MONTANATECH WEEKLY UPDATE

May 12, 2025

IN THIS EDITION

UPCOMING CAMPUS EVENTS

5/13: Turk's Food Truck (11:00 am-2:00 pm)

5/14:
Lunch and Learn with Agilent Technologies (11:00 am-2:00 pm │Big Butte)
Research Prospector Boot Camp (12:00 pm)
Advancing Tech Forum (2:00 pm │ Copper Lounge)

5/15:
Brown Gringo Taco (10:00 am-2:00 pm)
Ripple Volunteers Needed
Les Cook Retirement Celebration (3:30 pm-6:00 pm │ The Depot - 818 S. Arizona │ RSVP here)

5/19: Ripple Volunteers Needed

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

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

5/22: Stormwater Festival (9:00 am-1:30 pm │ Father Sheehan Park)

5/29: Ripple Volunteers Needed

PENETRATION TESTING - IMPORTANT SECURITY UPDATE

During the week of April 28, the Montana National Guard Cyber Team conducted penetration testing on our campus systems. One major vulnerability they identified was our tendency to be overly trusting when granting access to computers and network equipment.

To strengthen our security posture, please follow the updated IT security procedures outlined below—**effective immediately**:

New IT Security Procedure:

- **Do not allow anyone access to your computer** unless they are authorized IT personnel **and** you have received an official IT ticket in your inbox outlining the work to be performed.
- If there is **no ticket**, **do not allow access**—no exceptions.
- Many areas on campus are multi-purpose and contain both network infrastructure and other equipment. **If you see someone interacting with network equipment, do not hesitate to question them**:
  Who are you? What are you doing?
  If anything seems suspicious, **immediately contact the IT Helpdesk at 406-496-4244.**We appreciate your cooperation in keeping our systems and data secure. Further updates and training opportunities will be shared as needed.

We appreciate your vigilance and cooperation in helping protect our campus systems and data. Additional updates and training opportunities will be provided as needed.

FOOD TRUCKS ARE ROLLING IN THIS SUMMER!

The Montana Tech Staff Senate is excited to welcome a rotation of local food trucks to campus throughout the summer months! This is a great opportunity to enjoy delicious meals, support small businesses, and bring some flavor to your workday.

When: Please keep an eye out for the shared calendar that has the 2025 Summer Food Truck schedule

Where: Between Park Street and Prospector Residence Hall

We invite all employees to stop by, grab lunch, and help us make this initiative a success. Your participation supports both our campus community and the local vendors working hard to bring great food right to us. Picnic tables will be set up in the chancellor's driveway to enjoy your meal outside. Stay tuned for weekly menus and truck schedules — and don't forget to bring your appetite!

This week's schedule:

May 13 │ 11:00 am-2:00 pm │ Turk's Food Truck

May 15 │ 10:00 am-2:00 pm │ Brown Gringo Taco

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 on:

May 14 │ 12:00 pm-1:00 pm │ Teams

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

LUNCH AND LEARN WITH AGILENT TECHNOLOGIES

The Montana Bureau of Mines & Geology is bringing Agilent Technologies, a global company specializing in life science, diagnostics, and applied chemical market solutions, to campus for a Lunch and Learn on their ICP-MS and ICP-OES analytical instrumentation. The presentation will take place on **Wednesday, May 14** from 11:00 am to 2:00 pm in the Big Butte room. The presentation will be helpful for anyone on campus interested in learning more about Agilent's ICP-OES and ICP-MS instruments and software as well as discussing specific applications. To ensure sufficient lunch, please RSVP to Nancy.Kawai@agilent.com.

Modern ICP-OES and ICP-MS for the Quantitation of Metals in Complex Matrices

- 11:00 am: Grab your complimentary lunch and settle in!
- 11:15 am: "Overview of ICP-OES Capabilities for Rapid Elemental Analysis" – Nancy Kawai, Atomic Spectroscopy Account Manager
- 12:00 pm: "Analyzing Real World Samples by ICP-MS and ICP-QQQ" – Emmett Soffey, ICP-MS Product Specialist
- 1:30 pm: Q&A/Discussion

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)

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 **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.

STORMWATER FESTIVAL

Are you ready to make a splash in your community? Ripple and our amazing partners are hosting the **Stormwater Festival** at Father Sheehan Park, and we need passionate volunteers like YOU to make it a success!

Thursday, May 22 │ 9:00 am-1:30 pm │ Father Sheehan Park

Together, we'll inspire and educate **300 local elementary students** about the importance of stormwater in their community. Help us run fun, interactive stations that bring science to life for these young learners!

How to Get Involved: Reach out to Tammy Gordon at **tgordon@mtech.edu** to sign up or learn more.

TRIO SSS SPRING NEWSLETTER

Please enjoy the TRIO SSS Spring 2025 Newsletter!

Big things have been happening with our TRIO SSS students this year! Read all about their accomplishments in our TRIO SSS Spring 2025 Newsletter! 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.

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.

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, 2025**. 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.

PASSWORD REQUIREMENTS HAVE CHANGED

Please be advised that the next time you change your password, you will be required to have a minimum of **15 c**haracters.

Remember the following when you choose your new password:

- Cannot reuse previous passwords
- Cannot contain username or real name
- Must contain three of the four following categories:
  · Uppercase letters: A-Z
  · Lowercase letters: a-z
  · Numbers: 0-9

- · Special characters: !, @, ?, etc.

This change has been made because it is a cyber security best practice. Studies show it takes approximately 5 minutes for a hacker to crack an 8 character password (with our current requirements), and 77 million years to crack a 15 character password (with our current requirements).

For more information, please see this article: https://tech.co/password-managers/how-long-hacker-crack-password. For those of you that would like an easy way to remember your passwords, we recommend setting up a password manager like KeePass: Article - KeePass Setup and Instructions

---

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.

2025 FISCAL YEAR-END PROCUREMENT INFORMATION

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

<u>No later than May 1, 2025:</u> 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

<u>No later than June 13, 2025:</u> 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

<u>No later than June 13, 2025:</u> Submit FY25 Invoices to Accounts Payable by June 13, 2025 @ 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 2025 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