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Pat on the Back recognizes individual staff members and/or teams who have performed beyond expectation, making exceptional efforts toward achieving the mission of Montana Tech.

Submit here:

https://www.mtech.edu/app/staff_senate/Nominate.aspx

Pat On the Back

Victoria Pagan, Executive Assistant to the Chancellor, is the cheerful front-line person who greets visitors to the Chancellor's office; she is welcoming, dependable, discreet, and proud to show her Digger pride. She enjoys being part of the team working in the background of important campus events, including the BOR meetings, Convocation, Commencement, and the Purse Strings Charitable Auction.

Victoria has an interesting and diverse background. She was born in Heidelberg, Germany and raised on the Blackfeet reservation. She has worked as a bartender, American Airlines flight attendant, and real estate broker. She and her delightful son Cullen moved from Helena to Butte two and a half years ago when she accepted the position of Executive Assistant. She represents Montana Tech well and likes to say "I was born a Saint but will die a Digger!"



Pat On the Back

Donna Conrad, Administrative Associate II for the Dean of the School of Mines, Mining Engineering and Geological Engineering Departments has been officially with Montana Tech since 2005. However, some of us claim her since 2003, shortly after she moved to Butte, when she accepted a temp job as a Library Clerk and worked at the Information desk. Her official employment at Montana Tech did began in 2005 when she

accepted a full-time split position working mornings in the Personnel Office and the afternoons in the Mail Copy Center before beginning her current position on March 31, 2008.

Donna is dedicated to the success of the students. They showed her their appreciation this past May by awarding her with the First Annual Montana Tech Acknowledgement of Excellence Award for Staff Member of the Year 2019.

She knows most if not all of the Mining and Geological Engineering students by name and, as their second Mom, gives pep talks and even babysits on occasion so a student may have a night out with their spouse or significant other. Her Montana Tech license plates “MG MOM” reflect her dedication to the success of the students she works with. Donna’s relationship with the students continues after graduation. She enjoys it when students come back for a visit to introduce spouses and children.

Donna was raised in Altoona, PA, and she and her husband Paul moved to Butte in 2003. They are both dedicated Montana Tech employees, and all three of their children are Digger Alumni. Donna belongs to a local quilting guild and enjoys other crafts as well. She also volunteers with Child Bridge which finds and supports foster and adoptive families for Montana children in need.



Did you know:

Since dyslexic readers are more likely to identify words by shape than non-dyslexic readers, some fonts are easier for them to read.

Some fonts, like Dyslexie and Open Dyslexic, are specifically designed to be more readable for people with dyslexia.

Other fonts researchers have identified that increase readability include: Comic sans, Arial, Courier, and Helvetica.

Pat On the Back

“Good Morning. Brains. Heart. Courage. Dope Shoes. You’re ready, Dorothy, Let’s go!”

This quote from Lin-Manuel Miranda currently inspires Taryn Quayle, but it could easily describe her enthusiastic encouragement of everyone around her. She is bubbly and kind, and her easy smile often encourages students when they are struggling with new concepts and looming deadlines.

Taryn came from Sandpoint, Idaho and graduated from the University of Montana with four degrees in theatre, dance, and education. She professionally danced in multiple contemporary ballet companies and continues to be contracted as a guest artist for certain productions. She teaches dance at a studio here in Butte and serves as the resident choreographer for the Orphan Girl Children’s Theatre. She is pursuing a Masters in Educational Leadership in higher education.

Taryn Quayle began working at Montana Tech in 2015 for the TRIO Student Support Services program, and became the Director of ACE in 2017. She manages all the tutoring, supplemental instruction, and writing consulting for both campuses. She also teaches the College Success courses on the north campus, advises and registers incoming freshman for the College of Letters and Sciences, and is Director of the Honors Program.

She loves getting to work with students every day, both in and out of the classroom, and has more than 20 student employees with whom to collaborate, learn from, and laugh.



Taryn is proud of her work with the Science Fair, and she is in awe every year of the accomplishments of the young minds of Montana. She is equally proud to have been chosen from thousands of applicants to receive the “Outstanding New Professional” award from the Commission for Academic Support in Higher Education in March 2019.

She loves the work she does at Montana Tech, which she describes as exciting, appreciative, and expanding.

Disability Services

Amy Lorang and Cricket Pietsch are Montana Tech's Disability Services Coordinators. They are charged with the duties of assisting students in receiving the appropriate accommodations for an approved disability as defined by the American Disability Act. Amy's office is located in Engineering Hall, and she can be contacted through e-mail or phone, alorang@mtech.edu, 496-4429.

Cricket is located at Highlands College in the Student Services area, Room 126A, cpietsch@mtech.edu, 496-3730.

Students request accommodations for varied reasons. Since a disability may not be readily visible, a request for supporting documentation is often requested. If a student can present a history of accommodation, the ADA notes accommodations should also be made. At times, Amy or Cricket will offer temporary accommodations while a student gathers their documentation. This is done to assure

SPREAD THE WORD ABOUT RESPONSIBLE PARKING
around wheelchair accessible vehicle spaces!

1 of 6 accessible parking spaces must be van-accessible.

FACTS*

- 74% of people have seen a handicap accessible parking space improperly used.
- 42% of people do not know the stripes represent space to deploy a wheelchair ramp.
- 75% of able-bodied people said if a car parked too close to them, they would use another door or window to climb in. Chair users do not have that option.

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accommodations while a student gathers their documentation. This is done to assure the best possible academic outcome for the student. Temporary accommodations also can occur for a limited, but serious disability, e.g. broken leg.

The types of accommodation are also quite varied. Some students require assistive technology such as a Smartpen. Others may need special seating arrangements or mobility access. Many require special testing accommodations. Disclosure to faculty of the specific disability is at the discretion of the student.

Information about Student Disability Services is located on the Disability Services Webpage. <https://www.mtech.edu/disability/>.



Students who want services need to contact Cricket or Amy, and complete a brief application. As noted previously, documentation is requested when appropriate. Once approved, the student is also provided with a “Letter of Accommodation” and an email is sent to the appropriate faculty. Students are expected to contact their instructors to discuss classroom accommodations. The student also signs off on a responsibility and rights form that reinforces the need to contact Disability Services each semester that accommodations are requested.

Although Amy and Cricket help with the coordination and assist with problem solving as necessary, it is everyone’s job at Montana Tech to assure approved

accommodations occur. Cricket and Amy note that faculty have been supportive in doing this. In addition, proactive faculty include a syllabus statement and this has been helpful in directing students to the Disability Office.

Destigmatizing disability is important. Many students have not had positive experiences in previous academic and work environments. The message given to students is that accommodations are given to college students and having an accommodation is not a reflection on their ability to be successful.

Any need for accommodations for a staff person or faculty goes through Vanessa VanDyk. There are different rules regarding workplace accommodations.



Cricket Pietsch



Amy Lorang

Did you know:

If you sustain an injury that temporarily but significantly reduces your walking ability, you may be eligible for a temporary Montana Tech handicapped-parking permit.

The Physical Facilities Office can provide you with a Handicapped Parking Application Form. Return the form, completed and signed by your physician for this 30 day permit.

For more information, Contact Vicki Buckley at 4268.

Did you know:

In the last legislative session, the Montana Legislature addressed issues arising from misrepresenting animals as service animals. The law specifies that emotional support animals do not qualify as service animals and do not require the same accommodations.

Although it is not legal to ask anyone what disability they live with, the law permits questions about the tasks or work the animal is trained to do.

Abuse of the accommodations allowed for service animals erodes public trust. Misrepresenting an emotional support, therapy, comfort, or companion animal as a service animal is a misdemeanor with fines of up to \$1000.

For more information, visit:

<https://leg.mt.gov/bills/2019/billpdf/HB0439.pdf>



✓	SPECIALLY TRAINED (TASK-TRAINED)	✗
✓	ALLOWED BY FEDERAL LAW (AIR CARRIER ACCESS ACT) TO ACCOMPANY THE HANDLER ON FLIGHTS	✓
✓	ALLOWED BY FEDERAL LAW TO ACCOMPANY HANDLER IN RESTAURANTS, STORES, MOVIE, THEATRES, ETC.	✗
✓	ALLOWED BY FEDERAL LAW TO STAY WITH PEOPLE WHO ARE DISABLED IN APARTMENTS THAT HAVE "NO PET" POLICIES	✓
✓	TRAINED TO ASSIST JUST ONE PERSON	✗
✗	PROVIDE EMOTIONAL COMFORT TO MORE THAN ONE PERSON	✓
✗	MUST BE CERTIFIED OR REGISTERED	✗

Recent Changes in Information Technology Services

TECH SUPPORT New Website

Our new TECH SUPPORT website will allow you to find answers to the most common questions and submit a ticket if you are having an issue.

Submitting a ticket request service gives you:

- Faster service, by routing your ticket to the appropriate people automatically.
- Allows you to see the status of your ticket any time.

TIPS to our New TECH SUPPORT website:

- Be sure to log in. Different users have access to different information and service requests.
- If you submit the same type of ticket frequently, mark the form as a favorite to make your life easier in the future. See how to do this at:

https://mtech.teamdynamix.com/TDClient/KB/ArticleDet?ID_83174

- Use the search bar at the top of the screen to find what you are looking for easily.

- Visit our Knowledge Base site:

<https://mtech.teamdynamix.com/TDClient/KB/>



INFORMATION SECURITY

After logging into MyMtech, you will now see a course called 'Information Security'. We encourage everyone to take the time to complete this short course. It should take no longer than 30 minutes maximum to complete.



PHISHING MESSAGES

Unwanted spam/phishing messages are a problem for all of us. Unfortunately there is no easy way to deal with this. To keep you informed without filling up your inbox with MORE email, you can check MyMtech for any announcements regarding current phishing attacks occurring on campus. You can also check for these on the Maintenance Alerts tab at **kb.mtech.edu**

If you encounter a phishing message, please submit a ticket at

https://mtech.teamdynamix.com/TDClient/Requests/ServiceDet?ID_33144

PRINTABLE PHONE DIRECTORY

Because paper phone directories are outdated the instant you print them, we no longer provide printed copies.

If you would like a printed copy, navigate to www.mtech.edu, choose the DIRECTORY menu item, and click 'Printable PDF' at that point you can choose to print the document.

LAB COMPUTERS

Beginning this semester, all lab computers will reboot at 2 AM daily.

Be sure to save your documents in Microsoft One Drive, flash/thumb drive or another source before leaving the lab. There is no guarantee your information will be there when you return.

REMINDERS

Ask the Senate As an advisory group to the Chancellor, the Staff Senate recommends policies or changes to policies for consideration by the Chancellor and facilitates effective communication between Montana Tech administration and staff. Please use this forum as a neutral conduit to share your ideas, concerns, and ask questions about Montana Tech issues. The Staff Senate will forward each submission to the appropriate department for response and share the information on the Staff Senate webpage. We hope to hear from you!

Submit here:

https://www.mtech.edu/app/staff_senate/AskSenate.aspx

Staff Senators 2019/2020

President – Frances Holmes

Vice President – Niki Wilcox

Secretary – Marcia Lubick

Treasurer – Peggy McCoy

Denise Herman

Debbie Luft

Kinsley Rafish

Tristan Sewell

Kathy Stevens

Angela Stillwagon

Casey Vanatta

Montana Tech's Staff Senate along with the Chancellor's office hosts a Luncheon Learning Series highlighting different subjects of interest to the staff.

MontanaTech
STAFF SENATE

LUNCHEON
LEARNING
SERIES

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CALENDAR OF EVENTS

November 4 – Continuing students begin pre-registration for Spring semester

November 11 – Holiday Veterans Day no classes/offices

November 28 – Holiday Thanksgiving no classes/offices closed

November 29 – Holiday Columbus Day exchange no classes/offices closed

December 2 – New returning students begin pre-registration for Spring semester

December 6 – Fall Graduation Recognition Ceremony

December 9-13 – Semester exams

December 18 – Deadline for faculty to input grads in OrediggerWeb - 12:00 Noon

December 20 – Grades posted to student account/viewable on OrediggerWeb - 4:00 PM

December 25 – Holiday Christmas Day

January 1 – Holiday New Year's Day