

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



**Seminars/Webinars**

**March 29, 2021 at 1:30 PM**

**Plant Pathology Seminar**

**Shay Shemanski**

Title: Fruit Microbiome of Highbush Blueberry (*Vaccinium corymbosum*) Varies by Tissue Type and Fungicide Treatment

<https://msu.zoom.us/j/93626313954>

Meeting ID: 936 2631 3954

Passcode: 276403

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**March 30, 2021 at 1:00 PM**

**Environmental Science and Policy Program**

**Distinguished Lecture Series**

**Dr. Arturo A. Massol-Deyá**, University of Puerto Rico, Department of Biology

Title: Bottom Up Community Actions with Ecological Responsibility to Transform Political and Natural Disasters in Puerto Rico

<https://msu.zoom.us/j/91415771538>

Passcode: ESP800

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**March 31, 2021 at 12:00 PM**

**Women's Networking Association Spring 2021 Virtual Event Series**

Assertiveness: The Secret Ingredient to Self-Care & Unlocking Your Untapped Power

**NiCole Buchanan, Ph.D.** Professor in the Department of Psychology at MSU

Register: <https://msu.zoom.us/meeting/register/tJcod-2vrj4vHdXPYztHEsVTbrr8dm58M3Nk>

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**April 1, 2021 at 1:00 PM**

**Announcement of Ph.D. Dissertation Defense Seminar**

**Crop & Soil Sciences - Plant Breeding, Genetics and Biotechnology**

Candidate: **Natalie Kaiser**

Title of Dissertation: Self-fertility and Colorado potato beetle resistance in *Solanum chacoense*

<https://msu.zoom.us/j/98253974217>

Meeting ID: 982 5397 4217

Passcode: Solanum

## Seminars / Webinars

**April 5, 2021 at 1:30 PM**

**PLP 894 Seminar Series: Spring 2021**

**Presenter: Stanley Berly**

Title: Examination of Factors impacting *Cercospora beticola*.

<https://msu.zoom.us/j/93626313954>

Meeting ID: 936 2631 3954

Passcode: 276403

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**April 12, 2021 at 1:00 PM**

**Plant Resilience Institute Spring 2021 Seminar Series**

**Rusty Rodriguez**, CEO, Adaptive Symbiotic Technologies

Seminar Title: Programing Plants for Climate Resilience with Symbiotic Fungal Endophytes: Altering the Future of Agricultural Sustainability, Food Security and Poverty

<https://plantresilience.msu.edu/events/2021-events/>

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**April 12, 2021 at 1:30 PM**

**PLP 894 Seminar Series: Spring 2021**

**Presenter: Tara Watkins**

Title: Utilizing RNAi to Manager Fusarium Head Blight in Barley

<https://msu.zoom.us/j/93626313954>

Meeting ID: 936 2631 3954

Passcode: 276403

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**April 22, 2021 at 1:00 PM**

**PLP 894 Seminar Series: Spring 2021**

**Presenter: Bryan Rennick**

MS Defense Seminar: "Target Mycorrhizal Fungi Utilization in Nursery and Forest Cropping Systems"

<https://msu.zoom.us/j/93626313954>

Meeting ID: 936 2631 3954

Passcode: 276403

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**April 26, 2021 at 1:00 PM**

**Plant Resilience Institute Spring 2021 Seminar Series**

**Michael Udvardi**, Chief Scientific Officer, Noble Research Institute

Seminar Title: Functional genomics of symbiotic nitrogen fixation in legumes

<https://plantresilience.msu.edu/events/2021-events/>

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**April 28, 2021 at 3:00 PM**

**Women's Networking Association Spring 2021 Virtual Event Series**

**Crucial Conversations**

Collaboration with MSU Human Resources

Register:

<https://msu.zoom.us/meeting/register/tJEqfuusrjotHNMJ671GRQPIjiGjujF7ltbK>

## Seminars / Webinars

May 3, 2021 at 1:00 PM

Plant Resilience Institute Spring Seminar Series

Dr. Diane Rowland

Seminar Title: UF's Center for Stress Resilient Agriculture: transdisciplinary approaches help accelerate the understanding of root and whole plant stress tolerance

<https://plantresilience.msu.edu/events/2021-events/>

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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>

## Upcoming MSU Inclusion and Intercultural Initiatives Events

APIDA/A Virtual Listening Space

Wednesday, April 28, 2021 from 1:00-2:00 PM

A virtual listening space facilitated by CAPS Staff. Register [here](#).

Have questions? Email BaoChun at [hindbaoc@msu.edu](mailto:hindbaoc@msu.edu).

## Announcements

**-20 Freezer (PSSB 4<sup>th</sup> Floor)**

There is a walk-in freezer that is located on the 4<sup>th</sup> floor of PSSB. It has been used in the past by both PSM and HORT. Last Fall, the freezer stopped working due to some technical issue. It has since been fixed and is working properly at this point. If you would like to use this freezer, please contact **Sarah Lebeis Werner** ([lebeissa@msu.edu](mailto:lebeissa@msu.edu)). You will also find a sheet outside of the freezer door with contact information. This will help us to organize the freezer space and provide a list of people to contact in case of emergency (breakdown of the freezer).

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**Reminder Regarding New Accounting Reports**

Please note that starting February 1, 2021, there was a change to how you receive monthly reports for your account(s). You may receive multiple reports that show current expenditures along with encumbered salaries (if any) and current spendable amounts (only for grant accounts). Attached to this newsletter is a guide on how to read Operating Statement-FIN049 reports and will be available for support (see the attached PDF called Admin.ReadingReport.v1). If you have any questions regarding the new process, please contact **Emily Williams** on Teams or by email.

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**New PSM Accounting Email Inbox**

PSM Accounting has begun to utilize a shared email inbox for the Accounting team (**Lisa Bowen, Gina Centeno, Debbie Williams, and Emily Williams**). If you are unsure who to contact or have a general Accounting question, please email [PSM.Accounting@msu.edu](mailto:PSM.Accounting@msu.edu).

They will ensure that the request or question is answered by the correct member of their team in a timely manner. This inbox will be monitored by all members of the Accounting team so that they can provide a response should a team member be out of the office or unavailable. This mailbox will also be used to send Accounting related communications. Please contact **Emily Williams** should you have any questions or concerns.

## Announcements

### New PSM HR Email Inbox

PSM HR has launched a shared email inbox for the HR team. (**Christiina Donley, Mackenzie Graham, AnnMarie Guldner, Rachel Jorgensen, and Hannah O'Mara**). If you are unsure who to contact or have a general HR question, please utilize [PSM.HR@msu.edu](mailto:PSM.HR@msu.edu). We will ensure that the request or question is answered by the correct member of our team and a timely response is given. This inbox will be monitored by all members of the PSM HR team, so that they can provide a response should a team member be out of the office or unavailable. This email will also be utilized for sending HR related communications. Please contact **Hannah O'Mara** should you have any questions or concerns.

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### Plant Science Graduate Student Research Symposium

**Friday, April 16, 2021 from 9:00 AM-4:00 PM**

Oral and Poster Presentations (Virtual)

Present research and win cash prizes! Please see the attached flyer for additional information. <https://www.canr.msu.edu/pgsrs/>

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### Pcard Holders - New Update

Amazon Business Reminder - Holders of Pcards can register in Spartan Marketplace's Amazon Business account to take advantage of Business Prime Shipping.

Bank of America Global Access Info - Pcard holders have access to Bank of America's new and improved Global Card Access portal to help manage your Pcard.

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**Reminder:** Spring semester classes end on Wednesday, April 21. **April 22 and 23 will be designated Study Days for students** to prepare for final exams. There will be no classes, assignments, exams or quizzes for students on these Study Days.

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### Spring 2021 Commencement - Baccalaureate Degrees

Spring 2021 Commencements are for Spring 2021 Semester Graduates Only. Each graduate will receive an email invitation mid-March to which you **MUST RSVP**. Each graduate will be allowed 2 guests. Ceremonies are ticketed events this semester. Please be sure to follow the instructions you will receive via email. Please visit the "Graduate Information" tab for updates. Instructions and information will be posted by mid-March. For additional information go to <https://commencement.msu.edu/>

### College of Agriculture and Natural Resources

**Friday, April 30, 2021 - Breslin Center Parking Lot**

**8:00 AM** - Agricultural, Food, & Resource Economics; Animal Science; **Plant Soil and Microbial Sciences**

**11:00 AM** - Entomology; Horticulture; Institute of Agricultural Technology; Packaging; Planning, Design, & Construction

**2:00 PM** - Community Sustainability; Fisheries & Wildlife; Food Science & Human Nutrition; Forestry

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### PSM Office Coverage

We will be staffing the PSM office on Wednesdays for essential needs only (Ex: keys). An appointment needs to be made prior by contacting **AnnMarie Guldner** at either [guldner1@msu.edu](mailto:guldner1@msu.edu) or 517-353-0120. No drop ins will be allowed.

# Announcements

## PSM Proposal Submission Procedure

### PSM Policy

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

## Announcements

### Caregiver Crises and Resources

#### Services available:

- [Care.com/msu](https://www.care.com/msu): Find trusted care providers. MSU faculty and staff can get free access to search for childcare, special needs care, tutoring help, private lessons, housekeeping, pet care and more. [Learn how to get free access](#)
- [Consultations](#): contact the WorkLife Office about work, career, and family questions, gather resources, and get referral information based on the conversation.
- [Backup Dependent Care for children and adult dependents](#): subsidized support for in-home and center-based care
- [Classes](#) for breastfeeding, infant care, and more on the WorkLife Office calendar.
- [Other resources for parents and guardians](#) on the WorkLife website
- [EAP](#) Counseling services and courses

#### Support for managing boundaries with kids and work at home:

- Spartans can form [pods and quaranteams](#) for shared childcare and tutor assistance, and managing boundaries with kids and work at home
  - [Quaranteam Tips](#)
  - [Building a Quaranteam: Could It Work For You?](#)
  - [A Glimpse Into A Learning Pod](#)
  - [Back-to-School 2020 resource guide for parents and caregivers](#)
  - [The pros and cons of home schooling](#)
- [Family Email Listserv](#)
- **Caregiver Affinity Group**: This group is intended to virtually connect MSU faculty and staff who have caregiving responsibilities for adults in their lives and those navigating assisting a senior in their life with changing care needs. Meetings will be the fourth Thursday of the month from 12 noon to 1:00 p.m. See the [WorkLife Calendar](#) for the next event. For questions contact [hutchj@msu.edu](mailto:hutchj@msu.edu)
- **Family Affinity Group**: A place for Spartans to connect on family related topics with the goal of connecting, building community and share best practices regarding raising or caregiving for children and caregivers. Every second Tuesday of the month. See the [WorkLife Calendar](#) for the next event. For questions contact [hutchj@msu.edu](mailto:hutchj@msu.edu)
- **Work and Wellness Connect**: A [weekly conversation](#) open to all Spartans on Monday's at noon. See the [WorkLife Calendar](#) for the next event. For questions contact [hutchj@msu.edu](mailto:hutchj@msu.edu)

Please contact [worklife@msu.edu](mailto:worklife@msu.edu) with any questions.

### PSM DEI Committee

#### Resources from the PSM DEI Committee:

What can you do if you witness someone being harassed, on campus or in public? Know the “five D” options summarized in Hollaback’s guide to bystander intervention: <https://www.ihollaback.org/bystander-resources/>.

## Job Announcements

### College of Agriculture and Natural Resources Department of Plant, Soil and Microbial Sciences

#### Research Associate - Fixed Term

The Department of Plant, Soil and Microbial Sciences is seeking a postdoctoral research associate to lead research studies in maize and sorghum genetics and phenomics.

Job # 684339

<https://careers.msu.edu/cw/en-us/job/504462/research-associatefixed-term>

#### 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 area of plant nutrition: mineral transport, sensing and signaling, joint nutrient stresses.

Job # 675119

<https://careers.msu.edu/cw/en-us/job/504056/research-associatefixed-term>

#### Professional Aide

Soil Biology Lab Technician

Job # 691050

<https://careers.msu.edu/cw/en-us/job/504663/professional-aide>

#### Technical Aide

Saginaw Valley Dry Bean Research Assistant

Job # 696351

<https://careers.msu.edu/cw/en-us/job/506086/technical-aide>

#### Technical Aide

Potato Outreach Program Research Aide

Job # 694997

<https://careers.msu.edu/cw/en-us/job/505991/technical-aide>

#### Research Associate - Fixed Term

The Sakalidis, McCullough and Cregg Labs at MSU are seeking a Postdoctoral Research Associate for a project focusing on oak wilt management funded through the Michigan Invasive Species Grant Program (MISGP).

Job # 676052

<https://careers.msu.edu/cw/en-us/job/504086/research-associatefixed-term>

#### Technical Aide

Potato and Sugar Beet Pathology Summer Field Assistant

Job # 694280

<https://careers.msu.edu/cw/en-us/job/505940/technical-aide>

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### College of Agriculture and Natural Resources Department: Agricultural Technology Institute

This position will be responsible for teaching coursework related to food processing and overall coordination and management of the Food Processing mobile lab used at the IAT Community College partners for the Food Processing, Technology and Safety Certificate Program. Visit the Institute of Agricultural Technology at [www.iat.msu.edu](http://www.iat.msu.edu) and Mobile Food Processing Lab for program information.

Job # 694650

<https://careers.msu.edu/cw/en-us/job/506093/specialist-teacherfixed-term>

## Job Announcements

**Kelly Feister**, Asset Management and Preventative Maintenance Coordinator for MSU Infrastructure Planning and Facilities, is looking for two freshman/sophomore students that would like a long-term student position on her asset management team. It is mostly data entry into work order and equipment management software with some reporting needs through excel and could sometimes require going out on campus to verify equipment that is in buildings. For additional information, the job is posted in Handshake: <https://app.joinhandshake.com/jobs/4545226>

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### Summer 2021 Research Assistant Positions Available

The Landis Lab in the MSU Department of Entomology is hiring up to 4 research assistants to help with a study of biodiversity in agricultural landscapes. Please see the flyer attached to this newsletter for additional information.

## 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.

## Vehicle Use Policy

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

## 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.

## Mental Health Resources for Employees

### Health4U Resources

The following MSU Health4U virtual courses and meetups are available (some require registration):

- **MSU Grief and Loss Support**: Specialized counselors facilitate weekly on-line support sessions on Tuesdays for those experiencing grief and loss.
- **Naming and Navigating Ambiguous Loss**: Join this webinar on Friday, Feb. 19 to learn about the idea of ambiguous loss and unresolved grief, particularly regarding the COVID-19 pandemic.
- **Breaking Free from the Monkey Mind**: This is a four-week course beginning on March 3, based on the book “Don’t Feed the Monkey Mind: How to Stop the Cycle of Anxiety, Worry and Fear” by Jennifer Shannon, LMFT.
- **Essential Skills for Navigating Difficult Times**: The purpose of this eight-week course is to build emotional resilience and psychological flexibility skills to help you navigate the work/life challenges we face, especially as our work and home life have been combined.

### Employee Assistance Program Counseling Services

The Employee Assistance Program (EAP) 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.

## COVID-19 Updates

- MSU announced it will hold graduation ceremonies this spring for 2021 graduates. There will be more than 50 limited-attendance ceremonies scheduled by each college based on student’s majors and last names. They will be spread across large MSU parking lots to allow for physical distancing.
- Go to <https://msu.edu/together-we-will/covid19-vaccine/> to learn how to sign up for the COVID-19 vaccine, information regarding vaccine prioritization, and information regarding how to volunteer and receive the vaccine.

### COVID-19 Vaccine Information

The Michigan Department of Health and Human Services is expanding access to the COVID-19 vaccine. On March 22<sup>nd</sup>, all areas of the state may, as vaccine supplies are available, implement vaccination of people who are aged 50 and up (part of phase 2), as well as vaccination of people aged 16 and up who have disabilities and/or medical conditions, as well as their caregiver family members or guardians. By April 5<sup>th</sup>, all areas of the state may, as vaccine supplies are available, implement vaccination of all people aged 16 and up who were not previously eligible. If you are eligible and need help finding a vaccine site, the state has an online resource at <https://www.michigan.gov/coronavirus>.

## Important Domestic Travel and Meeting Updates

The following is a summary of recent changes in guidelines relative to domestic travel and attendance at group meetings. Please note that these guidelines may change in the future as the COVID-19 situation evolves. Specific travel guidelines for individuals appointed in MSU Extension will be implemented by April 1, 2021 and adjusted monthly as conditions allow. We will keep you informed of any changes as they occur.

### **Guidelines for Traveling with Two Persons per Vehicle:**

The following are guidelines for two MSU employees or students to travel together in the same vehicle. **Note that passengers in a vehicle with a person testing positive for COVID-19 will likely be considered a close contact. Regardless of work location, MSU employees who test positive for COVID-19 are *required* to contact the University Physician to report the positive result and Environmental Health and Safety (EHS) to discuss clean up. Guidance on vehicle disinfection and necessary quarantine provided must be followed.**

### Travel Guidelines:

- MSU employees are not required to travel in a vehicle with another person except in a medical emergency.
- Two people are allowed only in vehicles with at least two rows of seats.
- More than two people per vehicle is not allowed, regardless of model of vehicle.
- All employees will be strongly encouraged to participate in the Spartan Spit program.
- Each person must wear a double mask at all times while in the vehicle.
- The two occupants of the vehicle are expected to be seated as far apart as practical, and diagonally within the vehicle.
- If weather permits, windows should be at least partially open (minimum of 2 inches) to increase allow air movement.
- Set the HVAC to external air.
- MSU employees are expected to complete the daily Spartan Health Screening.
- MSU employees should not report to work or travel on University business if they are sick.

### Daily Use Log:

- A daily log of all vehicle users must be maintained by the PI or Farm Manager
- The use log is to be maintained for at least 30 days.

### Sanitation:

- Users are expected to wash hands or use a hand sanitizer prior to entering and upon exiting the vehicle.
- The interior of the vehicle is to be disinfected after each use following MSU EHS guidance. Instructions are [here](#).
- A hand sanitizer should be used after fueling the vehicle.

### **Guidelines for Attending Meetings Sponsored by Non-MSU Organizations:**

Attendance at meetings sponsored by non-MSU organizations is allowed **if the employee is comfortable**, under the following conditions:

- The meeting must conform to current DHHS guidelines. As of this memo, the maximum number allowed for indoor non-residential meetings is 25 and for outdoor non-residential meetings is 300, with masks and social distancing required. Current DHHS guidance can be found [here](#)
- MSU employees must follow the [MSU Community Compact](#).
- MSU employees are expected to complete the daily [Spartan Health Screening](#).
- MSU employees should leave a meeting if it does not comply with DHHS guidelines.

## Important Domestic Travel and Meeting Updates

(Continued)

MSU-sponsored group meetings and other meetings held on University property are currently not approved. A decision on these meetings will be made at a later date.

### Travel Approval Process:

All approved Essential Field Research Projects and Essential Non-Research Activities are automatically approved for in-state travel. There is no longer a need to apply for travel waivers for in-state travel associated with an approved Essential Field Research Project or Essential Non-Research Activity. In-state travel not directly connected with an approved Essential Field Research Project or Essential Non-Research Activity requires a separate travel waiver. Faculty who anticipate being asked to inspect problems, such as crop damage or livestock disease, may request a travel waiver for the growing season related to this travel. Out-of-state travel requires a separate travel waiver. A [Travel Reference Table](#) is available [here](#) for guidance on requesting travel waivers.

## COVID-19 Testing

Any member of our community exhibiting signs of COVID-19 must seek immediate medical attention. **If you are feeling ill or have tested positive for COVID-19 and have questions, contact MSU's COVID-19 Triage Hotline at 855-958-2678 or your primary health care provider.**

If you are ill or test positive, you should self-isolate and avoid close contact with others. For students who live on campus, [space for isolation](#) will be provided. More information on what to do if you feel sick can be found on the [CDC website](#).

MSU has activated the following testing locations for students, faculty and staff to be tested (please have your insurance information available when going for a test):

### **Olin Health Center (by appointment only; for students experiencing symptoms)**

Regular hours: 8 a.m. to 5 p.m. Monday - Friday

**Spartan Stadium, Southeast Concourse, Gate B. No appointment necessary; for all members of the MSU community (faculty, staff and students) whether symptomatic or not.**

Regular hours: 8:30 a.m. to 4:30 p.m. Monday - Friday;

For those individuals outside of the MSU community, testing is available at the stadium only for those with a doctor's note and are either symptomatic or have been in direct contact with someone who has tested positive for COVID-19.

MSU is utilizing its [Veterinary Diagnostic Laboratory to perform COVID-19 diagnostic testing](#) for the MSU community. MSU also is maintaining our close partnership with the Sparrow Health System to help process test samples.

## Travel

### 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)

### Inbound travel

- Travelers coming to any of MSU's campuses are asked to follow the applicable protocol outlined on our Office of International Health and Safety's website: <https://oihs.isp.msu.edu/travel-during-covid-19-pandemic/health-protocol-inbound-travel>.

### University-sponsored travel

- For employees and students engaged in university-sponsored projects, **all non-essential outgoing domestic and international travel is suspended indefinitely.**
- If you feel you have essential travel needs, you can submit a waiver for review at least 3 weeks prior to departure. Prior to submitting the waiver, you will be required to obtain documentation from your unit administrator and, for students, from the cognizant advisor, college administrator or program director, affirming that the travel is essential in the context of both programmatic priorities and financial considerations. Note: The health and safety context for travel is currently very fluid, rapidly evolving by location and significantly impacted by frequent issuances of local, national, and international policies.
- Links to appropriate waivers can be found here: <https://oihs.isp.msu.edu/travel-during-covid-19-pandemic>

## 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.

## MSU Academic Calendar

### Spring 2021

April 21	Classes End
April 22-23	Study Days
April 26-30	Final Exams
April 30	Commencement
	Breslin Center Parking Lot
	8:00 AM - Plant Soil and Microbial Sciences
	For additional information go to <a href="https://commencement.msu.edu/">https://commencement.msu.edu/</a>

## 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 April 9<sup>th</sup> pay date (for time worked from March 14-27) your time is due by 5 PM on Tuesday, March 31<sup>st</sup>.
- For the April 23<sup>rd</sup> pay date (for time worked from March 28-April 10) your time is due by 5 PM on Tuesday, April 13<sup>th</sup>.
- For the May 7<sup>th</sup> pay date (for time worked from April 11-24) your time is due by 5 PM on Tuesday, April 27<sup>th</sup>.

## 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
Debbie Williams	<a href="mailto:williade@msu.edu">williade@msu.edu</a>	Monday-Friday	7 AM-3 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

Send newsletter submissions to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu)  
Deadline: Thursdays by 10:00 AM