



MONTANA TECH WEEKLY UPDATE

April 21, 2025

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Course Evaluation Changes

UPCOMING CAMPUS EVENTS

4/22:

Pilates w/Katie (12:00 pm, HPER 140)
Benefits Presentation (10:00 am, Details [here](#))

4/23:

E.M. Tech Open House (12:00 pm-2:00 pm, CBB006/009)
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)

5/01: Weights w/Blaine (12:00 pm, HPER 140)

5/05: Late Night Breakfast for Students

5/06: Pilates w/Katie (12:00 pm, HPER 140)

5/08: Weights w/Blaine (12:00 pm, HPER 140)

5/09:

Line Rodeo (9:00 am-12:00 pm)
Order of the Engineer (5:00 pm, Auditorium)
Chancellor's Reception for Graduates (6:00 pm-7:30 pm, SSC)

5/10:

Nurse Pinning (8:30 am, Auditorium)
Commencement (10:00 am/1:00 pm, HPER)

IT Help Desk Student
Employment Opportunity

Job Opportunities with
Facilities

Fiscal Year End
Procurement Information

5/14: Advancing Tech Forum (2:00 pm, Copper Lounge)

5/20: Research Symposium (8:30 am-4:00 pm, Helena)

5/21-22: Board of Regents (Great Falls)



LEGISLATIVE WEEK IN REVIEW

The Montana University System Legislative Week in Review (April 14-18) can be read [here](#).



OUT OF POCKET INCREASES COMING TO BENEFIT PLAN

Montana Tech has received notification from the Montana University System Benefits Plan regarding significant upcoming changes to the medical and dental plans effective July 1, 2025.

These increases include higher employee premium payments and increased deductible amounts. Please refer to the information below from the MUS Benefits for details.

If you have questions about these changes, please attend the Live Online Presentation at **10:00 a.m. on Tuesday, April 22.**

Effective July 1, 2025, the Montana University System (MUS) Choices Benefit Plan will undergo adjustments. These include modifications to medical and basic life/AD&D benefits, premium increases, and an increase in the State employer contribution for FY2026 (+\$26/month, bringing the total to \$1,080/month). Additionally, diagnostic and preventive dental fee schedules will be updated.

Learn More at Our Live Presentation on April 22nd. The MUS Benefits Office will host a live, interactive presentation detailing these benefit changes on **Tuesday, April 22nd at 10:00 a.m. (MST)**. Join us online at choices.mus.edu. Active faculty and staff are strongly encouraged to attend this informative session. A recording will be available on the MUS Choices website by April 26th.

Go to MyMTech under Annual Enrollment for more information.



E.M. TECH OPEN HOUSE

Montana Tech's new Hitachi 7820 Scanning Transmission Electron Microscope (STEM) with Oxford Xplore EDS detector for elemental analysis is installed and operational, and ready for use in your research!

Come and meet microscopist Dr. Jim Driver, learn the capabilities of the new scanning transmission electron microscope, and discuss how your research could benefit from this instrument. This state-of-the-art STEM can be used for standard TEM imaging or Scanning Transmission Electron Microscopy (STEM), or elemental analysis using the STEM. Dr. Driver is available for training of

students or faculty and consultation on project design and data collection for biological and materials samples.

Wednesday, April 23 | 12:00 pm-2:00 pm | CBB006/CBB009

Learn more at <https://www.mtech.edu/emtech/>. For questions, email Dr. Driver at jdriever@mtech.edu. To make an appointment for use of the HT7820 TEM, email emsignup@mtech.edu



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.



RIPPLE VOLUNTEERS NEEDED

Volunteers needed for Ripple's Watershed Science Program. The field season is in full swing, and if you are passionate about sharing science and the story of our watershed with Anaconda, Deer Lodge, Philipsburg, and Butte Central Elementary students by running a macroinvertebrate sampling, a water quality testing, or riparian assessment station, please consider volunteering on **April 28, April 29, May 15, May 19 and May 29**. Field trips times are from 8:00 am to 12:00 pm. Do you need to be an expert? Absolutely, Not. The most important thing a volunteer can have is enthusiasm. The Ripple Staff will train you at a station to ensure you are prepared to help lead students. If you have a particular station you are interested in, let us. Please sign up through our website, cfwep.org/volunteer or contact Tammy Gordon at tgordon@mtech.edu or 406.496.4136.



MASTER PLAN INFORMATION SESSIONS

Think One and Anderson Mason Dale Architects will host four one-hour presentations to discuss Montana Tech's master plan. Swing space and timelines for moves from Main and Engineering Halls will be discussed. The schedule is as follows, with the location to be announced:

Tuesday, April 29 | Copper Lounge

12:00 pm-1:00 pm: Students

3:30 pm-4:30 pm: Faculty and Staff

Wednesday, April 30 | Copper Lounge

9:30 am-10:30 am: Faculty and Staff (NOTE: Time Change)

11:00 am-12:00 pm: Students



REGISTRATION EVENTS FOR INCOMING STUDENTS

On April 25th, Montana Tech will be hosting a Scholars Day Registration Rally and Reception for scholarship recipients admitted for fall 2025 and their families. The Scholars Registration Rally will begin at 1:30 pm in the Library Auditorium and conclude with a Scholars Reception off campus at 5:30 pm. We anticipate close to 200 visitors will be on campus for the event. Montana Tech will be hosting several additional registration events for students admitted for fall 2025 and their families over the next two months. At the Registration Rally incoming students will receive their fall course schedule, meet their academic advisor, enjoy lunch on us, and connect with campus resources. In-person Registration Rallies will be held on May 2nd and June 13th from 10:00 am to 1:00 pm.

We're also hosting virtual Registration Rallies on Zoom on May 15th, June 12th, and June 26th at 4:00 pm for new students who are unable to attend an in-person registration event. Sign up for each Registration Rally closes seven days before the event date. Admitted students can sign up for the events on their personal URL (PURL). For questions, contact the Admissions Office at (406) 496-4791 or email admissions@mtech.edu.



INTERNATIONAL POTLUCK

You're invited to an international potluck party. Bring a dish you love and a taste of your culture to share. Cultural dress recommended.

Saturday, May 3 | 5:00 pm–8:00 pm | Copper Lounge



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 formal solicitation must be submitted by **April 1, 2025**.
- Purchase requisitions that require limited solicitation must be submitted by **April 15, 2025**.
- Purchase requisitions that do not 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, 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
- Carleen Cassidy, Director of Finance & Budget - CCassidy@mtech.edu
- Erica Rude, Accounts Payable - ERude@mtech.edu

