be 18+. The money raised will go to the Pam Hogart Staff Senate Fund.

### CAMPUS STORE CUSTOMER APPRECIATION DAY
Stop by the Campus Store on April 28 from 8:00 am to 4:30 pm for customer appreciation day.

### COME CELEBRATE JIM GIRARD
Come wish Jim Girard a happy retirement and celebrate his 30 years at Montana Tech. The celebration will be on **Friday, April 28** from 1:00 pm to 3:00 pm in the ELC Main Lobby.

### COPPER HILL CHOIR SPRING CONCERT
The Montana Tech Copper Hill Choir's spring concert, Because, will be held on **Sunday, April 30** at the Aldersgate UMC at 3:00 p.m. This semester's concert will be held in conjunction with the Mining City Choral Union, and both choirs will perform 12 pieces both together and separately. The first half of the concert showcases the Mining City Choral Union, and the second half showcases the students in Montana Tech's Copper Hill Choir with solos in between. There is a loose theme of folk music and traditions ranging from Gaelic folk music and a sea chanty to Bob Dylan and Crosby, Stills, & Nash. However, pieces and solos have been included that do not fit the theme. And why were they included? Because! Admission is $10 for adults, $5 for students and seniors, and free for children 5 and under. For more information, visit Mining City Choral Union on Facebook, or contact Fred Crase at fcrase@mtech.edu.

## GRADUATE DEFENSE: SCOTT HENSEL

You are invited to a graduate defense by Scott Hensel, Geochemistry, M.S., on **May 2** at 4:00 pm in CBB 102. The defense is titled, "Geochemical Modeling of Molybdenum Stability in a Basalt Aquifer."

## CAREER OUTCOMES - ENCOURAGE STUDENTS: GOT A JOB? SHARE IT!

The Class of 2022 is the first year that career outcomes have been reported through DR 2.0. This is why the 12Twenty platform was chosen as the career management system. Multiple emails have been sent to students over the past year and emails to departments about the students who still haven't responded. For the Class of 2023 grads, faculty can always **let Career Services know** and administratively details will be entered. Another email will be sent to students to confirm company name, title, offer and start date, plus salary information. This is what Montana Technological University uses for accreditation, prospective students, and salary questions from employers!

## SUMMER EMPLOYMENT

If your department is in need of a summer student employee, consider posting the job through Career Services in DR2.0. Students must be registered for Summer 2023 courses or be pre-registered for Fall 2023 courses to be eligible for summer employment. If you have hired a for Summer 2023 or have questions about the process, please contact the Student Employment Office at studentemployment@mtech.edu or 406-496-4223.

## SUMMER EMPLOYMENT - FACILITIES

The Montana Tech Facilities Department is looking for student workers who are interested in working for the Grounds department this summer. Positions are Monday through Friday, typically 6:00 am to 2:30 pm (40 hours a week). If you are interested or know someone, please contact Layne Sessions at LSessions@MTech.edu or at 406-475-2578.

## SUMMER EMPLOYMENT - INFORMATION TECHNOLOGY

The Information Technology department is looking for summer assistance at the HelpDesk, Computer Support, and Network Services departments. If you are looking for a temporary job that could boost your resume, please don't hesitate to apply for this position. Details can be found here.

## INFORMATION TECHNOLOGY SURVEY

Information Technology is conducting its annual satisfaction survey. Please use this link to submit your anonymous feedback regarding computer support, the IT Help Desk, and the quality of labs and/or classrooms. This survey greatly assists IT in continuing to provide exceptional service to faculty, staff, and students. Thank you for your feedback.

## RESEARCH OPPORTUNITIES SURVEY

To better distribute grant solicitations and help visitors navigate research topics on the Montana Tech website, the Research Office has created four broad research areas with specialized topics listed below:

- Earth Resources: Sustainable Extraction & Utilization

- Advanced Materials, Design & Manufacturing Processes
- Environmental Remediation, Assessment, & Restoration
- Biomedical Science & Biotechnology

The four areas were developed in collaboration with the Research Advisory Committee. Please complete this short survey by selecting the broad and specialized areas under which your research falls. If your research/area of focus is not listed, there is an area below to write in your answer. Please contact Tim Tutty at ttutty@mtech.edu if you have questions or suggestions. Take the survey

## FACILITIES WORK ORDER REQUESTS

The Facilities Department has a new webpage where you can submit a work order through the FAMIS system! The site can be found here or in the A-Z Guide under Facilities. On the landing page, you will see two dark green buttons (Facilities Service Work Order and How to create a work order in FAMIS). Please orient yourselves on how to submit a work request to facilities through this new process before actually trying to submit a work request. Please save the instructions document to your desktop for future reference. Though you can email facilitieswrokorders@mtech.edu, we would like everyone to create work requests through the new system. If you encounter any problems, please send an email to lsessions@mtech.edu.

## 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 staffs an information table on **Thursdays from 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 those times don't work, please encourage them to make an appointment.

## RESEARCH INTEGRITY & COMPLIANCE CONFERENCE 2023

The *Research Integrity & Compliance Conference 2023* is the first conference event in the State of Montana designed to address the needs and concerns of Montana stakeholders on research compliance-related topics. This conference intends to include all Montana research communities, institutions, and professionals engaged in research compliance. The conference will be held October 18-19, 2023 at MSU-Bozeman. Register here.

## 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 <u>formal</u> solicitation must be submitted by **<u>April 1.</u>**
- Purchase requisitions that require <u>limited</u> solicitation must be submitted by **<u>April 15.</u>**
- Purchase requisitions that <u>do not</u> require solicitation must be submitted by **<u>May 1.</u>**
- Procard transactions that need to be expensed in FY23 must be completed by **<u>June 12.</u>**
- Invoices for FY23 must be submitted to Accounts Payable by **<u>June 12.</u>**

**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.**

**<u>Here is how you can help us successfully close out FY23:</u>**

<u>No later than April 1, 2023:</u>

- **Submit all purchase requisitions that require <u>formal</u> solicitation to Kelsey Kerbs**
    - **Formal solicitation applies to any purchase that <u>involves services and is $100,000 or greater</u>**
    - **Formal solicitation applies to any purchase of <u>goods only that is $100,000 or greater</u>**

<u>No later than April 15, 2023:</u>

- **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)

<u>No later than May 1, 2023:</u>

- **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**

<u>No later than June 12, 2023:</u>

- **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, <u>regardless of the source of funding (such as contract and grant funding)</u>. 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