

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT****Welcome Hannah O'Mara - PSM HR Unit Administrator**

Please join us in welcoming Hannah O'Mara to PSM as our HR Unit Coordinator. Hannah is currently with Lyman Briggs and has previous experience within the College of Ed and CANR. As Hannah stated, "I have been privileged to work for MSU the entirety of my professional career and I am committed to continuing both my professional and educational career at this distinguished university."



Hannah will be starting on January 4, 2021 and will overlap with Sandie for 4-weeks.

Hannah's email is omarahan@msu.edu. Feel free to send along a warm PSM welcome and introduction.

Announcement of Dissertation Defense

Thursday, December 17, 2020 at 9:00 AM

Announcement of Ph.D. Dissertation Defense Seminar

Plant Pathology

Candidate's Name: Suzanne Slack

Title of Dissertation: Analysis of *Erwinia amylovora* population dynamics at flower bloom and further systemic movement of the pathogen through host tissue

<https://msu.zoom.us/j/95708344920>

Password: Fireblight

Announcements

The Woman's Advisory Committee for Support Staff wants to highlight the awesome support staff employees here at MSU!! We want to know more about the many roles, offices, resources, and contributions Support Staff make to the MSU community. WACSS is seeking women and non-women allies eager to share who they are, what they do, and why they work at MSU. Complete this form to be considered in an upcoming Support Staff Spotlight!

Submit your application by December 31, 2020.

https://msu.co1.qualtrics.com/jfe/form/SV_571nJ8NGwmRVZKl

** If you have any questions, please email wacss@msu.edu

Announcements

PSM Procurement Card Info

PSM has gathered all of the most current Procurement Card information that a Pcard holder may need to reference. The attached documents included are: Pcard Application, Dispute Form for Bank, Pcard Users Manual, Process for Membership/Renewal Payments, Restricted Items, PSM Procurement Card Procedures, Most Commonly Used Object Code List, PSM - Steps to Approve Edocs, and How to Look Up Edocs in EBS (even after approving). Any questions can be directed to Gina at Centeno@msu.edu.

Pcard Process Reminders

A reminder that while working from home or the office, complying with Pcard processes - including proper record keeping practices - are requirements of cardholders and fiscal officers.

- Please review and approve Pcard eDocs when they appear in your Action List. Don't let them auto approve.
 - Cardholders must approve within 14 calendar days.
 - Fiscal officers must approve within 31 calendar days.
- All Pcard purchases require receipts.
 - Scan and attach receipts to the Notes and Attachments tab of the eDoc.
 - Receipts must be itemized and legible.
- A business purpose must be indicated either on the receipt, the description line, or in the Notes and Attachments tab. Include details of how/why the item or service will be used or was needed.
- Refunds must be cross-referenced to the original eDoc.

Using the COVID19 Project Code

Remember to use the COVID19 project code when applicable. Transactions identified with this code may qualify for Cares Act reimbursement. The COVID19 project code should be used if the purchase is necessary as a result of the pandemic.

Pcard Reminder - Membership Dues

Membership dues are NOT to be paid from your MSU Procurement Card. Membership dues need to be processed by the Department Business Office where they generate a special letter and handle getting the information needed for approval and process payment. You just need to scan/forward your membership renewal request to **Lisa Bowen** at bowenli1@msu.edu. Please be sure to provide the account number so that she can submit payment.

Building Access

If building access is needed, please remember to have your PI email **AnnMarie Guldner** (guldner1@msu.edu) directly with this request. Requests cannot be accepted from anyone other than the PI.

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 or 517-353-0120. No drop ins will be allowed.

Announcements

PSSB Entry Doors

Please remember that you can only access PSSB through doors 9 & 10 which are on the East side across from Vet Med along Bogue Street and doors 31 & 32 which are on the South side of the corridor that connects Plant and Soil to MPS.

UPCOMING VIRTUAL COURSES

Select Organization and Professional Development (OPD) courses are now 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.

Maximizing the Spartan Experience: Customer Service Training

December 17, 2020

9:30-11:00 AM

Learn how to communicate effectively, create a positive first impression, and develop and maintain high service standards in this updated course, which provides a foundational perspective related to enhanced customer service delivery.

Everything DiSC: Behavior Styles at Work

January 14, 2021

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.

Grammar Refresher

January 19, 2021

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.

New! Managing Employees Remotely

January 20, 2021

10:00-11:00 AM

Shifting to remote work has required changes in our perspectives and approaches to work, and successfully managing employees in this environment means strengthening different skills. Learn how to do just that in this new and engaging program.

New! Power of Habit

January 28, 2021

1:00-5:00 PM

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

Announcements

Work and Wellness Connect 12/7 and 12/14 - Newcomers Special

What is Work and Wellness Connect?

A space sponsored by MSU WorkLife Office to connect with other faculty, staff, and post-doc Spartans with a focus on combating isolation, creating a community and sharing resources.

December 14, 2020 at 12:00 PM

Topic: NEW SPARTANS!

Zoom Link: <https://msu.zoom.us/j/98185043710>

Password: connect

If you are a newcomer to MSU within the past year please join. Also, if you have new people in your office or know of someone new who would like to connect to our community, please invite them. All Spartans are welcome to join, and to meet our newcomers!

Please connect with those that you work with, times are hard. Please consider reaching out to newcomers who are really feeling isolated and disconnected. Also, please remember that the WorkLife Office is here for information, referrals and support. Let others know that we are here and remember, we are here for you as well. You are not alone.

MSU WorkLife Office Contact: Jaimie Hutchison, MA, LPC

hutchj@msu.edu

517-884-7315

Flu Vaccines Now Available At Multiple Locations

By appointment, through December 31, 2020 while supplies last

- **MSU Health Care Pharmacy** 517-353-3500
<https://pharmacy.msu.edu/pharmacy-news/flu-vaccine-offered-by-the-msu-health-care-pharmacies>
- **Internal Medicine** 517-353-4941
<https://healthcare.msu.edu/patients/internal-medicine.aspx>
- **Family Medicine** 517-353-2562
<https://healthcare.msu.edu/patients/family-medicine.aspx>
- **Pediatrics DeWitt** 517-353-4000
<https://healthcare.msu.edu/patients/pediatrics-dewitt.aspx>
- **Pediatrics West Side** 517-622-1012
<https://healthcare.msu.edu/patients/msu-pediatric-west-side.aspx#MSU%20Pediatrics%20-%20West%20Side>
- **Pediatrics Okemos** 517-349-6560
<https://healthcare.msu.edu/patients/MSU%20Health%20Care%20Pediatrics%20Okemos.aspx>
- **Pediatrics Lansing** 517-364-5440
<https://healthcare.msu.edu/patients/MSU%20Child%20Health%20Lansing.aspx>

Resources for learning more about DEI (submitted by the PSM DEI Committee)

What Are Bullying and Discrimination?

Bullying includes a range of aggressive and discrediting behavior carried out over a prolonged period. Discrimination refers to mistreatment, whether intended or not, on the basis of a person's belonging to a specific group or on account of disability, nationality, or social, ethnic, racial, sexual, gender, or religious identity. Bullying and discrimination typically lead to similar kinds of misconduct, which can occur in many forms, including the following:

- unfair and unequal working conditions, such as withholding information, collaboration opportunities, or support; assigning inappropriate or too many tasks; threats or refusals regarding funding; [threats of or] refusal of promotions; or discrimination because of pregnancy
- scientific misconduct, such as changing authorship positions or taking credit for other people's ideas or intellectual property
- intimidating behavior, such as constantly contradicting or interrupting someone
- attacks on personal integrity and dignity, such as spreading rumors or publicly shaming people
- psychological attacks, such as making degrading verbal or written comments [or body language such as rolling eyes] or [sexist](#) or racist jokes

For some tips on how to combat bullying and discrimination (as an ally or if you are experiencing it), see the article here: : <https://doi.org/10.1029/2020EO151914>

Vehicle Use Policy

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

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.

Face coverings

Individuals with COVID-19 are highly infectious for up to two days before the onset of symptoms. Thus, 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. Wearing a face covering, whether you feel ill or have been diagnosed with COVID-19, is critical to maintaining everyone's health and safety.

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. For example, if you are indoors, exceptions are limited to when:

1. you are in your own place of residence and can therefore properly physically distance (at least six feet of physical separation between yourself and others);
2. 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); **or**
3. you are eating or drinking but still maintaining physical distance (at least six feet of physical separation between yourself and others).

If you are outdoors, exceptions are limited to when:

1. you are working outdoors and can maintain physical distance from others (but you will need to wear a face covering outdoors when interacting with others or when unable to maintain physical distance); **or**
2. you are exercising or engaging in high-intensity activities outdoors (for example, jogging, running, bicycling or golfing) and can maintain physical distance from others.

If you are working, an exception may be allowed in the following situations:

1. 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);
2. you can maintain physical distance from others; **and**
3. you have previously consulted with your supervisor to determine the appropriate face covering for your setting.

In addition, if you are working, an exception may be allowed if you need a fresh-air break outdoors **and**

1. you can maintain physical distance from others,
2. you will not interact with others **and**
3. you have previously consulted with your supervisor.

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.

Face Coverings (Updated August 13, 2020)

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.

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

Protocol - MSU COVID-19 Testing and Reporting

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

MSU Together We Will

For the most current MSU COVID policies and regulations please see the MSU's Together We Will page at msu.edu/together-we-will/

MSU Academic Calendar

Fall 2020

December 11	Classes End
December 14-18	Final Exams
December 24-25	Holiday - University Closed
December 31- January 1	Holiday - University Closed

Fall 2020 Commencement Dates - Virtual Ceremonies

Master's Degrees: Friday, December 18, 2020 at 10:00 AM

Doctoral Degrees: Friday, December 18, 2020 at 2:00 PM

Baccalaureate Degrees: Saturday, December 19th at 10:00 AM

For additional information go to <https://commencement.msu.edu/>

Spring 2021

January 11	Classes Begin
January 18	Holiday - University Open, Classes Cancelled
March 2-3	No Classes
March 3	Middle of Semester
April 21	Classes End
April 26-30	Final Exams

Spring 2021 Commencement Dates

Due to COVID-19, ceremony specific information is not available at this time.

For additional information go to <https://commencement.msu.edu/>

New Version Fillable PSMS PDF Time Sheet

Attached to this newsletter is the [new fillable version of the PSMS PDF time sheet, this version replaces all other copies](#). The new time sheet has required fill-in areas (i.e. dates and signatures) and all areas are now fillable or a check box.

2021 PSM Payroll Schedule

Attached to this newsletter is the PSM 2021 Payroll Schedule

Entering Hours Into EBS: Temp-On-Calls & Undergrad Students

COMING SOON: Effective January 3, 2021 we will start the process for temp on-calls and undergrad students to enter their own hours into EBS with their direct supervisor approving these hours on a bi-weekly basis. Attached are the general instructions on this process. We will be forwarding a more detailed process to all PSM in the very near future.

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 **12/30/2020 pay date** covering the 12/06/2020-12/19/2020 pay period, all time must be approved by 7 PM Monday, 12/21/2020. **Sheets are due to PSMS on FRIDAY 12/18/2020 by 3 PM.** Last payroll of the year. It is **VERY IMPORTANT** to have your time sheets turned in on time.
- For the January 15th pay date (for time worked from December 20th to January 2nd) your time is due by 5 PM on Monday, January 4th.
- For the January 29th pay date (for time worked from January 3-16) you time is due by 5 PM on Tuesday, January 19th.

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.

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	8 AM-12 PM & 1-5 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
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 Jorgensen	eschrach@msu.edu	Monday-Friday	6:30 AM-3:00 PM
Sandie Litchfield	litchfi9@msu.edu	Monday-Friday	7:30 AM-12 PM & 1-4:30 PM

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

Due to the upcoming holidays, our last newsletter for 2020 will be next Friday, December 18th and our first 2021 newsletter will be on January 8th.