

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



PSM Office Contact Information / Hours

Effective March 24, 2020 the PSM Administration Offices are closed. During this time of uncertainty, please be patient with any request that you may have placed with a PSM support staff member. Know that PSM support staff will get to your request as quickly as possible.

Summer hours are in effect from May 10 - August 2. Updated hours noted below.

AnnMarie Guldner	guldner1@msu.edu	Monday-Friday	7 AM-3 PM
Ashley Lathrop	danas@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Brian Horgan	horganb@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Christiina Donley	tymoszew@msu.edu	Monday-Friday	7 AM-12 PM & 1-4 PM
Debbie Williams	williade@msu.edu	Monday-Friday	7 AM-3 PM
Dominic Colosimo	colosi14@msu.edu	Monday-Friday	8 AM-12 PM & 1-5 PM
Gina Centeno	centeno@msu.edu	Monday-Friday	8:15 AM-2:45 PM
Lee Duynslager	duynslag@msu.edu	Monday-Friday	8 AM-12:30 PM & 1-4:30 PM
Linda Colon	colon@msu.edu	Monday-Thursday Friday	8 AM-12:30 PM & 1-4:30 PM 8 AM-12 PM
Lisa Bowen	bowenli1@msu.edu	Monday-Friday	8 AM-4 PM
Mackenzie Graham	graham2@msu.edu	Monday-Friday	8 AM-12 PM & 12:30-4:30 PM
Rachel Esch	eschrach@msu.edu	Monday-Friday	7 AM-3 PM
Sandie Litchfield	litchfi9@msu.edu	Monday-Friday	7:30 AM-12 PM & 1-4:30 PM

Webinar

Higher Education in the Agriculture, Food and Natural Resources Disciplines:

The Roadblocks of Experience and Environment

July 20, 2020 from 1-3 PM

- **Marcus Bernard**, College of Agriculture, Professor of Agricultural Economics and Rural Sociology, Communities, and the Environment, Kentucky State University
- **Evelyn Cooper**, Assistant Dean for Academic Programs & Director of Retention, Diversity, and Special Initiatives, College of Agriculture & Natural Resources, University of Maryland
- **Deacue Fields**, Dean, Dale Bumpers College of Agriculture, Food, and Life Sciences, University of Arkansas
- **Joe L. Graham**, Native American Agriculture Fund
- **Cecilia Suarez**, Assistant Professor, Agricultural Education and Communication, Institute of Food and Agricultural Sciences, University of Florida
- **Quentin Tyler**, Associate Dean of Diversity, Equity and Inclusion, College of Agriculture & Natural Resources, Michigan State University
- **Shannon Archibeque-Engle**, Assistant Vice President for Strategic Initiatives & Assessment in the Vice President for Diversity Office, Colorado State University

To Register: https://dasnr.zoom.us/webinar/register/WN_QZBuYST_Q8usyj10uK1zew

Webinar

CANR State of the College

July 27, 2020 at 3 PM

Please join **Dean Hendrick** and his leadership team for a State of the College webinar on Monday, July 27th at 3 PM on Zoom. Register in advance at

https://msu.zoom.us/webinar/register/WN_4Q2oabdhR7qikGHM8EzsgA

NCORE Webinar (sponsored by Baker College)

Behind the Masks: Uncovering Assumptions, Biases and Stereotypes

July 29, 2020 from 4-5 PM

Masks are supposed to keep us safe, but that safety does not look the same for everyone. When you intermingle facial coverings, physical distancing, race, gender, and class, some of our students and faculty become at risk. How do we position our campuses in a way that these disparities are not magnified, and our faculty and students feel safe? Our panelists will discuss privilege, colorism, and concerns some of our students and faculty of color may face this fall.

Announcements

As of July 10, the Miesel lab truck (2017 F-150, 4-door, standard bed with locking cap) is available for other research groups needing to meet COVID-19 restrictions on vehicle occupancy. Reserving the truck will require an account number and we will bill mileage to that account at the standard rate (57.5 cents/mile). There is no daily use fee.

We request that use of our truck is limited to transporting personnel and field samples & supplies: no heavy-duty activities or pesticide/herbicide use please.

All drivers must be MSU-approved with current driver's authorization form on file in PSM, and be comfortable driving a vehicle of this size.

All use must comply with current MSU COVID-19 requirements for passenger limits and disinfection. Drivers will be given a hardcopy of the attached form when they pick up keys, and return the filled form when the truck & keys are returned.

To reserve the truck, email the following information to the Miesel lab manager, Midhun Gelder (geldermi@msu.edu), at least one business day before your requested date(s):

- Driver name(s) and phone numbers
- PI name
- Date(s) and hours requested
- Account number to be billed for mileage

Midhun will coordinate key pickup/drop-off with the person requesting the vehicle.

We have a light field season this year so I hope our vehicle can help support the teams that are behind or vehicle-limited due to COVID-19 restrictions.

Jessica Miesel, PhD

Assistant Professor, Fire and Ecosystem Ecology
Department of Plant, Soil and Microbial Sciences
Email: mieselje@msu.edu

Remember to Update your MSU Alert Settings

To ensure faculty and staff receive all emergency alerts, MSU Police asks employees to update their emergency information periodically. For additional information and to update your alert notification profile, please use this link

http://alert.msu.edu/?utm_source=insidemsu-email&utm_medium=email&utm_campaign=standard-promo

Announcements

Upcoming Retirement Announcements

- **Linda Colon**, Plant Pathology Graduate Secretary, has announced her upcoming retirement date of September 11, 2020. Linda has worked for MSU for over 42 years, with over 18 years working for the Plant Pathology department.
- **Sandie Litchfield**, PSM Administrative Assistant, has announced her upcoming retirement date of February 1, 2021. Sandie has worked for MSU for 15 years. Aside from a 4-month temporary appointment in the College of Nursing, Sandie has been with our department since the beginning of her 15 years on campus.

Update on New Pcards

In light of MSU's plan to offer hybrid teaching options this fall, academic and administrative executives have agreed to allow shipping Pcard purchases to home addresses, as authorized by your departmental leadership. It is expected that any supplies purchased are brought back to campus when employees return to their offices, as they remain property of Michigan State University.

Bank of America has mailed out the new Pcards on both Wednesday, July 8th and Thursday, July 9th. The new cards should be received in 7-10 days. The current Pcards are valid through July 31, 2020.

(Please see attachment with newsletter.)

Travel

The Re-Opening Travel Sub-committee has developed a travel guidance framework that has been approved by **Drs. Weismantel, Beauchamp, and President Stanley**. The "goalposts" in developing guidance and tools can be found at oihs.msu.edu/principles.

The most updated travel guidance for both international and domestic travel is found at oihs.msu.edu/covid19. Guidance is provided for both inbound and outbound travel.

A waiver process has been established for essential outbound travel. **International travel** waivers will be implemented the university level. The waiver process for outbound **domestic travel** (except student groups) will be reviewed and approved at the Major Administrative Unit (MAU) level. Each MAU will be responsible for implementing the approved domestic travel guidance framework.

All inbound MSU travelers must comply with the MSU protocols for inbound travelers which may trigger self-quarantine/isolation depending on point of origin. Inbound travelers are responsible for self-monitoring and enforcement.

As the situation changes, the travel site will be updated. Please refer back to the travel site for the most up-to-date information and guidance.

Please direct any questions to oihs@msu.edu.

PSM Diversity Equity & Inclusion (DEI) Committee

Resources for learning more about DEI (submitted by the PSM DEI Committee):
Ten simple rules for building an anti-racist lab (Chaudhary & Berhe 2020):
<https://ecoevorxiv.org/4a9p8/>

Face Covering Update as of July 15, 2020

Face coverings are a crucial public health measure and help protect others by reducing exposure to droplets if someone is unknowingly infected with COVID-19.

FACE COVERINGS MUST BE WORN BY EVERYONE (including all faculty, staff, students, vendors, and visitors) indoors and outdoors while you are on property owned or governed by MSU and while participating in MSU-related or MSU-sponsored activities. If you have a medical condition that may prevent you from safely wearing a face covering, you should contact MSU's Resource Center for Persons with Disabilities to begin the accommodation process.

Exceptions to the requirement for face coverings will be limited.

If you are indoors, exceptions are limited to when:

- You are in your own place of residence and can therefore properly self isolate.
- You are in a private, single-occupancy office or lab space with a closed door and can reasonably expect other individuals not to enter (but if you leave your private, single-occupancy office or lab space and proceed into a common area or hallway - even if there are no other individuals present - you must wear a face covering)
- You are eating or drinking but still maintaining proper distance (at least six feet of physical separation between yourself and others)

If you are outdoors, exceptions are limited to when:

- You are an outdoor worker and can maintain social distance from others (but you will need to wear a face covering outdoors when interacting with others or when unable to maintain social distance)
- You are exercising or engaging in high-intensity activities outdoors (for example, jogging, running, bicycling, or golfing) and can maintain social distance from others

If you are working, exceptions are limited to when:

- You are working in a setting where a face covering may increase the risk of a hazard (for example, the face covering could become wet, the face covering could get caught in machinery or the face covering could become contaminated with chemicals used in the work environment)
- You can maintain social distance from others
- You have previously consulted with your supervisor to determine the appropriate face covering for your setting

Face coverings should (a) be non-medical grade to maintain supplies for health care use, (b) fit snugly against the side of your face, (c) cover your nose and mouth, (d) be secured with ties or ear loops, and (e) allow for breathing without restriction. Cloth face coverings should only be worn for one day at a time, they must be properly hand washed or laundered before subsequent use. Face coverings may vary (for example, disposable non-medical masks or neck gaiters are acceptable).

Please adhere to the guidelines and recommendations from the Centers for Disease Control and Prevention, as well as federal and state governmental authorities, in order to protect your own health and the health of the entire MSU community.

In addition to wearing face coverings, you also must take the following personal precautions:

- Practice physical distancing
- Practice good personal hygiene, including washing hands frequently with soap and water or using hand sanitizer with at least 60% alcohol if soap is unavailable
- Routinely clean and sanitize your workspace and shared equipment

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

Human Resources

Highlighted Resources for Professional Development

Topic: Trust and Credibility

Course: The Building Blocks of Building Trust

Learn what makes you and others trustworthy and how to demonstrate trustworthiness through your own professional accountability.

Course: Trust Building Through Effective Communication

Explore how a clear intention is the basis of effective communication and how understanding your audience ensures that your message gets delivered. Learn how body language, vocal tone, and managing emotions can influence your communications and build trust with your audience.

Video: How to Increase Trust

Building trust requires that you have all four elements of trust. Learn what they are and why they're important.

Book Summary: The Speed of Trust: The One Thing that Changes Everything

Discover a detailed framework for building and maintaining trust from the ground up, both inside and outside an organization.

Course: Acting with Diplomacy and Tact

People who communicate with diplomacy and tact are able to inspire confidence. Communicating a difficult message can be very challenging, so preparation is key to a successful outcome. In this course, you'll learn about developing a diplomatic approach to difficult conversations. You'll learn how to avoid meltdowns, apologize, develop empathy, and remove personal biases.

Video: Being a Good and Thoughtful Communicator

Recognize communication techniques that enable you to communicate better and show mutual respect.

How to Access elevateU

- 1) Log in to the EBS Portal with your MSU NetID and password.
- 2) Click on My Career and Training in the top navigation.
- 3) Click on the elevateU tile to open the application in a new window.

Certificates of completion are available for those who complete a course and pass the exam at 75% or better. To print a certificate, go to the left sidebar of the home page and click on Learning Transcript. From there you can set filters to see only completed classes. Then click on Actions, and View Certificate.

Access to MSU Systems

If you have questions regarding access to the MSU systems to effectively perform your job, please see the information at the links provided below. The document "Access to MSU Systems" can be found on the following pages:

<https://www.canr.msu.edu/facultystaff/hr/new-faculty-academic-staff-materials>

<https://www.canr.msu.edu/facultystaff/hr/new-staff-orientation>

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 31st pay date (for time worked between July 5-18) your time is due by 5 PM on Tuesday, July 21st
- For the August 14th pay date (for time worked between July 19-August 1) your time is due by 5 PM on Tuesday, August 4th
- For the August 28th pay date (for time worked between August 2-15) your time is due by 5 PM on Tuesday, August 18th

Wage Increase Notification

Scheduled Student Wage Increase Notification

Effective August 16, 2020 a 4% wage increase for student workers will be implemented.

MSU Academic Calendar

Summer 2020 - Full Session

August 13 Classes End
 Final Exams are scheduled for the last class day

Summer 2020 - Session Two

July 22 Middle of Semester
August 13 Classes End
 Final Exams are scheduled for the last class day

Fall 2020

September 2 Classes Begin
September 7 Holiday - University Closed
October 21 Middle of Semester
November 25 All in-person instruction ends (see note below)
November 26-27 Holiday - University Closed
December 11 Classes End
December 14-18 Final Exams
December 24-25 Holiday - University Closed
December 31- January 1 Holiday - University Closed

MSU plans to end all in-person instruction on November 25th, with remaining instruction, study sessions and final exams taking place remotely for the remaining 3 weeks of the semester. There will be no in-person commencement this December. The task force is planning a virtual commencement for December graduates.

Send newsletter submissions to AnnMarie Guldner at guldner1@msu.edu
Deadline: Thursdays by 10:00 AM