MontanaTech Weekly Update

May 1, 2023

IN THIS EDITION

5/2:
Pilates (12:00 pm, HPER Dance Studio)
Graduate Defense: Scott Hensel (4:00 pm, CBB 102)

5/5:
Line Rodeo (10:00 am-2:00 pm, Highlands College Pole Yard)
Yoga (12:00 pm, HPER Dance Room)
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)

5/8:
Wellness Walk (12:00 pm, SUB)

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

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

FOR YOUR INFORMATION

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.

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

If you know any Class of 2023 grads who have accepted a full-time position, faculty can always let Career Services know and administratively details will be entered. An 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!

STUDENT EMPLOYMENT JOBS

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.

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 SERVICES

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.

EVENT AT THE B'NAI CULTURAL CENTER

You are invited to attend a presentation by Andrew Laszlo, Jr. titled, Growing up in Hungary, Surviving the Holocaust and Coming to America on **Thursday, May 18** at 7:00 p.m. at the B'nai Israel Cultural Center (327 W. Galena).

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

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

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