MONTANATECH WEEKLY UPDATE

May 6, 2024

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UPCOMING CAMPUS EVENTS

5/6: Phase III Heating System Upgrade Begins

5/7:
Pilates (12:00 pm, HPER)
Advancing Tech Forum (2:00 pm, Copper Lounge)

5/7-8: OSHA 10 Construction Course

5/9:
Lunch & Learn: Kristina Hopkins, *"What Ducks and Chickens Can Teach Us About Communication and Conflict"* (11:30 am, Copper Lounge)
Weights (12:00 pm, HPER)

5/10: Registration Rally

5/11: Drag Story Hour (6:00 pm, Copper Lounge)

PHASE III HEATING SYSTEM UPGRADE UPDATE

Phase III of Montana Tech's heating system upgrade will begin today, **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.

If you need bus service, you can catch the bus and be dropped off at the corner of Park and Western by the arch, between 25 minutes to 30 minutes after the hour, for each hour the bus runs.

REGISTRATION EVENTS FOR INCOMING STUDENTS

On **Friday, May 10 and June 14**, Montana Tech will be hosting our Registration Rallies from 8:30 am-2:00 pm for students admitted for Fall 2024. We anticipate over 100 visitors will be on campus on these days. They'll check-in at the Library, be welcomed to campus, learn what to expect next as an Oredigger, meet with their advisor, access their course schedule, and connect with campus resources. For more details about the schedule and locations for the Registration Rallies visit the schedule link.

Please be aware that parking may be limited. On this day parking will be permitted on both sides of Park Street in front of the Library, and on Broadway Street north of the Library parking lot. If you see any future Orediggers on campus, please feel free to say hello and engage with them. This is your opportunity to welcome new students into the Oredigger family!

The Admissions Office extends gratitude to everyone involved with the Registration Rallies - both for supporting and hosting the day's sessions and showing incoming students and their families they've made a great choice joining the Montana Tech community.

Admitted students for Fall 2024 who are unable to attend the in-person Registration Rallies many attend a Virtual Registration Rally on April 25, May 16, June 6, or June 20.

STAFF SENATE ACCEPTING NOMINATIONS FOR NEW MEMBERS

The Montana Tech Staff Senate is accepting nominations for new members to join our Staff Senate. Please consider nominating yourself or another staff member who would make an excellent Staff Senator. Nominate here.

Staff Senate purpose:

- To promote an active role for the staff employees in the governing structures and decision-making process of the University;
- To achieve formal staff representation in the processes involving the establishment of University educational and operating procedures and policies;

- To serve as a communication conduit between staff and the administration and, through the administration, to the State Board of Regents;
- To promote continued improvement of higher education at Montana Tech and in the state of Montana;
- To promote stability and professional growth of the Montana Tech staff
- To promote service to students by improving the morale and working conditions of the Montana Tech staff.
- To promote inclusivity and diversity among the Montana Tech Staff.
- To promote and develop staff-related activities, policies, and procedures that support the Montana Tech mission and strategic plan.

If you have questions, please contact Marcia Lubick at 496-4287.

TRANSFERRING CALLS

Would you like to transfer a call to voicemail without the recipient's phone ringing? Putting * in front of any campus extension will call that extension's voicemail. This is handy when transferring suspected sales calls to other extensions on campus, or for transferring callers when you know the recipient is out of the office.

CYBERSECURITY IMPROVEMENT REMINDERS

Please prepare for the following enhancements to improve Montana Tech's security posture:

May 15

- **Administrative privileges will be removed from faculty/staff computers that are connected to our domain**.
    - o Why?
        - Removing administrative access is a security best practice. Vulnerabilities are continually found within internet browsers that allow bad actors to install software on users' machines without them being aware. Removing administrative privileges prevents this from happening without the users' knowledge.
    - o Board of Regents Policy 1300.1 states "Flagship CIOs are responsible for all aspects of information technology including security across the affiliation." Therefore, we need to follow the University of Montana Standard.
        - What do I do if I CANNOT do my job without Administrative privileges?
            - You can submit a request using this ticket.
            - Please note: In most cases software will be installed by Montana Tech IT on behalf of the user, upon

request. Please use this [ticket](#) when requesting software installations.

- **Screen Lock after 15 Minutes of inactivity**
  - Why?
    - To help prevent a bad actor from utilizing your computer and credentials in your absence.
  - Are there any exceptions?
    - Yes, currently podium computers are excluded. If you have an extraordinary circumstance that you believe requires your computer to be excluded from this procedure, please [submit a ticket](#).

EFFECTIVE IMMEDIATELY

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

- Why?
  - An infected device can activate ransomware or other harmful code without any user action, covertly deploying as soon as the disk is attached. For more information, please see [this article](#).
  - External hard drives can also be corrupted or malfunction. Your best solution is to keep your data in OneDrive/Teams whenever possible.

As always, if you have questions please contact our I.T. Helpdesk at 406-496-4244 or submit a ticket [here](#).

TURNITIN TRAINING SESSION

Montana Technological University subscribes to Turnitin, text-matching identification software that can help instructors detect the presence of plagiarism, contract cheating, and AI-generated text in students' papers. Please note that the latter function does not preclude the permitted use of AI in assignment creation; instead, it opens up possibilities for critical thinking around the ethical and transparent use of AI-generated content in university coursework. Turnitin also simplifies remote assignment submission and comes with built-in electronic grading functions that significantly speed up the marking process. The next Turnitin training session is scheduled for **Friday, August 23** from 1:00 until 2:30 in Engineering Hall room 106. Please consider attending this session if you are curious about Turnitin's AI detection and grading tools, have never used Turnitin, or want a Turnitin refresher.

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

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 at 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