



MONTANA TECH WEEKLY UPDATE

April 28, 2025

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UPCOMING CAMPUS EVENTS

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

5/01:

Tammy Burke, candidate for Highlands College
Dean open forum presentation (11:00 am,
Highlands room 112)
Weights w/Blaine (12:00 pm, HPER 140)

5/02: Sam Giordanengo, candidate for Highlands
College Dean, open forum presentation (11:00 am,
Highlands room 112)

5/05: Estee Aiken, candidate for Highlands College
dean, open forum presentation (11:00 am,
Highlands room 112)

5/04: Copper Hill Choir Spring Concert (3:00 pm,
Aldersgate United Methodist Church)

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)

Campus Heating System Upgrade

Microsoft Authenticator Setup for New Phones

WIFI Troubles

IT Help Desk Student Employment Opportunity

Job Opportunities with Facilities

Fiscal Year End Procurement Information

5/10:

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

5/14: Advancing Tech Forum

5/15: Les Cook Retirement Celebration (3:30 pm-6:00 pm, The Depot - 818 S. Arizona, RSVP [here](#))

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 21-25) can be read [here](#).



HEADS-UP: ONENOTE CLASS NOTEBOOK AUTOMATIC ROSTER SYNC RETIRING

Starting **April 23, 2025**, Microsoft will begin phasing out the automatic Canvas roster sync feature for OneNote Class Notebooks. This means new students will no longer be automatically added to Class Notebooks when they enroll in your Canvas course. Instructors will need to manually add students using the “Add or Remove Students” option in the Class Notebook tool within Canvas. Microsoft plans to share replacement options before August 2025. For full details and instructions, check out the article: [OneNote Class Notebook LTI: Retiring automatic Canvas roster sync](#). Questions? Visit aka.ms/EDUSupport.



RIPPLE VOLUNTEERS NEEDED

Volunteers are 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 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.



FACILITIES MASTER PLAN INFO SESSIONS

Think One and Anderson Mason Dale Architects will host four one-hour presentations to discuss Montana Tech’s facilities 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



OPEN FORUM PRESENTATIONS: DEAN OF HIGHLANDS COLLEGE

The search committee has announced three candidates for the position of dean of Highlands College. The candidates in order of their campus visits are:

- **Tammy Burke** will visit on May 1. An open forum presentation will take place at 11:00 am at Highlands College room 112.
- **Sam Giordanengo** will visit on May 2. An open forum presentation will take place at 11:00 am at Highlands College room 112.
- **Estee Aiken** will visit on May 5. An open forum presentation will take place at 11:00 am at Highlands College room 112.



REGISTRATION EVENTS FOR INCOMING STUDENTS

On **May 2nd**, Montana Tech will be hosting an in-person Registration Rally for students admitted for fall 2025 and their families from 10:00 am to 1:00 pm. 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. We anticipate over 100 visitors will be on campus for the event. Another in-person Registration Rally will be held on June 13th and 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. For more details about the schedule and locations for the Registration Rallies visit the schedule [here](#). Sign up for each Registration Rally closes seven days before the event date. Incoming 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.



COPPER HILL CHOIR PRESENTS SPRING CONCERT

The Montana Tech Copper Hill Choir's spring concert, "40," will be held on **Sunday, May 4** at the Aldersgate United Methodist Church at 3:00 p.m. This year's theme looks back over the last five years of music made with both choirs and is named in honor of Director Fred Crase's 40th birthday, which will take place the day of the concert. This semester's concert will be held in conjunction with the Mining City Choral Union. Tickets are \$15 for adults, and \$10 for students and seniors. For more information please search Mining City Choral Union on Facebook, visit miningcitycu.org or contact Fred Crase at fcrase@mtech.edu.



MEDIA SERVER BEING DECOMMISSIONED

Please be advised that Montana Tech I.T. is decommissioning the media server at media.mtech.edu. This will occur on **May 15**. If you have files on this server, please retrieve them prior to May 15, 2025. Moving forward we recommend the use of [Canvas](#), [Teams](#), Panopto, or [Onedrive](#) for storing and sharing your files.

Please contact the I.T. help desk through our website <https://kb.mtech.edu> or by phone at 406-496-4244 if you need help retrieving your files or using the recommended services.



CAMPUS STORE CUSTOMER APPRECIATION SALE

Don't miss the Montana Tech Campus Store's Customer Appreciation Day Sale! Enjoy 20% off everything on:

Friday, May 2nd | All Day



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



RETIREMENT CELEBRATION

You're invited to a retirement celebration for Chancellor Les Cook. RSVP to jjones16@mtech.edu or click [here](#).

Thursday, May 15 | 3:30 pm–6:00 pm | The Depot (818 S. Arizona)



TRIO SSS SPRING NEWSLETTER

Big things have been happening with our TRIO SSS students this year! Read all about their accomplishments in our Spring 2025 Newsletter [here](#). As you wrap up another great year, please continue to refer students to TRIO Student Support Services—we are always taking applications! Questions can be directed to TRIO SSS Director Carissa Johnson at cjohnson25@mtech.edu or 406-496-4289.



RESEARCH PROSPECTOR BOOT CAMP AND STIPEND

The Research Office will continue its “Research Prospectors” proposal boot camp in AY2025. The complete workshop consists of two elements: four one-hour online workshops and homework tasks which apply the concepts taught in the workshops. Content is geared toward first-year faculty but all faculty are welcome to attend; content includes improving proposal writing skills, building one’s academic brand, writing responsive proposals, and working effectively with the Research Office to submit proposals. Completion of the workshops and associated homework elements, which culminate in the submission of a white paper or a proposal to a funding agency, makes attendees eligible for a \$5,000 research stipend. The next workshop will be held via Teams in early May on the following Mondays and Wednesdays:

May 5, 7, 12, and 14 | 12:00 pm-1:00 pm

Contact Dr. John Bognar (jbognar@mtech.edu) for more information or to register.



CAMPUS HEATING SYSTEM UPGRADE

Construction continues on the 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.



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

