

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



**Congratulations!**

Congratulations to **Lisa Bowen** who was awarded the 2021 PSM Staff Employee of the Year!



**Seminars/Webinars**

**October 18, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Austin McCoy**

Title: *Phytophthora sojae* pathotype distribution and fungicide sensitivity in Michigan

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>

Meeting ID: 943 5784 4874      Passcode: plp

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**October 21, 2021, 9:00-11:00 AM**

**Well-being at Work Conference**

Whether you are working with others in person or remotely this year, the WorkLife Conference is here to help you discover new tools, learn from experts, connect with colleagues, and set goals to improve your well-being at work. Well-being is important for individuals and workgroups no matter the season or workplace location.

Join us as we explore the questions that have surfaced in the ranks of faculty and staff, supervisors, and leaders who are focusing on how to create and maintain healthier, more productive workplaces and teams. [Learn More.](#)  
[Register Today](#)

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**October 21, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Hashini Dilrukshi, Ph.D.**

PSM, Appointment Seminar

Title: Human-Centered Design and Innovation for Agricultural Development

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

## Seminars/Webinars

**October 25, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Erin Lauwers**

Title: Development of bacteriophage for management of bacterial canker of sweet cherry

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>

Meeting ID: 943 5784 4874

Passcode: plp

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**Wednesday, October 27, 2021, 12:00-1:30 PM**

**Woman's Networking Association Event**

**Building Up the Woman Around You: Panel**

Panel Includes: **Brenda Nelson, Deborah Johnson, Heather Shea, and Amy Martin**

<https://worklife.msu.edu/events/womens-networking-association-building-women-around-you-panel>

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**October 28, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Michael Kantar, Ph.D.**

University of Hawaii at Manoa

Title: Where do crop wild relatives live and how do you pick the one to use?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 1, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Ross Hatlen**

Title: Investigating chemical control options for halo blight of hops

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>

Meeting ID: 943 5784 4874

Passcode: plp

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**November 4, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Jennifer Kimball, Ph.D.**

University of Minnesota

Title: Domestication and Breeding of a North American Grain, Northern Wild Rice (*Zizania palustris* L)

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 8, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Nik Zainal Alam**

Title: Fungicide Sensitivity of *Cercospora zae-maydis*, the casual agent of Gray Leaf Spot Disease on Corn

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

## Seminars / Webinars

November 15, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: **Nikki Lukasko**

Title: Fungicide resistance in *Botrytis cinerea* from ornamental greenhouses

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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November 17, 2021, 12:00-1:00 PM

Women's Networking Association

Mitigating Bias in Hiring with Tina Alonzo

<https://worklife.msu.edu/events/wna-mitigating-bias-hiring>

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November 18, 2021, 4:00-5:00 PM

2021 PSM/HORT Fall Seminar Series

Tammy Long, Ph.D.

MSU Department of Plant Biology

Title: What can modeling-based instruction teach us about student thinking?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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November 22, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: **Tara Watkins**

Title: Evaluation of fungicide applications on Fusarium head blight and grain quality parameters of winter barley in Michigan

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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November 29, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: **David Perla Martinez**

Title: Vegetables disease management using host resistance and fungicides

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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December 2, 2021, 4:00-5:00 PM

2021 PSM/HORT Fall Seminar Series

Michael Gore, Ph.D., Cornell University

Title: Building a nutritious and resilient food system through advances in crop genomics and phenomics

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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December 7, 2021, 12:00-1:00 PM

Women's Networking Association

Trivia on Famous Women/Winter Networking

[Women's Networking Association: Holiday Fun/Trivia on Famous and Historical](#)

[Women | MSU WorkLife Office](#)

## Announcements

### Campus Influenza Immunization Clinics

The Office of the University Physician will be hosting influenza immunization clinics for MSU faculty, staff and benefits-eligible family members in October and November.

#### 2021 Public Influenza Immunization Clinic Schedule

10/18/2021	11:30 AM-1:30 PM	Veterinary Diagnostics Lab - Room 101
10/22/2021	11:30 AM-1:30 PM	Engineering - Dean's Conference Room 3405 A&B
10/25/2021	11:30 AM-1:30 PM	FRIB - 1300 Area
11/09/2021	10:30 AM-1:30 PM	Main Library - Green Room W444
11/10/2021	11:30 AM-1:30 PM	Food Stores - Conference Room 101
11/15/2021	11:30 AM-1:30 PM	Vet Med - A174
11/19/2021	11:30 AM-1:30 PM	Administration - Board Room 401

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### Mental Health Matters: Resources from MSU

#### MSU Health 4 U

- [MSU Grief and Loss Support Group - MSU Health4U](#): Specialized counselors facilitate weekly online support sessions on Tuesdays for those experiencing grief and loss
- [The Healing Power of Guided Imagery - MSU Health4U](#): Guided imagery is a form of directed day-dreaming that relaxes the mind and engages the senses in the physical and emotional healing process.
- [Resources \(Emotional Wellness\) - MSU Health4U](#): Increase your emotional resilience and psychological flexibility with resources on topics ranging from [Gardening and Mental Health - MSU Health4U](#) to [Rest and Creative Idleness - MSU Health4U](#) and so many more.

### Employee Assistance Program Counseling Services

The [MSU Employee Assistance Program](#) is a confidential counseling service provided at no cost to MSU faculty, staff, retirees, graduate student employees, and their families. Learn how to make an appointment on the EAP website. These appointments are offered virtually through Zoom or in-person if you are comfortable. This is the only direct-through-university program offered for employees currently, so the wait time for an appointment is higher than normal. If you are in need of support earlier than EAP can offer, check out the offsite resources below.

### Teladoc and Best Doctors Service

As a reminder, benefit-eligible employees also have access to [Teladoc](#) and [Best Doctors Behavior Health Navigator](#) for mental health services. Teleadoc offers 24/7 access to a healthcare professional via web, phone or mobile app for employees enrolled in an MSU health plan. Employees and their dependents over 18 can also receive medical care for behavioral health (depression, anxiety, grief counseling, addiction, etc.). If deemed medically necessary, a prescription will be sent to the pharmacy of your choice. The Behavior Health Navigator can help you get a second opinion on any medical decisions and access to caching and online educational tools.

Your mental health matters and MSU resources and benefits are available to get you - or keep you - on the path to a health body and healthy mind.

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### Roundtable with MSU Tech Transfer

**Tuesday, October 19, 2021, 4:00-5:00 PM**

Learn more about career options in tech transfer, how to protect intellectual property, and how to engage in commercial partnerships

Speakers: [Julia Miller, Ph.D. Miller, Julia - MSU Innovation Center](#) and [Tom Herlache, Ph.D., J.D. Herlache, Tom - MSU Innovation Center](#)

Sign-up Link: [Roundtable with MSU Tech Transfer \(google.com\)](#)

## Announcements

This is a reminder that the Payroll department is continuing to service employees remotely. If an employee requires in-person service, an appointment may be scheduled by call 517-355-5010 or emailing [payroll@ctrl.msu.edu](mailto:payroll@ctrl.msu.edu).

For any employees that are receiving physical paychecks, all checks are mailed three days prior to the pay date to their home address in SAP.

Employees are also encouraged to visit their website at [Office of the Controller - Payroll \(msu.edu\)](#) which contains a lot of information to assist in answering any questions or resolving issues.

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### PSSB Lactation Room

PSSB has a lactation room on the first floor. If you need to use this room, please contact **AnnMarie Guldner** ([guldner1@msu.edu](mailto:guldner1@msu.edu)) for room reservations and key check-out.

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### MSU Benefits Open Enrollment

#### Time to Choose Your Benefits for 2022: MSU Open Enrollment Starts October 1

It's more important than ever to make sure you have the best benefit options selected for you and your family. You'll find a variety of resources on the MSU HR website to learn about options and changes for the 2022 plan year. Please participate in Open Enrollment through the EBS Portal between October 1-31.

<https://hr.msu.edu/open-enrollment/index.html>

### Benefits Fair + HR Site Labs

MSU HR is offering a virtual fair this year, which will be available the entire month of October and contain a virtual booth for each MSU benefit vendor, along with MS HR and select MSU units. Find materials, videos and more to help you learn about benefit options.

MSU HR will also offer site labs on October 19, 26, and 29 to allow employees the opportunity to receive assistance with enrollment or ask questions about benefit options. We encourage you to participate in a site lab virtually. We have limited in-person assistance available by appointment for those who are unable to participate virtually.

[Learn About the Virtual Benefits Fair](#)

[Learn About the HR Site Labs](#)

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### Recycling Update

Changes have been made to what can be recycled in our building and the rest of campus. This is due to staffing shortages and a lack of markets for much of the plastics that we used to recycle. Please see the sign attached to this newsletter. Take note that we can only recycle plastic bottles and tubs, so NO pipet tip boxes and other plastics. Also, a reminder to take off all labels and stickers on Styrofoam coolers and boxes before recycling. Please contact **Sue Hammar** ([hammar@msu.edu](mailto:hammar@msu.edu)) with any questions.

## Announcements

### MSU IT Service Alert

MSU IT has scheduled several improvements in October and November to enhance network security, stability and functionality. Please note, you may experience intermittent interruptions in service during the following dates and times:

- Sunday, October 24<sup>th</sup> from 5:00-6:00 AM
- Saturday, November 6<sup>th</sup> from 11:59 PM to 2:00 AM on Sunday, November 7<sup>th</sup>
- Saturday, November 20<sup>th</sup> from 11:59 PM to 2:00 AM on Sunday, November 21<sup>st</sup>

Off-Campus Users: Access to MSU internet-based services including the virtual private network (VPN), also known as Campus VPN, MS secure remote access, or F5 BIG-IP Edge, may experience a disruption in service during the posted times.

ON-Camps Users: If you are located on MSU's campus during these maintenance windows, your internet connectivity may be impaired intermittently, including access to cloud-based services such as Spartan 365 and D2L.

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### ACRS Monthly Meeting and Dinner (see flyer attached to this newsletter)

- **November 5, 2021, 4:00-5:00 PM**  
Meet in the MPS Atrium  
Dinner to follow, Location TBD
- **December 3, 2021, 4:00-5:00 PM**  
Meet in the MPS Atrium  
Dinner to follow, Location TBD

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### 11<sup>th</sup> Annual Avian Science Club Thanksgiving Turkey Sale!

Order a delicious Thanksgiving turkey from the MSU Avian Science Club. Turkeys are raised by Avian Science Club members, which provides hands-on poultry experience with live birds and processing. Proceeds from your purchase allows the MSU Avian Science Club to continue providing opportunities for students who are passionate about the poultry industry. This year, turkeys will be ranging from 14-18 pounds at \$2.85 per pound and will be fresh. Order soon as these turkeys will be gobbled up fast! Please contact [sachssha@msu.edu](mailto:sachssha@msu.edu) with any questions. (Order form attached to this newsletter)

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### 2022 Jack Breslin Distinguished Staff Award Call for Nominations!

The Jack Breslin Distinguished Staff Award is presented annually to 6 university support staff members, hand-selected by the Selection Committee from nominations received by the recipients' colleagues. Nominations for the 2022 award and the [Nomination Form](#) and accompany materials are due by October 30, 2021. Selection criteria for recipients include overall excellence in job performance, supportive attitude and contributions to the unit or university that lead to improved efficiency or effectiveness, and valuable service to the university. Please see the [HR Website](#) for further details.

## Announcements

### WC Speaker Series - Storytelling as Activism

Join over Zoom from 1:00-2:30 PM for talks from:

#### Dr. Lamar Johnson

- November 4, 2021 "Blackness Is, Blackness Ain't: Racial Storytelling as Activism"

#### Dr. Andrea Riley-Mukavetz

- January 27, 2022 "An Affinity for Spiky Things: Stories on Making Indigenous Space in Higher Education"

#### Dr. Travis Webster

- February 27, 2022 "Queerly Centered Stories: LGBTQIA+ Writing Center Leadership, Twenty-First Century Activism, and Disciplinary Sustainability"

#### Dr. Aja Martinez

- April 1, 2022 "The Responsibility of Privilege: A Critical Race Counterstory Conversation for Allies and Accomplices"  
Keynote Address at ECWCA Conference

RSVP for each event by going to <https://tinyurl.com/WC-Storytelling-Activism>

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### Worklife Office Family Group

The WorkLife Office will resume Family Affinity Group meetings. This group provides a virtual place for Spartans to connect and share about parenting and caregiving for the children in our lives. We will discuss related family topics with the goal of educating, sharing best practices, and building community.

Please make sure to mark your calendars to join us on the upcoming dates. Presenters will be announced soon.

Meeting time: 12:00-1:00 PM

November 11th : <https://worklife.msu.edu/events/family-affinity-group-2>

December 9th : <https://worklife.msu.edu/events/family-affinity-group-3>

January 13th : <https://worklife.msu.edu/events/family-affinity-group-4>

February 10th : <https://worklife.msu.edu/events/family-affinity-group-5>

March 10th : <https://worklife.msu.edu/events/family-affinity-group-6>

April 14th : <https://worklife.msu.edu/events/family-affinity-group-7>

May 12th : <https://worklife.msu.edu/events/family-affinity-group-8>

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### Jump into fall with ACRS

October 24, 2021, at 2:00 PM

Uncle John's Cinder Mill

Apples, Pumpkin Patch, Corn Maze & More!

See flyer attached to this newsletter

## Announcements

### **Invitation to Participate: Community-building in the classroom: Including DEI principles as part of the curriculum**

We are inviting all educators to this Faculty Learning Community (FLC) who are interested in moving from having conversations about DEI in the classroom to applying and practicing DEI in the classroom. We will brainstorm, develop, ponder different strategies that can be implemented to building community through an in-class student mentorship program. We will provide tools and strategies to empower undergraduate students to be co-creators of the learning experiences.

- **Jeno Rivera**, Associate Professor RCAH & CANR Community Sustainability; Director CANR Bailey Scholars Program
- **Maria Rubino**, Professor, CANR School of Packaging  
Meet virtually in Wells Hall 303 or virtually via Zoom one Wednesday a month from 3:00-4:30 PM on October 27, November 17, and December 15

[RSVP Here](#)

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### **Career Services Network - Fall 2021**

Visit Handshake ([msu.joinhandshake.com](https://msu.joinhandshake.com)), search for CSN Fall Series, and select event to register and receive Zoom link for each workshop.  
Workshop Times: EDT

#### **Writing Resumes and Cover Letters**

- October 20, 11:00 AM-12:00 PM

#### **More than a Major**

- October 20, 7:00-8:00 PM

#### **10 Tips for LinkedIn: Social Media for Work**

- October 28, 11:30 AM-12:20 PM

#### **Job Search Workshop**

- November 10, 12:00-12:45 PM

## **Fall 2021 Learning & Development Opportunities**

### **Upcoming Virtual OPD Courses**

Select Organization and Professional Development (OPD) courses are available in a live, online format. The following courses are open for registration in the EBS Portal. Employees may use available educational assistance funds to pay for these programs.

#### **Introduction to Process Mapping**

**November 3, 2021, from 9:00 AM-12:00 PM**

Gain the knowledge and skills needed to confidently begin your process improvement journey.

<https://hr.msu.edu/professional-development/courses/business-analysis/introduction-to-process-mapping-november.html>



## Fall 2021 Learning & Development Opportunities

### Conflict Management and Non-Escalation

November 3 & 4, 2021, from 1:00-5:00 PM

This training will prepare you to apply skills to real-life situations and retain those skills over time

<https://hr.msu.edu/professional-development/courses/communication/conflict-management.html>

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### Crucial Conversations

Multi-day course begins November 8, 2021

Utilize step-by-step tools for promoting open, honest dialogue around high-stakes, emotional, and risky topics

<https://hr.msu.edu/professional-development/courses/communication/crucial-conversations-november.html>

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### Mitigating Bias in Hiring

November 9, 2021, from 1:00-2:30 PM

Examine best practices and procedures for reducing bias in the screening and interview process.

<https://hr.msu.edu/professional-development/courses/human-resources/mitigating-bias-in-hiring-november.html>

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## Job Announcements

### Undergraduate Research Assistant

The USDA-ARS Food Legume Quality Genetics lab at MSU is looking for an undergraduate research assistant. Please see the job posting attached to this newsletter.

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### Research Associate - Fixed Term

Job # 738547

The (Merewitz) Holm plant physiology laboratory at MSU is looking for a post-doctoral researcher. The research will focus on winterkill and other abiotic stresses of turfgrasses and agricultural grass species such as wheat and barley.

<https://careers.msu.edu/en-us/job/508268/research-associatefixed-term>

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### Technical Aide

Job # 741383

Plant Genetics Data Analyst

<https://careers.msu.edu/en-us/job/508264/technical-aide>

## Job Announcements

### Research Technologist I

Job # 438947

The Department of Plant, Soil and Microbial Sciences at Michigan State University, College of Agriculture and Natural Resources is seeking a Research Technician.

<https://careers.msu.edu/en-us/job/508220/research-technologist-i>

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### Research Associate - Fixed Term

Job # 737350

We seek an excellent post-doctoral associate to conduct research exploring plant-microbiome mediators of plant stress resilience. Strong quantitative skills and experience with bioinformatic and statistical analyses of microbial communities is expected. The successful applicant will be independent, motivated, and able to work as part of a collaborative team.

<https://careers.msu.edu/en-us/job/508193/research-associatefixed-term>

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### Research Associate - Fixed Term

Job # 733007

Post doctoral research associate position is available to work with the **Dr. Alexandra Kravchenko** and **Dr. Andrey Guber** team.

[https://www.canr.msu.edu/people/kravchenko\\_alexandra](https://www.canr.msu.edu/people/kravchenko_alexandra)

[https://www.canr.msu.edu/people/andrey\\_guber](https://www.canr.msu.edu/people/andrey_guber)

<https://careers.msu.edu/en-us/job/508029/research-associatefixed-term>

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### Research Associate - Fixed Term

Job # 717388

The Department of Plant, Soil and Microbial Sciences at Michigan State University, in collaboration with the USDA Forest Service Northern Research Station, is seeking a highly motivated Research Associate for a project investigating interactions between biotic and abiotic controls on assisted migration in northern forests.

<https://careers.msu.edu/en-us/job/507365/research-associatefixed-term>

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### Research Associate - Fixed Term

Job # 700439

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

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

## COVID-19 Updates

### Masks required indoors, including at Spartan Stadium

All individuals are required to wear masks indoors in all MSU campus buildings. With this policy in place, face coverings must be worn by everyone in attendance when in an indoor area of Spartan Stadium, unless actively eating or drinking. This includes, but is not limited to, the concourse of Spartan Stadium, restrooms, elevators, indoor suite and club areas and the press box.

## COVID-19 Updates

The University is requiring all MSU students, faculty and staff to be vaccinated against COVID-19 and wear appropriate face coverings indoors. [Learn More](#)

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### COVID-19 Guidance

The Office of the Provost has created the guidance [Found Here](#) for students, faculty, graduate and undergraduate student instructors, and staff on what steps to take in various scenarios related to COVID-19 exposure, testing and confirmed cases. Please note, these protocols have changed over the past few months and likely will continue to change into the future based on federal, state and local public health guidance. Please check back here regularly for the latest guidance.  
(Last updated 09/30/2021)

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### COVID-19 Frequently Asked Questions

FAQs regarding face coverings, the COVID-19 vaccine mandate and questions specific to students and employees are frequently updated on the Together We Will website. [Read More](#)

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### Self-Monitoring

Symptoms may appear 2-14 days after exposure to the virus. Using whichever tools and processes are made available by the university, pay attention for the appearance of possible flu-like symptoms, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Public health officials, including the CDC, will continue to update the list as they learn more about COVID-19. If you begin exhibiting symptoms, stay home and contact the Olin Health Center's 24-hour nurse line at 517-353-5557 or your personal health care provider.

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### COVID -19 Testing

On-campus testing is being offered free of charge to members of the MSU community via the [Early Detection Program](#). Results are typically available 24-36 hours after submitting a sample. Off campus testing is also available at several East Lansing area locations.

<https://msu.edu/together-we-will/>

## Travel

### Car Rental Agreement Update - Enterprise and National Car Rental

MSU, in partnership with our Big 10 partner schools, has established a new contract with Enterprise/National Car Rental agency, replacing the expired agreement. Please see below for important changes affecting rates, terms and Emerald Club membership.

#### New Program Details (effective October 1, 2021)

- Daily city surcharges will be added to certain cities Enterprise/National has identified as higher cost operating environments. The surcharges apply only to certain markets and the surcharge amounts are based on the operating costs in those markets. An updated list of the Daily City Surcharges can be reviewed on the [Ground Transportation](#) page located on the [Travel@State](#) website.
- Damage Waiver (DW)
  - Business rentals - included
  - Leisure/personal rentals - not included
- Daily rental rates have not changed for most rental categories.
- Mileage is included.
- Larger vehicle (ex. large, van, premium, passenger van) rates have been increased.
- Drop charges added to rentals not returned to original rental location.

#### Personal (Leisure Use) Rates

- Business use rates are not available for personal use due to insurance restrictions BUT,
  - Preferred discount rates are available for MSU employees only renting for personal/leisure. To access these negotiated non-business (personal leisure use) rates Visit [MSU Non-Business Car Rental Booking](#)
  - Must be logged into your MS account to access this page

#### Using Concur to Book Travel

- Using Concur to book travel ensures MSU's negotiated rates and amenities are applied with every car rental (air and hotel too) as well as real-time access to a live travel agent 24/7/365. To log into Concur through EBS.

#### Emerald Club Program ACTION REQUIRED

With the new agreement comes the need to add the MSU program to your Emerald Club profile. This will enable access to the new contracted rates (both business and personal use). To update your Emerald Club account:

1. Click "Enroll Now" Button
2. Enter your drivers license number, last name, issuing authority (state that issued drivers license, and click on the SEARCH button at the lower right of the screen.
3. Instructions will be presented in the window that populates after you have clicked "SEARCH".
4. Follow the instructions and, if the system finds a membership based on the information provided, your Emerald Club account will be updated with the new MSU discount program.
5. Please see the update attached to this newsletter for additional guidance.
6. Some things to be aware of:
  - If you do not follow above instructions, negotiated discounts and included DW insurance will not be included on future bookings.
  - Any bookings made prior to the October 1, 2021 conversion will revert to retail, non-negotiated rates. Updating your Emerald Club account will apply the discounted contract rates to bookings made October 1 forward.
  - A reference FAQ is attached to this newsletter to assist with this process.
  - If the system is not able to locate a profile based on the information entered, this could mean that your Emerald Club membership has expired or, for some reason no longer valid.

## Travel

### MSU Concur Kick-Start Reintroduction Webinar: Request, Travel, Expense Session 1

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1\\_yj5018bi](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1_yj5018bi)

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### MSU Concur Kick-Start Reintroduction Webinar: Booking Travel and Triplt Pro App Session 2

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+Triplt+Pro+App/1\\_zy9owobv](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+Triplt+Pro+App/1_zy9owobv)

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### MSU Concur Kick-Start Reintroduction Webinar: Groups and Guests Tools Session 3

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1\\_4r9e8ake\\](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1_4r9e8ake\\)

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MSU's domestic travel policy has returned to normal. For international travel, the level of review is dependent on vaccination status. Please visit the [Office for Global Health, Safety and Security COVID webpage](#) for further guidance.

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Download and view all of the **Concur User Training Guides** from this page:

<https://ctrl.msu.edu/COTravelNew/Guides.aspx>

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Want the latest news in regard to travel and Concur? Register for the Travel Listserv at: [https://ctrl.msu.edu/Join\\_Listserv.aspx?id=UNIVTVL](https://ctrl.msu.edu/Join_Listserv.aspx?id=UNIVTVL)

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MSU's Travel Policy is published at: <http://ctrl.msu.edu/COMBP/mbp70ebs-July2019.aspx>

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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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### Travel@State - Frequently Asked Questions

<https://ctrl.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx>

### MSU Travel@State Videos

#### Getting Started

- [Concur Request - How To Create a Request](#)
- [Zoom Session - Getting Started](#)
- [Updating Your Travel Profile](#)
- [How to Enroll in My Travel Network](#)
- [Activating E-Receipts](#)
- [Receipt Management](#)

## PSM Chairperson

<b>Brian Horgan</b>	<a href="mailto:horganb@msu.edu">horganb@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
<b>AnnMarie Guldner</b>	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Assistant to the Department Chairperson	

## PSM Accounting Team psm.accounting@msu.edu

<b>Emily Williams</b>	<a href="mailto:emilywil@msu.edu">emilywil@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
	Office Hours:	Monday	10:00-11:00 AM
		Wednesday	2:30-3:30 PM
<b>Lisa Bowen</b>	<a href="mailto:bowenli1@msu.edu">bowenli1@msu.edu</a>	Monday-Friday	7:00 AM-3:30 PM
		Mon/Tue/Wed	Working In Office
		Thur/Fri	Working Remotely
<b>Gina Centeno</b>	<a href="mailto:centeno@msu.edu">centeno@msu.edu</a>	Monday-Friday	8:15 AM - 2:30 PM
		Mon/Tue	Working Remotely
		Wed/Thur/Fri	Working In Office
	Office Hours:	Tuesday	10:00-11:00 AM (Teams)
		Wednesday	1:30-2:30 PM (PSSB A271)
<b>Kim McClung</b>	<a href="mailto:mcclungk@msu.edu">mcclungk@msu.edu</a>	Monday-Friday	7:00 AM-4:00 PM
	Office Hours:	Tuesday	2:00-3:00 PM
		Thursday	10:00-11:00 AM

## PSM Human Resources Team psm.hr@msu.edu

<b>Hannah O'Mara</b>	<a href="mailto:omarahan@msu.edu">omarahan@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
	Office Hours:	Monday	10:00-11:00 AM
		Wednesday	2:30-3:30 PM
<b>Jordan Davis</b>	<a href="mailto:davis432@msu.edu">davis432@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
	Office Hours:	Tuesday	2:00-3:00 PM
		Thursday	3:00-4:00 PM
<b>Christiina Donley</b>	<a href="mailto:tymoszew@msu.edu">tymoszew@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
	Zoom Office Hours:	Wednesday	10:00 AM-12:00 PM
<b>Mackenzie Graham</b>	<a href="mailto:graham2@msu.edu">graham2@msu.edu</a>	Monday-Friday	7:00 AM-4:00 PM
	Office Hours:	Tuesday	1:00-2:00 PM
		Thursday	1:00-2:00 PM
<b>AnnMarie Guldner</b>	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Monday-Friday	7:30 AM-4:00 PM
	Office Hours:	Monday	2:00-3:00 PM
		Wednesday	9:00-10:00 AM

## PSM IT Team

<b>Dominic Colosimo</b>	<a href="mailto:colosi14@msu.edu">colosi14@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
<b>Lee Duynslager</b>	<a href="mailto:duynslag@msu.edu">duynslag@msu.edu</a>	Monday-Friday	8:00 AM-4:30 PM

## MSU Academic Calendar

### Fall 2021

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 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 November 5th pay date (for time worked from October 10-23) your time is due by 5 PM on Tuesday, October 26th.
- For the November 19th pay date (for time worked from October 24-November 6) your time is due by 5 PM on Tuesday, November 9th.
- For the December 3<sup>rd</sup> pay date (for time worked from November 7-20) your time is due by 3 PM Monday, November 22<sup>nd</sup>. **Early Due Date and Time 3 PM.**
- For the December 17<sup>th</sup> pay date (for time worked from November 21-December 4) your time is due by 3 PM on Monday, December 6<sup>th</sup>. **Early Due Date and Time 3 PM.**
- For the December 30<sup>th</sup> pay date (for time worked from December 5-18) your time is due by Friday, December 17<sup>th</sup>. **Early Due Date.**

**Payroll Assistance with Christiina** at 12:00 PM on the following Mondays:

October 18, 25

November 1, 8, 15, 22, 29

December 6, 13, 20, 27

<https://msu.zoom.us/j/98549666083>

Meeting ID: 985 4966 6083

Passcode: 001550

### Newsletter Submissions

Send newsletter submissions to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu)

Deadline: Thursdays by 10:00 AM