

PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT



Congratulations PSM!



DIVERSITY, EQUITY, & INCLUSION
GREEN AWARD 2019-20

Dear Department of Plant, Soil and Microbial Sciences,

Thank you for your commitment to Diversity, Equity and Inclusion. On behalf of the DEI Digital Review Badge Committee, I would like to congratulate you on your 2019 -2020 efforts which have earned you the following digital **Green** badge, which is an amazing honor. Please feel free to share this acknowledgement with your faculty, staff and students by utilizing the badge in your signatures and your respective department, school or unit websites. You will find the DEI **Green** digital badge attached to this email.

We appreciate and value your commitment and look forward to receiving your efforts for the 2020-2021 year by August 16, 2021. More information on the digital badges can be found here <https://www.canr.msu.edu/news/canr-provides-rankings-on-department-unit-initiatives-around-dei>

This is a huge accomplishment that should be shared with others in your area to gladly utilize the digital badges and represent your efforts for this calendar year.

Thanks again for all you do,

Quentin Tyler PhD
Interim Director Michigan State Extension
Associate Dean and Director for Diversity, Equity, and Inclusion
MSU College of Agriculture and Natural Resources

Seminars / Webinars

Office of Diversity, Equity, and Inclusion Summer Workshop Series

These workshops serve as an opportunity for faculty and staff to strengthen dialogues and collaborations among the MSU Community in the pursuit of developing a more inclusive MSU environment.

ODEI Summer Workshop Dates:

- **Wednesday, July 14, 2021**
11:00 Am-1:30 PM
ADVANCEGeo Partnership, Bystander Intervention Workshop

- **Wednesday, July 28, 2021**
11:00 AM-1:30 PM
ADVANCEGeo Partnership, Code of Ethics Workshop

Registration for the ODEI Summer Workshop Series is currently open and closes at 11:59 PM on July 27, 2021. [Register Here](#). A Zoom link will be sent to attendees prior to each Workshop Session.

Refreshing Your Concur Skills Webinar

July 20, 2021 from 10:00-11:30 AM

Session II will provide insider tips and hints to help you efficiently search for and book travel and introduce the new and improved Triplt Pro App. We will be presenting tips and strategies to assist you with kick-starting your Concur skills.

[Register today](#)

Agenda:

10:00 Profiles-A quick best-practices refresher

10:20 Travel-Insider tips to efficiently search and book travel

11:00 Triplt Pro-Concur's helpful travel app tool-the latest features and updates

The goals of this webinar are to reintroduce the efficient use of Concur's Travel search and booking tool and the Triplt Pro travel app, best practices in order to refamiliarize you with these tools and, where to find helpful training and support resources.

Career Services Network Virtual Workshops

Summer Session Two

Writing Resumes and Cover Letters

July 27, 3:00-4:00 PM

Search Strategies: On-Campus, Part-Time, Internships, Full-Time

August 4, 12:00-12:45 PM

Career Advising Help Rooms: Resume and Cover Letter, Search Strategies

August 11, 10:00 AM-12:00 PM

August 18, 3:00-5:00 PM

How to Navigate Hybrid Fall Recruiting

August 12, 11:30 AM-12:00 PM

Career Services Network Virtual Workshops

Summer Session Two

Virtual Career Fair Prep
August 16, 4:00-5:00 PM

Interviewing: In-Person, Video, AI
August 17, 2:00-3:00 PM

Visit Handshake (msu.joinhandshake.com) and click **events** to register and receive a Zoom link for each workshop

Accommodations: If you anticipate needing an accommodation to participate in a Career Services program or activity, or have questions about accessibility, please contact Career Services ahead of time at 517-355-9510 or email CareerServices@csp.msu.edu.

Professional Development

Upcoming Virtual Courses

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

New! Introduction to Process Mapping

July 21, 2021, from 9:00 AM-12:00 PM

Gain the knowledge and skills needed to confidently begin your process improvement journey. Learn key terminology, common elements, and create a process map in this new program. [View Course Details](#)

Grammar Refresher

July 22, 2021, from 9:00 AM-12:00 PM

Strengthen your grammar and usage skills and present a more polished, professional image. Topics covered will include common grammar errors, punctuation pointers, and correct verb forms. [View Course Details](#)

Maximizing the Spartan Experience

July 28, 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 Experience - is key. Learn how to plan, develop, and maintain high customer service standards. [View Course Details](#)

Everything DiSC: Behavior Styles at Work

July 29, 2021 from 8:30 AM-12:00 PM

Using a simple tool designed to help you understand yourself AND other people. *Everything DiSC* allows you to build more effective working relationships based on an understanding of different behavioral styles. [View Course Details](#)

Professional Development

Crucial Conversations (Live, Online Course)

August 9 from 1:30-4:30 PM, August 10 from 8:30 AM-4:30 PM,
and August 12 from 8:30 AM-4:30 PM

By learning how to speak and be heard (and encouraging others to do the same), you'll begin to surface the best ideas, make the highest quality decisions, and then act on your decisions with unity and commitment. Learn step by step tools for promoting open, honest dialogue around high-stakes, emotional, or risky topics - at all levels of your organization. [View Course Details](#)

Announcements

IPF Building Notice: Red Water Alert

Campuswide - July 12-20, 2021 from 9:00 AM-5:30 PM

Hydrants will be opened to clean and scour water mains, and annual maintenance of hydrants will be performed. During this work, some discoloration of the water supply may occur throughout campus. However, this discoloration is harmless in terms of sanitation and safety. The temporary discoloration of the water may discolor clothing if used for 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 visit IPF's page about the new water treatment plant.](#)

For additional information contact Sam Fortino, Skilled Trade Supervisor at either 517-432-0505 or fortin17@msu.edu, or contact IPF at 517-353-1760.

Job Announcements

Technical Aide

Job # 715170

Agronomy Research Aide

<https://careers.msu.edu/en-us/job/507062/technical-aide>

Professional Aide

Job # 713836

Program Coordinator: Biochar Extension and Outreach

<https://careers.msu.edu/en-us/job/506930/professional-aide>

Additional information attached to this newsletter

Assistant Professor - Tenure System

Job # 706037

The Department of Plant, Soil and Microbial Sciences invites applications for a 9-month academic year, tenure-track Assistant Professor, in Soil Science with experience and special emphasis in soil genesis and classification.

<https://careers.msu.edu/cw/en-us/job/506718/assistant-professortenure-system>

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/cw/en-us/job/506404/research-associatefixed-term>

Travel

MSU Concur Kick-Start Reintroduction Webinar

If you missed the MSU Concur Kick-Start Reintroduction Webinar or if you want to view this training session again, please use the following URL:

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

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.

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

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

Watch for invitations to **upcoming Concur training webinars** designed specifically for MSU.

- July 20: Triplt & Travel + Office for Global Health, Safety and Security
 - August 3: Group and Guest
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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

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

Assistance Resources

Travel policy and travel program support: travel@ctrl.msu.edu or 517-355-5000

Concur: concurhelp@msu.edu

Travel@State - Frequently Asked Questions

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

- [Getting Started](#)
- [Concur Mobile](#)
- [My Travel Network, Triplt Pro](#)
- [Travel Bookings](#)
- [Connections](#)
- [Request](#)
- [Delegates](#)
- [Approvals](#)
- [Expense Reports](#)
- [Receipts](#)

COVID-19 Updates

- Beginning August 1st, all campus buildings will be open during regular business hours.
- Offices that have student and public facing operations are expected to be staffed beginning August 16th.
- As of June 28th, MSU has lived most of the COVID-19 mandates to align with state and federal guidelines.
- Wearing masks and physical distancing is no longer required on MSU property (regardless of vaccination status), however these options may be utilized at any time as a personal choice.
- Consistent hand hygiene (cleaning and disinfection) is always a good practice.
- Vaccinations are not mandated for students, faculty or staff members; however they do provide the best defense against contracting COVID-19. Members of the MSU community can receive a free COVID-19 vaccine through the MSU Health Care Pharmacy.
- MSU will not tolerate discrimination, including any harassment with respect to a person's right to choose to, or to not, be vaccinated, wear a mask, etc.
- We must support and respect others as they make personal decisions about their health and safety.

MSU Returning To On-Site Work website [Coronavirus Updates \(msu.edu\)](https://www.msu.edu/coronavirus)

MSU Academic Calendar

Summer 2021	Full Session
August 19	Classes End
Last Class Day	Final Exams
Summer 2021	Session Two
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 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 July 30th pay date (for time worked from July 4-17) your time is due by 5 PM on Tuesday, July 20th.
- For the August 13th pay date (for time worked from July 18-31) your time is due by 5 PM on Tuesday, August 3rd.

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

July 19, 26	August 2, 9, 16, 23, 30	September 13, 20, 27
October 4, 11, 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

PSM Chairperson

Brian Horgan	horganb@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
AnnMarie Guldner	guldner1@msu.edu	Assistant to the Department Chairperson	

PSM Accounting Team psm.accounting@msu.edu

Emily Williams	emilywil@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Lisa Bowen	bowenli1@msu.edu	Monday-Friday	8 AM-4 PM
Gina Centeno	centeno@msu.edu	Monday-Friday	8:15 AM-2:45 PM
Kim McClung	mcclungk@msu.edu	Monday-Friday	7 AM-12 PM & 1-4 PM

PSM Human Resources Team psm.hr@msu.edu

Hannah O'Mara	omarahan@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Christiina Donley	tymoszew@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Mackenzie Graham	graham2@msu.edu	Monday-Friday	8 AM-12 PM & 12:30-4:30 PM
AnnMarie Guldner	guldner1@msu.edu	Monday-Friday	7 AM-3 PM

PSM IT Team

Dominic Colosimo	colosi14@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Lee Duynslager	duynslag@msu.edu	Monday-Friday	8 AM-12:30 PM & 1-4:30 PM

Newsletter Submissions

Send newsletter submissions to AnnMarie Guldner at guldner1@msu.edu

Deadline: Thursdays by 10:00 AM