

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



### Seminars / Webinars

May 12, 2021 at 11:30 AM

Women's Networking Association Spring 2021 Virtual Event Series

Processing Change through Reflective Writing

Dr. Denise Acevedo, MSU Writing Rhetoric and American Culture

Register: <https://msu.zoom.us/meeting/register/tJ0kc-qrqD0tHNQBOX9wigfclt9wF-Fz-kz0>

### MSU Inclusion and Intercultural Initiatives Events

May 19, 2021 from 6:00-7:00 PM

Please join an online conversation between **MSU President Samuel L. Stanley Jr., M.D.** and newly appointed **Vice President and Chief Diversity Officer Jabbar R. Bennett, Ph.D.** This live, interactive discussion will address current events and the future of Michigan State University, especially focused on diversity, equity and inclusion (DEI) initiatives. [Register Here](#)

### Announcements

#### Master's degree and Ph.D. graduating students

The MSU College of Agriculture and Natural Resources (CANR) celebrates the Class of 2021!

In addition to the MSU commencement ceremonies, we'll recognize your accomplishments in a streaming CANR Celebration. Connect with us on the [CANR Facebook Page](#) on **May 7 at 4:00 PM** to hear congratulatory messages from the dean, directors and chairs across CANR.

Please join us as we take time out to celebrate your hard work and successes with other Spartans. We encourage you to invite your family and friends to this watch party.

Also, you can share photos in your cap and gown on social media using **#MSUGrad21** and **#CANRatMSU**.

FIND OUT MORE

- [CANR 2021 Celebration Website](#): Find student articles and awards! (Videos to come.)
- [Class of 2021 Kudos Board](#): See and share congrats!
- [CANR Facebook Page](#): Participate in the CANR Celebration event for graduate and doctoral students: **May 7 at 4:00 PM!**

## Announcements

### Updated PSM Key Authorization and PSSB Autoclave Access Forms

Both the PSM Key Authorization and PSSB Autoclave Access Forms have been updated. They are now in a fillable PDF format and will require both the faculty/staff member's signature and the signature of their PI/supervisor to process the request. For the PSSB Autoclave Access form, you will need to provide the front and back of your MSU ID card so that card reader access can be issued. The new forms have been attached to this newsletter. These forms are only for new requests. If you have a form on file, you do not need to resubmit.

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### PSM Drivers Certification Forms have been Updated

The PSM Drivers Certification Forms have also been updated to a fillable PDF format. The updated version of this form is attached to this newsletter. If you have a form on file for 2021 you do not need to resubmit your form.

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### IPF Building Notice: Fire Alarm Testing

#### Where?

Auditorium, Biochemistry, Central Services, College of Law, Communication Arts & Sciences, Data Center, Farrall Ag Hall, Food Science, Hannah Administration, Human Ecology, Library, Marshall Adams Hall, Molecular Plant Science (PSS), MSUFCU/IBM, MSU Museum, Packaging, **Plant and Soil Science**, Spartan Village Community Center, Surplus Store and Recycling, T.B. Simon Power Plant, Wells Hall, and Wharton Center

#### What is happening and why?

Testing of life-safety fire alarm systems. During the first hour of each test, technicians will test the speakers and strobes to ensure functionality. Technicians will then bypass the speakers and strobes in the facility to test all initiation devices on the fire alarm silently. Testing is an annual requirement of the National Fire Protection Agency.

#### When will this occur?

Between the hours of 6:00 AM and 4:30 PM, daily, Monday through Friday, beginning Monday, May 3 and lasting through Friday, May 28. Specific building dates can be found here: [Monthly Fire Alarm Testing - May to July 2021 | Infrastructure Planning and Facilities \(msu.edu\)](#)

#### How will this impact me?

IPF will come through the building and test all the fire alarm devices throughout the facility. Please be aware they may need to access offices, closets, and laboratories during these inspections. Building evacuation will not be required.

#### What do I need to do?

Please notify all personnel in your department. Your cooperation during this time is appreciated.

#### Who can I contact for more information?

**Corey Morris**, Planner/Inspector/Analyst-Life Safety Systems at 517-898-6632 or [morri504@msu.edu](mailto:morri504@msu.edu)

**Brian Powe**, Supervisor-Life Safety at 517-899-7197 or [powebria@msu.edu](mailto:powebria@msu.edu)  
IPF at 517-353-1760

## Announcements

### IPF Building Notice: Red Water Alert

#### What is happening and why?

The water tower will be taken offline so work can be performed on the interior of the tank, possibly resulting in water discoloration.

#### When will this occur?

Noon, Friday, April 23 through May 13.

#### How will this effect me?

During this work, water discoloration and pressure fluctuations may occur throughout campus. This discoloration is harmless in terms of sanitation and safety, but could affect clothing if used in laundry.

To find out more about how IPF is working to improve campus water quality and reduce the amount and severity of discoloration events, please read more about the water treatment plant at [https://ipf.msu.edu/water-quality-updates?utm\\_source=email&utm\\_medium=cmpswd&utm\\_campaign=rdwtralrt](https://ipf.msu.edu/water-quality-updates?utm_source=email&utm_medium=cmpswd&utm_campaign=rdwtralrt).

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### Town Hall on Open Access Hosted by the University Committee for the Library

The University Committee for the Library (UCL), which has been engaging in discussions about Open Access publishing. Open access as defined by the Bethesda Statement is a publication model based on free and unrestricted access to scholarly research output that is archived in at least one online repository supported by an academic, scholarly, or government agency.

The traditional model of scholarly publication relies on publishers to facilitate the process of selection, peer review, editing, and dissemination. Libraries, in turn, purchase and provide access to these published books and journals. Open Access is an alternative publishing model that retains the selection, peer review, editing and dissemination, but makes the published work available for free to all users from the point of publication. The costs of publishing are borne not by the readers but by the authors themselves, government grants, universities, and other agencies. For more information on Open Access please visit: [Open Access information](#). The University Committee for the Library has been engaging in discussions about Open Access publishing with the ultimate goal of improving dissemination and access to knowledge. Recently, faculty were surveyed about their thoughts on Open Access. We would like to share the results of that survey with the faculty as well as provide updates on steps the Library is taking to facilitate Open Access publishing.

A town hall is scheduled for May 11 from 3:00-4:00 PM via Zoom.

Please send any questions or comments to the UCL Chair, **Dr. David Ferguson** ([fergu312@msu.edu](mailto:fergu312@msu.edu)).

Please click the link below to join the webinar:

<https://msu.zoom.us/j/95795135402?pwd=MC9VUHVIU1p4eE9UdTVBQXhXLzVSUT09>  
Passcode: 387166

### PSM Policy

30+ Business days before deadline: Intent to submit a proposal needs to be forwarded to department administrator **Emily Williams**.

12 Business days before deadline: Items needed to route proposal document: draft budget.

5 Business days before deadline: Need final version of all documents: final budget, statement of work, justification, and MSU commitment form.

3 Business days before deadline: Final review of the package and submit the completed proposal document for approvals.

### ABR ORS Office Policy

The policy for assistance from ABR-ORS are for projects \$100,000 or higher. All other projects must go through PSM.

30+ Business days before deadline: Complete the on-line ABR-ORS Proposal Request Form.

8 Business days before deadline: Items needed to route proposal document: draft project summary, final budget, statement of work, justification, and final subcontract documents.

5 Business days before deadline: Need final version of all documents: narrative, abstract, references, letters of support, vitae, current & pending, appendices, etc.

3 Business days before deadline: ABR-ORS will make final reviews of the package and submit the completed proposal document to OSP.

1 Business day before deadline: OSP will review and submit to the agency.

### OSP Office Policy

10 Business days before deadline: Solicitation and/or intent needs to be forwarded to OSP with PD number.

6 Business days before deadline: Need final version of all documents: budget; narrative, abstract, references, letters of support, current & pending, etc.

3 Business days before deadline: Complete proposal for submission.

### Late Proposals

A proposal is considered late when the PI, their administer, or the department/college pre-award office provides the complete proposal to OSP with less than 3 full business days prior to the submission deadline.

### At-Risk Proposals

A late proposal is considered at-risk when it is provided to OSP within 8 business hours of the submission deadline. At-Risk approval from the Research Dean is required.

Faculty/staff risk the submission of their proposal if they fail to adhere to these procedures.

## Upcoming MSU Professional Development Opportunities

### **The Power of Habit - Limited Space Available!**

**May 19, 2021 from 8:30 AM-4:00 PM**

Habits are predictors of long-term performance, but many of us struggle to manage our habits and achieve the outcomes we want. Discover how habits are created and how to replace undesirable habits with productive ones.

[The Power of Habit \(msu.edu\)](https://www.msu.edu/development/the-power-of-habit)

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### **Maximizing the Spartan Experience**

**May 20, 2021 from 9:30-11:30 AM**

Whether your customers are students, colleagues, or vendors, providing a high level of service - also known at MSU as Delivering Outstanding Spartan Experiences - is key. In this updated version of the popular *The Spartan Experience* training, participants will learn how to plan, develop, and maintain high customer service standards.

[Maximizing the Spartan Experience \(msu.edu\)](https://www.msu.edu/development/maximizing-the-spartan-experience)

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### **Crucial Conversations**

**Multi-day course begins May 24, 2021**

Learn step by step tools for promoting open, honest dialogue around high-stakes, emotional, or risky topics - at all levels of your organization.

[Crucial Conversations \(msu.edu\)](https://www.msu.edu/development/crucial-conversations)

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### **Query Studio**

**June 9, 2021 from 1:30-4:30 PM**

An adhoc reporting tool, Query Studio can be used to produce queries against data. After receiving this training, participants will have access to the query Studio tool.

[Query Studio \(msu.edu\)](https://www.msu.edu/development/query-studio)

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## **Job Announcements**

**Department of Plant, Soil and Microbial Sciences**

### **Professional Aide**

Professional Aide - MSU Agronomy Farm

Job # 702666

Closes May 17, 2021 at 11:55 PM

<https://careers.msu.edu/en-us/job/506422/professional-aide>

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### **Professional Aide**

Wheat Research Assistant

Job # 702668

Closes May 9, 2021 at 11:55 PM

<https://careers.msu.edu/en-us/job/506421/professional-aide>

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### **Research Associate - Fixed Term**

The Department of Plant, Soil and Microbial Sciences invites applications from outstanding candidates for a fixed term Research Associate position in the are of: Plant responses to nutrient deficiency, with a main focus on phosphorus starvation.

Job # 700439

Open Until Filled

<https://careers.msu.edu/en-us/job/506404/research-associatexfixed-term>



## Job Announcements

### Department of Plant, Soil and Microbial Sciences

#### Research Administrator II

The Department of Plant, Soil and Microbial Sciences seeks a motivated, organized, team player for a lead role in the departmental finance team, working closely with faculty and administrative staff to manage pre and post award accounts, monitor department's EBS account system, generate high quality reports, forecast expenditures, and assist with pre award fellowships and commodity proposals.

Job # 698104

Closes May 9, 2021 at 11:55 PM

<https://careers.msu.edu/en-us/job/506223/research-administrator-ii>

### COVID-19 Updates

- On Monday, May 10 from 9:00 AM-12:00 PM, MSU will hold a one-day Johnson & Johnson vaccine clinic at the north end of the MSU Pavilion for Agriculture and Livestock Education. Members of the MSU community may schedule an appointment or walk in anytime during the clinic to receive this single-dose vaccine. [Schedule Appointment with Ingham County Health Department \(acuityscheduling.com\)](#)

For those looking for more information about this vaccine, MSU C.S. Mott Endowed Professor of Public Health and Associate Dean for Public Health Integration **Dr. Debra Furr-Holden** answers some of the commonly asked questions about the Johnson & Johnson vaccine in this ask the expert. [Ask the Expert: Should people get the J & J vaccine? | MSUToday | Michigan State University](#)

- The walk-up clinic will resume Pfizer vaccines for the MSU community at the north end of the Pavilion on May 11. They also can schedule an appointment at any time for the county vaccination drive-thru clinic at the Pavilion, which runs Monday-Friday each week. That clinic, also providing the Pfizer vaccine, is open to all Michigan residents. [Schedule Appointment with Ingham County Health Department \(acuityscheduling.com\)](#)
- MSU Health Care Inc. on Tuesday, May 11, will begin providing vaccines to its patients, students, faculty, staff, and retirees at the MSU Health Care Pharmacy located at 4660 S. Hagadorn Road, Suite 100. Appointments are available Tuesdays and Thursdays from 12:00-4:00 PM and on Wednesdays and Fridays from 9:00 AM-1:00 PM. [MSU Health Care Pharmacy Covid-19 Vaccine - MSU Health CarePharmacy](#)
- The Capital Area Transportation Authority (CATA) is providing free transportation to and from appointments 7 days a week to these and other vaccine locations throughout Ingham County. Call 517-394-2282 to schedule your trip, which must be scheduled at least 24 hours before your appointment.
- University Physician **David Weismantel** asked all students, faculty and staff to complete a [survey](#) to determine interest levels in receiving the COVID-19. This is part of the university's efforts to ensure it is doing the best job to meet the needs of the community. [Qualtrics Survey | Qualtrics Experience Management](#)
- The campus wide Spartan Health Screening form can be found at <https://covidresponse.msu.edu/health-screening>.

### Vehicle Use Policy

Please see the attached COVID-19 Vehicle Occupancy Guidance. (Sept 2020)

## Face Coverings

Face coverings should:

1. be non-medical grade to maintain supplies for health care use,
2. fit snugly against the side of your face,
3. cover your nose and mouth,
4. be secured with ties or ear loops **and**
5. allow for breathing without restriction.

Cloth face coverings should only be worn for one day at a time, and they must be properly hand washed or laundered with soap/detergent before subsequent use. Face coverings may vary (for example, disposable non-medical masks or neck gaiters are acceptable).

In addition to wearing face coverings, whether you are on- or off-campus, you also must adhere to the guidelines and recommendations from the [Centers for Disease Control and Prevention \(CDC\)](#) as well as federal and [state government](#) authorities, in order to protect your own health and the health of the entire MSU community.

## Food and Drink Policy

### Food and Drink Policy - Addendum to the PSSB Reopening Plan 7/23/2020

Based on the changing Executive Orders and needs of the MSU community, food consumption will be allowed in PSSB in posted designated areas. Please keep in mind that this change in policy may pose an increased risk of exposure and it is important to observe physical distancing, follow disinfecting protocols and spend minimal time in the room.

To meet these goals and maximize safety, the PSSB building SOP plan has been modified to:

- Note that it is always preferable to eat outside of the building when possible
- Conference and break rooms on the second floor will be open for food consumption. Please limit your time to 30-min to accommodate colleagues/other building occupants.
  - A279 - Horticulture conference room - maximum occupancy is 5
  - A271 - PSM conference room - maximum occupancy is 6
  - A246 - Break room - maximum occupancy is 5
- Maximum occupancy signs will be posted on each door. If the room is fully occupied, please check another designated space. If all conference and break rooms are fully occupied, check back later.
- Masks must be worn in each room unless actually consuming food.
- Kitchenettes will continue to be closed. There is no microwave or refrigerator usage allowed.
- Everyone should bring and remove all personal supplies for eating.
- The user is required to disinfect the space before and after each use following EPA approved guidelines (70% alcohol for 5-min; Sani-wipes for 3-min). Disinfectants will be present in the room.
- Snacks and community food to share should not be brought to work.

## Protocol - MSU COVID 19 Testing and Reporting

Please see this link <https://msu.edu/together-we-will/students-parents/> and <https://msu.edu/together-we-will/faculty-staff/> for current COVID-19 testing and reporting protocol.

MSU Faculty, Staff, and Students with COVID-19 health-related questions, please call the MSU Health Care COVID-19 Triage line at 855-958-2678. The MSU Health Care COVID-19 Triage line is available 6:00 AM to 12:00 AM (Midnight), 7 days a week.

Campus Information and Updates: <https://msu.edu/coronavirus/>  
CDC guidance regarding COVID-19 <https://www.cdc.gov/coronavirus/index.html>

## Travel

**Christiina Donley** and **AnnMarie Guldner** will be holding 3 travel training/refresher sessions. Please feel free to join in if you have any travel questions that you would like answered. It would be helpful if we they were listed as your travel delegates prior to the meetings (see attached). This will allow them to log into your travel profiles if needed. Please review (and save for future reference) the attached travel references sheets.

Tuesday, May 11 from 10:00-11:00 AM  
<https://msu.zoom.us/j/93140752554>  
Meeting ID: 931 4075 2554  
Passcode: 228376

Wednesday, May 19 from 2:00-3:00 PM  
<https://msu.zoom.us/j/96670950274>  
Meeting ID: 966 7095 0274  
Passcode: 467217

Tuesday, May 25 from 12:00-1:00 PM  
<https://msu.zoom.us/j/93315747481>  
Meeting ID: 933 1574 7481  
Passcode: 688000

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### **UPDATED: Blanket Travel Request Forms**

PSM has updated our policy on blanket trip request forms. Previously, we submitted our blanket request forms by fiscal year. **We have updated this policy to calendar year.** Please update your blanket request forms to reflect this change.

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### **Assistance Resources**

Travel policy and travel program support: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu) or 517-355-5000  
Concur: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

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### **PSM Travel Contact**

**AnnMarie Guldner** is the contact for PSM travel questions. AnnMarie can be reached at either 517-353-0120, [guldner1@msu.edu](mailto:guldner1@msu.edu), [PSM.HR@msu.edu](mailto:PSM.HR@msu.edu), or on Teams chat. If you would like AnnMarie to review your travel profile, please make sure that you have her added as your travel delegate. Instructions will be attached to this newsletter.



## PSM Payroll Time Reporting

Due Date Reminders for **biweekly payroll** (includes labor and student)

Reminder: If your employee's time is not submitted, they will not be paid.

- For the May 21<sup>st</sup> pay date (for time worked from April 25-May 8) your time is due by 5:00 PM on Tuesday, May 11<sup>th</sup>.
- For the June 4<sup>th</sup> pay date (for time worked from May 9-22) your time is due by 5:00 PM on Monday, May 24<sup>th</sup> (**Early Due Date**).
- For the June 18<sup>th</sup> pay date (for time worked from May 23-June 5) your time is due by 5:00 PM on Tuesday, June 8<sup>th</sup>.

## MSU Academic Calendar

### Summer 2021

May 17	Classes Begin
May 31	Holiday - University Closed
July 2	Middle of Semester
July 5	Holiday - University Closed
August 19	Classes End
Last Class Day	Final Exams

### Summer 2021

May 17	Classes Begin
May 31	Holiday - University Closed
June 9	Middle of Semester
July 1	Classes End
Last Class Day	Final Exams

### Summer 2021

July 6	Classes Begin
July 28	Middle of Semester
August 19	Classes End
Last Class Day	Final Exams

### Fall 2021

September 1	Classes Begin
September 6	Holiday - University Closed
October 20	Middle of Semester
October 25-26	Break Days
November 25-26	Holiday - University Closed
December 12	Classes End
December 13-17	Final Exams
December 24-27	Holiday - University Closed
December 17-18	Commencements
Dec 31 - Jan 3	Holiday - University Closed

## PSM Office Contact Information / Hours

AnnMarie Guldner	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Monday-Friday	7 AM-3 PM
Brian Horgan	<a href="mailto:horganb@msu.edu">horganb@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Christiina Donley	<a href="mailto:tymoszew@msu.edu">tymoszew@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Dominic Colosimo	<a href="mailto:colosi14@msu.edu">colosi14@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Emily Williams	<a href="mailto:emilywil@msu.edu">emilywil@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Gina Centeno	<a href="mailto:centeno@msu.edu">centeno@msu.edu</a>	Monday-Friday	8:15 AM-2:45 PM
Hannah O'Mara	<a href="mailto:omarahan@msu.edu">omarahan@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Lee Duynslager	<a href="mailto:duynslag@msu.edu">duynslag@msu.edu</a>	Monday-Friday	8 AM-12:30 PM & 1-4:30 PM
Lisa Bowen	<a href="mailto:bowenli1@msu.edu">bowenli1@msu.edu</a>	Monday-Friday	8 AM-4 PM
Mackenzie Graham	<a href="mailto:graham2@msu.edu">graham2@msu.edu</a>	Monday-Friday	8 AM-12 PM & 12:30-4:30 PM
Rachel Jorgensen	<a href="mailto:eschrach@msu.edu">eschrach@msu.edu</a>	Monday-Friday	6:30 AM-3:00 PM

## Newsletter Submissions

Next week's newsletter will be sent out on Wednesday, May 12<sup>th</sup>.  
Please send any submissions to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu)  
by Tuesday, May 11<sup>th</sup> at 10:00 AM (**early due date**).