MONTANATECH WEEKLY UPDATE

April 15, 2024

IN THIS EDITION

Summer Work with Facilities

NWCCU Forums

NWCCU Exit Meeting

Professional Development Book Discussion

Scholars Day for Incoming Students

Upcoming Employer Events

Webpage for LMS Migration

Lunch & Learn: Kristina Hopkinson

Drag Story Hour

Changes for Cybersecurity Purposes

2024 Fiscal Year-End Procurement Information

UPCOMING CAMPUS EVENTS

4/14-16: PHAGES Symposium

4/15-17: Accreditation Visit

4/15: NWCCU Faculty Forum (2:00 pm, Copper Lounge)

4/16: NWCCU Staff Forum (11:00 am, Copper Lounge)

4/16: Pilates (12:00 pm, HPER)

4/17: NWCCU Exit Meeting (10:30 am, Copper Lounge)

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

4/19: Scholars Day for Incoming Students (12:00 pm-4:00 pm, Campus)

4/18: Weights (12:00 pm, HPER)

4/22-27: MDays

4/23: Pilates (12:00 pm, HPER)
Faculty/Staff Awards (3:00-5:00 pm, Copper Lounge)

4/24-25: Clark Fork Science Symposium

4/25: Weights (12:00 pm, HPER)
Techxpo (1:00 pm-5:30 pm, HPER)
Student Awards (7:00 pm, Copper Lounge)

4/30: Pilates (12:00 pm, HPER)

SUMMER WORK WITH FACILITIES
The Montana Tech Facilities Department is looking for student workers to help with the grounds work during the summer. If you know of anyone, please encourage them to contact Layne Sessions at lsessions@mtech.edu.

NWCCU FORUMS
Please plan to attend the appropriate NWCCU forums. The purpose 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.

NWCCU EXIT MEETING
The NWCCU exit meeting, where our evaluation team will present their findings, is scheduled for **Wednesday, April 17th** at 10:30 a.m. in the Copper Lounge. This meeting is only informational; it is not a forum for questions or discussion. It is open to all who would like to attend.

INFORMATION AND HANDS-ON DEMONSTRATIONS FOR THE NEW OXFORD 80 EDS
Experts from Oxford Instruments will be on campus on Thursday, April 18 to provide

information and hands-on demonstration for the new Oxford 80 EDS functionality on the campus's Hitatchi 7820 scanning transmission electron microscope (sTEM). Check out Tech's E.M.Tech webpage https://www.mtech.edu/emtech/ for more about the instrument.

Join us on April 18 in the *CBB225* to learn more about the EDS and how it could be incorporated into your research.

- 9:00 am: Open meeting for researchers
- 10:00 am: EDS analysis in SEMs and TEMs
- 11:15 am: TEM Sample Preparation
- 12:00 pm: Challenging EDS applications
- 1:00 pm: Sample analysis w/Hitachi 7820 (*CBB 009)*

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.

SCHOLARS DAY REGISTRATION EVENT FOR INCOMING STUDENTS

On **Friday, April 19**, Montana Tech will be hosting our Scholars Day from 12:00 pm to 4:00 pm. Over 100 students admitted for Fall 2024 who are recipients of the Oredigger Merit Scholarship, Lance Scholars Program Scholarship, or Marie Moebus Presidential Scholarship will be on campus with their guests, for nearly 300 total visitors. They'll check-in at the Library, be welcomed to campus, learn what to expect next as an Oredigger, meet with their advisor, access their course schedule, and connect with campus resources. Scholarship recipients will be honored at an off-campus reception from 5:00 pm to 7:00 pm. For more details about the schedule and locations for Scholars Day, visit the schedule link here.

Please be aware that parking may be limited. On this day parking will be permitted on both sides of Park Street in front of the Library, and on Broadway Street north of the Library parking lot. If you see any Scholars 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!

The Admissions Office extends gratitude to everyone involved with Scholars Day - both for supporting and hosting the day's sessions and showing incoming students and their families they've made a great choice joining the Montana Tech community.

Additional registration events for students admitted for Fall 2024 will be offered in the coming weeks with In-Person Registration Rallies on May 10 and June 14 and Virtual Registration Rallies on April 25, May 16, and June 6 and 20.

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.

Westmoreland Rosebud Mining Presentation and Interviews: **April 19**, MILL 20, 12:00 pm-4:00 pm, Recommended Majors: Civil Engineering, Geo Engineering, Metallurgical Engineering, Mining Engineering, Environmental Engineering

Red Cross Volunteer Presentation: **April 19**, SUB 113, 8:00 am-5:00 pm, Recommended Majors: All

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.

LUNCH & LEARN: KRISTINA HOPKINSON

The next Professional Development Lunch and Learn will be presented by Kristina Hopkinson, certified Master Trainer, on **Thursday, May 9** at 11:30 am in the Copper Lounge. Her presentation is titled "What Ducks and Chickens Can Teach Us About Communication and Conflict in the Workplace." Lunch will be provided.

DRAG STORY HOUR

Mark your calendars for a Drag Story Hour on **May 11** and **June 8** at 6:00 pm in the Montana Tech Copper Lounge. The event is hosted by the Montana Tech LGBTIA2+ Club and is in collaboration with the Countship of the Imperial Sovereign Court of Southwest Montana and the Butte Pride Foundation. All are welcome. The event is family friendly.

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)](https://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

MONTANA TECHNOLOGICAL UNIVERSITY