



April 24, 2023

| IN THIS EDITION | UPCOMING EVENTS |
|---|--|
| Art Show | 4/25: Pilates (12:00 pm, HPER Dance Studio) |
| Singo | Faculty Summer Compensation Forms DUE Summer GRA appointment forms are DUE |
| Come Celebrate Jim Girard | 4/26: Art Show (10:00 am - 4:00 pm, Big Butte Room) |
| Copper Hill Choir Concert | Battle of the Brains (5:30 pm, Elks Lodge) |
| Career Outcomes | 4/27: Techxpo (1:30-4:30 pm, HPER) SINGO Fundraiser (6:30 pm, KC) |
| Summer Employment | 4/28: Campus Store Customer Appreciation Sale (8:00-4:30 pm) |
| Summer Employment - Facilities | Yoga (12:00 pm, HPER Dance Room) All Faculty Meeting (2:00-3:30 pm, Library Auditorium) |
| Summer Employment - Information Technology Services | 4/30: Choral Union Spring Concert (3:00 pm, Aldersgate UMC) |
| Information Technology Survey | 5/1: Wellness Walk (12:00 pm, SUB) |
| Research Opportunities Survey | 5/2: Graduate Defense: Scott Hensel (4:00 pm, CBB 102) |
| Facilities Work Order Requests | 5/5: Student Awards (1:00-3:00 pm, Copper Lounge) Order of the Engineer (5:00 pm, Library Auditorium) |
| Career Services Spring Walk-in Hours | 5/6: Commencement (10:00 am and 1:00 pm, HPER) Nurse Pinning Ceremony (8:30 am, Library Auditorium) |
| Research Integrity & Compliance Conference 2023 | 5/9: Advancing Tech Forum (2:00 pm, SSC Lance Leadership Hall) |

Yearly Software Requests

Fiscal Year-end
Procurement Information

FOR YOUR INFORMATION

FACULTY, STAFF, AND STUDENT ART SHOW

Montana Tech is hosting an art show on **Wednesday, April 26** from 10:00 am to 4:00 pm in the Big Butte Room. We encourage all artists to bring some art pieces to the show. All art mediums are accepted. Tables and a limited number of easels will be provided. If you are providing a piece of art, please bring your piece to the Big Butte Room from 8:00 am to 10:00 am on April 26. Tear down will be from 4:00 pm to 6:00 pm. Please let Stephanie Cook or Baylie Phillips know if you cannot make these times. Sign-up [here](#). Please specify whether you will need an easel or a spot on a table along with how many pieces you are bringing. Email bphillips@mtech.edu or scook@mtech.edu with any questions.

SINGO

GRADUATE DEFENSE: SCOTT HENSEL

You are invited to a graduate defense by Scott Hensel, Geochemistry, M.S., on **May 2** at

Advanced Materials, Design & Manufacturing Processes
Environmental Remediation, Assessment, & Restoration
Biomedical Science & Biotechnology

The four areas were developed in collaboration with the Research Advisory Committee. Please complete this short survey by selecting the broad and specialized areas under which your research falls. If your research/area of focus is not listed, there is an area below to write in your answer. Please contact Tim Tutty at ttutty@mtech.edu if you have questions or suggestions. [Take the survey](#)

FACILITIES WORK ORDER REQUESTS

The Facilities Department has a new webpage where you can submit a work order through the FAMIS system! The site can be found [here](#) or in the A-Z Guide under Facilities. On the landing page, you will see two dark green buttons (Facilities Service Work Order and How

2023 FISCAL YEAR-END PROCUREMENT INFORMATION

Complete all Procard transactions for FY23 prior to June 12, 2023

June 13th-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 FY24 expenses on July 1, 2023

No later than June 12, 2023:

Submit FY23 Invoices to Accounts Payable by June 12, 2023 @ Noon

Please understand that if the above deadlines are not met, we cannot guarantee that we will be able to process requests in the June