



MONTANATECH WEEKLY UPDATE

April 22, 2024

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UPCOMING CAMPUS EVENTS

4/22: Rose and Anna Busch Faculty Achievement Awards Deadline

4/22-27: MDays

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

4/24: Band Concert (7:00 pm, Library Auditorium)
M-Days Swing Dance (6:00 pm-9:00 pm, Courtyard)

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)

4/28: Copper Hill Choir Spring Concert (3:00 pm, Aldersgate United Methodist Church)

4/29: Metallurgical and Materials Engineering Open House (10:00 am-2:00 pm, ELC 2nd floor)

4/30:
The Crescendo of EML (9:30 am-2:50 pm, Big Butte/Highlands)
Pilates (12:00 pm, HPER)

5/2: Weights (12:00 pm, HPER)

5/3: Line Rodeo (9:00 am-12:00 pm, Highlands)
Order of the Engineer (5:00 pm, Auditorium)

Faculty Software Requests

Chancellor's Reception for Graduates (6:00-8:00 pm, SSC)

Frequently Asked Questions Regarding Password Resets

5/4: Nurse Pinning Ceremony (8:00 am, Library)
Commencement (10:00 am & 1:00 pm, HPER)

Cybersecurity Updates Coming

5/5-6: Track & Field Championships (Butte)

2024 Fiscal Year-End Procurement Information

5/7: Advancing Tech Forum (2:00 pm, Copper Lounge)

5/9: Lunch & Learn (11:30 am, Copper Lounge)



PHASE III HEATING SYSTEM UPGRADE UPDATE

Phase III of Montana Tech's heating system upgrade will begin on Monday, May 6. For this work to happen, Park Street will be closed from the Marcus Daly statue to the west corner of the Student Union Building. Traffic will be detoured to Granite Street at the Montana Tech arch on Park. Fencing will be installed around the project, limiting sidewalk traffic and the crossing of Park Street. Please pay attention to construction fencing and signage. This phase of the project and the closure of Park Street will run through early August.

Curb cutting will also occur on Granite Street to allow access to the Prospector Hall parking lot. If you have any questions, please contact Layne Sessions at lsessions@mtech.edu or visit the Facilities webpage [here](#) for updates.

DEADLINE IS TODAY FOR ROSE AND ANNA BUSCH AWARDS

If you haven't already voted for the **Rose and Anna Busch Faculty Achievement Awardees**, you have until 3:30 pm today, April 22 to vote. Vote [here](#).

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](#).

SWING DANCE IN THE COURTYARD

All faculty, staff, friends, and family are invited to Swing Dance in the Courtyard on Wednesday, April 24 as part of M-Days. The event will run from 6:00 pm to 9:00

pm in the Courtyard. Tanner Laws will be performing and shaved ice and an ice cream truck will be available.

COPPER HILL CHOIR SPRING CONCERT

The Montana Tech Copper Hill Choir's spring concert, *Hope As Far As One Can See*, will be held on **Sunday, April 28** at the Aldersgate United Methodist Church at 3:00 p.m. 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. Featuring arrangements by Fred Crase, an accompanying narrative by Orphan Girl Children's Theatre executive artistic director Elizabeth Crase, and stunning visuals, *Hope As Far As One Can See*, performed in the breathtaking acoustics of Aldersgate United Methodist Church, will surely be a unique choral experience. The arrangements include songs by vocalist Maynard James Keenan's bands Tool, A Perfect Circle, and Puscifer. For more information please search Mining City Choral Union on Facebook, visit miningcitycu.org or contact Fred Crase at fcrase@mtech.edu.

METALLURGICAL AND MATERIALS ENGINEERING OPEN HOUSE

You are invited to the first annual Metallurgical and Materials Engineering Open House on **Monday, April 29** from 10:00 am to 2:00 pm on the 2nd floor of the ELC. Enjoy refreshments and lab tours. Professors, staff, and students will be on hand to answer questions.

MINI-WORKSHOP: THE CRESCENDO OF EML

All faculty, staff, and Bureau are invited to The Crescendo of EML, a mini-workshop experience designed to delight and surprise, presented by Dr. A. L. Ranen McLanahan on **Tuesday, April 30**. The mini-workshop is about higher education learning and how to create an entrepreneurial mindset in students, increase curiosity, and the science of student attention. The presentation is sponsored by The Kern Family Foundation and will take place in the Big Butte/Highlands Room.

The schedule is as follows:

- **9:30-10:20 am: Introduction to KEEN with Questions and Answers**
Explore the two unique types of curiosity through interactive "experiential learning" activities and try out actional classroom techniques that greatly engage students.
- **10:30-11:20 am: The Curious Power of Curiosity**
Explore the two unique types of curiosity through interactive "experiential learning" activities and try out actional classroom techniques that greatly engage students.

- **1:00-1:50 pm: The Value Proposition of EML**
All are welcome at this interactive session featuring unique perspectives, ideas, and methodology for what EML is and how it is so transformative for students, classrooms, and universities.
- **2:00-2:50 pm: The Science of Student Attention with EML**
A visual exploration of the neuroscience of human attention with experiential activities (through art, music) with EML intervention ideas that are applicable to any classroom.

Dr. A. L. Ranen McLanahan is a Program Director and national speaker for the Kern Family Foundation. He started in industry working on a floating factory ship in Alaska in 1999. From there, he's done computational modeling work, micro-electrical mechanical system design, and R&D work through a device prototyping and innovation center that he co-founded in 2013. He has served as a faculty member of general and mechanical engineering for 12 years with the UW-Platteville Engineering Partnership and worked as an industrial consultant and research affiliate through his company Critical Flux LLC. In 2016, Ranen was invited to the Wisconsin State Capitol to give a workshop on Solidarity to the Wisconsin Legislators. Topics from this workshop became his 2019 book, *The Science of Solidarity*. Over his career, Ranen has earned multiple educational awards and nominations for his teaching, outreach, and innovation.

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 County of the Imperial Sovereign Court of Southwest Montana and the Butte Pride Foundation. All are welcome. The event is family friendly.

SPRING CLEAN YOUR ONLINE LIFE

A sloppy digital life can make your data harder to find and leaves your personal information vulnerable to bad actors. With a few steps, you can keep yourself and your family safe online with a squeaky clean digital life. While you don't have to clean your digital workspace and online presence in the spring, it is wise to declutter at least once a year. Learn more [here](#).

FACULTY SOFTWARE REQUESTS (DUE BEFORE MAY 10)

If you are teaching a class in Fall 2024 and using a campus classroom or

computer lab on the North Campus or Highlands College, software requests for Fall 2024 are due **BEFORE May 10th, 2024**. Please submit a TECH SUPPORT ticket [here](#) to request your software **BEFORE May 10th, 2024**.

FREQUENTLY ASKED QUESTIONS REGARDING PASSWORD RESETS

Q: How often do passwords need to be reset?

A: Once a year

Q: Can I choose what time of year my password expires?

A: Yes, just reset your password at the best time of year for you. Your password will expire one year from that date.

Q: Why is the Montana Tech owned laptop I have at home not updating to the new password I just set?

A: To resolve this, SHUTDOWN your laptop and bring it to campus and log into it on campus. This will allow the laptop to access our domain and get everything in sync.

Q: What is the best practice for resetting your password?

A: Before resetting your password, be sure to log out of all of your apps/programs and close all open windows not related to changing your password. After you are finished resetting your password to a phrase that is at least 14 characters in length, be sure to reboot. Don't forget to sign out of all of your devices (email/Onedrive/Teams on mobile phones and tablets, laptops. Update your Eduroam wireless connection by 'forgetting' the wifi and reconnect

Q: Why am I having trouble with my Office applications after changing my password?

A: When you signed into your computer, you also signed into your Office applications. Rebooting your computer after changing your passwords allows Office to connect using your new password.

CYBERSECURITY UPDATES COMING

May 15

- Administrative privileges will be removed from faculty/staff computers that are connected to our domain.
- Screen Lock after 15 Minutes of inactivity

Effective Immediately

- The use of external storage devices (thumb drives, jump drives, USB drives, etc) are strongly discouraged.

For more information, click [here](#).

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: KKerbs@mtech.edu or (406) 496-4376

Carleen Cassidy: CCassidy@mtech.edu or (406) 496-4252

Erica Rude: ERude@mtech.edu or (406) 496-4377

