
**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



PSM Office Hours and Staffing Update

The PSM Accounting and HR staff will be working remote through January 28th and are available via email or Teams during normal business hours. You can contact the HR team at PSM.HR@msu.edu or the accounting team at PSM.Accounting@msu.edu.

The mail will be sorted daily and notifications for packages will continue to be sent out.

Building access and key request forms can be found at https://www.canr.msu.edu/psm/about_psm/Human-Resources/.

Key pick up will be by appointment only on Wednesdays, by scheduling an appointment with AnnMarie Guldner at guldner1@msu.edu.

Seminars/Webinars

January 21, 2022, 4:00-6:00 PM via Zoom

International Student Networking & Career Fair Prep

Connect with alumni and career professionals to learn about networking, career fairs, the job and internship search, and more.

To register and receive Zoom link log into Handshake at msu.joinhandshake.com

January 25, 2022 at 6:00 PM

MSU College of Education, Urban Education Speaker Series

H. Richard Milner IV

What do Formerly Incarcerated People Say about their Educational Experiences? Implications for [Urban] Education

[Webinar Registration - Zoom](#)

January 27, 2022 at 4:10 PM

HORT/PSM Spring Seminar

PSSB A149 (hybrid format)

Dr. Norman Lownds, Horticulture, MSU

Title: Connecting Kids, Plants and Science in the Michigan 4-H Children's

Gardens: Seeds of Science over 25 Years

Zoom Link: <https://msu.zoom.us/j/98492196797>

Meeting ID: 984 9219 6797

Passcode: 116486

Seminars/Webinars

February 24, 2022 at 6:00 PM

MSU College of Education, Urban Education Speaker Series

Maisha Winn

From reacting to reimagining: Toward a Transformative Justice Education

[Webinar Registration - Zoom](#)

PSM Faculty Meetings

Friday, January 21, 2022, 2:00-4:00 PM Faculty Meeting Virtual Only

Friday, March 18, 2022, 2:00-4:00 PM Faculty Meeting

Friday, May 13, 2022, 1:00-5:00 PM RPT No Action Meeting

PSSB A271 (in person with Zoom option)

Calendar invite has been sent with Zoom login and password information

Announcements

CANR SAC Staff Award Nominations

MSU's College of Agriculture and Natural Resources Staff Advisory Committee (CANR SAC) is thrilled to announce **three** new support staff awards for 2022!

Support staff nominations are sought for the *Innovation Award*, *Service Award*, and *Dean's Award of Distinction* to recognize outstanding support staff within CANR.

Individuals may be nominated by any member of the CANR community (coworkers, faculty, students, supervisors). Award recipients will receive a monetary award, be recognized at the CANR Annual Awards Ceremony, and invited to a luncheon with the Dean along with other award recipients. Nominations are due **January 31**.

Visit <https://www.canr.msu.edu/sac/awards> for details, nomination criteria and to submit a nomination today!

2022 IRS Retirement Plan Contribution Limits

To have a comfortable retirement, employees are highly encouraged to monitor and adjust how much they are saving. The IRS places limits on how much employees can contribute to a retirement plan each year, and those limits for 2022 were recently announced. [Retirement Planning: 2022 IRS Retirement Plan Contribution Limits - SourceLive Home \(msu.edu\)](#)

Employee Recognition Bonus FAQ

Announced in December, employees will be receiving a one-time recognition bonus this month. If you have questions about the bonus, please see the MSU HR's frequently asked questions page. [Employee Recognition Bonus FAQ](#)

Tax Forms Issued to MSU

As part of the calendar year end, departments may receive various IRS/State/Local tax forms (Form 1099-MISC, 1099-NEC, 1099-K, Municipality Personal Property Tax Forms) addressed to Michigan State University.

Any tax forms where Michigan State University is the recipient should be forwarded to the Tax Services Office, 426 Auditorium Rd Room 301.

Any questions regarding this announcement should be directed to the Tax Services office at taxreporting@ctrl.msu.edu or 355-5029.

Announcements

The deadline for students, faculty and staff to receive a COVID-19 booster and submit their information is February 1, 2022. Booster clinics will be held on January 26, and 31 at Breslin from 10:00 AM to 6:00 PM each day. The clinics are open to the campus community and the public, and all 3 FDA approved or authorized vaccines (Pfizer, Moderna and Johnson & Johnson) will be available.

What you need to know:

- Bring a valid ID (MSU student/employee IDs are acceptable).
- Bring your vaccination card if available.
- Appointments are strongly encouraged and can be made via the health department website at [Schedule Appointment with Ingham County Health Department \(acuityscheduling.com\)](https://www.acuityscheduling.com)
Walk-ins will be accepted until 5:45 PM each day.
- Free parking is available in Lot 63 off Harrison Road, to the south of Breslin.
- Enter Breslin using the southeast Hall of History entrance by the Magic Johnson statue.
- Arrive 10-15 minutes before your appointment. Wear clothing with short sleeves and do not fast before your appointment if possible.
- If you need transportation, CATA provides free transportation across campus. [MSU-Campus-No-Index-Aug21.jpg \(4000x3556\) \(cata.org\)](https://www.cata.org)

Annual Fume Hood Testing - Molecular Plant Sciences (MPS)

When will this occur? January 24-28

What is happening and why? Air flow measurement and inspection of fume hoods and other local exhaust ventilation used for containment of hazardous exhaust. The annual testing is required by OSHA and the MSU Chemical Hygiene Plan.

How will this affect me? The fume hood or other local exhaust will be unavailable for about 15 minutes during testing. Hoods found to be unsatisfactory will be tagged (minor problem) or barricade taped (unsafe to use) as out of service. Please submit an IPF Service Request for repairs.

What do I need to do?

- Please notify all personnel in your department. Your cooperation during this time is appreciated.
- Do not work in hoods with barricade tape until hood is repaired.
- For more information, please visit the EHS website at [Fume Hoods and Local Exhaust Ventilation \(LEV\) | Environmental Health & Safety | Michigan State University \(msu.edu\)](https://www.msu.edu/ehs)

Update MSU Alert Settings

To ensure faculty and staff receive all emergency alerts, MSU Police ask employees to update their emergency information periodically. [Read more.](#)

SafeMSU App

Designed with input from students, faculty and staff, the SafeMSU app provides access to valuable safety resources direct to Spartan's hands. A key feature of the app is the virtual friend walk. This function allows Spartans to share their location with a friend in real-time so they can follow their progress to their destination.

[Learn more and download](#)

Announcements

MSU Root Journal Club Spring 2022

The Spring 2022 MSU root journal club is starting! Roots are often underrepresented in classroom discussion, but many students, postdocs, and lab techs work on roots as part of their research projects. To overcome this challenge, we meet once every two weeks to discuss all things related to roots!

Topics we have covered in the past include (but we are not limited to):
methods for phenotyping root traits,

- transcriptomic responses to both abiotic and biotic stressors,
- the role that roots play in soil mechanics,
- root growth and development under stress, and
- microbial interactions with roots.

This is largely participant led with a volunteer assigning and leading discussion of a topic related to their research. The tone is informal and casual.

If you would like to attend these discussions, please fill out the schedule here: <https://www.when2meet.com/?14110114-jgdN9>

Please be sure to use your preferred email address as your name so you can easily be contacted later.

Contact: **Miranda J Haus**, Assistant Professor, Department of Horticulture
Hausmira@msu.edu

Flu Shots, COVID-19 Vaccinations Available at MSU Health Care Pharmacy

For patients age 12 and up, flu shots and COVID-10 vaccinations are available via appointment through the MSU Health Care Pharmacy. For patients age 5-11, MSU Health Care Pediatrics is also offering appointments. [Read More](#)

COVID-19 PCR, flu testing options available at Spartan Stadium

MSU Health Care has partnered with Grand Rapids - based NxGen MDx to provide additional high-quality COVID-19 PCR testing, plus influenza and RSV testing, with overnight results. [Read more.](#)

Upcoming Switch to a New Antivirus Software

As you may be aware, MSU currently provides an antivirus software called Symantec End point Protection (SEP) for both personal and university-owned devices. In order to provide the best protection possible against viruses and malware for the devices our community members use, MSU is moving away from SEP to a new antivirus software called ESET Cloud Protect by no later than March 31, 2022.

In the coming weeks, ANR IT will be working with community members by department to transition devices away from SEP and onto ESET. Instructions will become available in future communications to assist you in this process. If you are currently using a Mac, please ensure that your macOS is at least Catalina (version 10.15) or higher.

If you have any questions or need assistance, please contact our Department IT.

Dominic Colosimo colosi14@msu.edu

Lee Duynslager duynslag@msu.edu

Announcements

MSU EPA Worker Protection Standard (WPS) Training January-April 2022

What is it for?

This training covers employees and students conducting research-related and/or plant production activities in areas where pesticides are applied. The WPS training will **occur via Zoom** and includes an annual instructor-led video presentation. An additional WPS site-specific training is also required for each location/facility you visit.

How do I sign up?

- **** You must add the track in Ability before you can sign up in the calendar****
 - To add the track, go to <https://ehs.msu.edu/training/index.html>. Once logged in, click the “My Menu” tab → click “My Requirements” → click the green plus sign → choose “Worker Protection Standard” from the drop-down menu → click the “Next” button.
- To Select a Training, go to → Training Tab → Ability Login Button → Login with MSU NetID → Extra Courses Tab → Calendar → Look for Training session you wish to join → Click on the Training → Sign up by Clicking “Register”
 - **You must sign up for the Training at least 24 hours before the class.**
 - **You will receive an enrollment confirmation email after enrolling with instructions for logging in on the day of training.**
 - There will be NO additional training sessions scheduled so please plan ahead accordingly.
 - Processing paperwork may take up to 1 week after training is complete, so please plan ahead when scheduling your training, as this may affect updating access to card-swipe facilities.

Completed Training is NOT Official until your Signed Training Record is received.

Monday, January 24	2:30-4:00 PM
Wednesday, February 2	10:30 AM-12:00 PM
Tuesday, February 15	2:30-4:00 PM
Wednesday, February 23	2:30-4:00 PM
Wednesday, March 2	10:30 AM-12:00 PM
Tuesday, March 15	2:30-4:00 PM
Wednesday, March 23	2:30-4:00 PM
Monday, April 4	2:30-4:00 PM
Wednesday, April 13	10:30 AM-12:00 PM
Tuesday, April 26	2:30-4:00 PM

*Classes for May-December will be scheduled no later than March 15.

Upcoming MSU Professional Development Opportunities

[Building Cohesive Teams - January 26](#)

Learn methods for building collaboration within a team and skills for influencing team performance.

[Ready, Set, Change! - January 26](#)

This interactive and engaging course is appropriate for anyone responsible for implementing and guiding change in their organizations, such as leaders, project managers and their team members, HR professionals and more.

[Everything DiSC®: Behavior Styles at Work - January 27](#)

Learn how to build more effective working relationships based on an understanding of different behavioral styles.

[Promapp, Interactive Process Creation - February 2](#)

Learners will continue their process improvement journey and build upon the knowledge and skills learned in *Introduction to Process Mapping*.

[Crucial Conversations - Starts February 8](#)

Learn how to hold crucial conversations - where emotions and stakes are high and opinions vary.

[Creating and Sustaining a Positive Workplace - February 15](#)

This course provides humorous insight into the seven habits of negativity, including tips to stop gossip, techniques for getting along with others, and strategies to reap the many benefits of a positive and engaged workforce.

[The Power of Habit - February 16](#)

Learn how habits are created and how to replace undesirable habits with productive ones.

[Strategic Planning - February 17](#)

Participants will gain a foundational base for implementing strategic planning in a unit.

[Vendors in KFS - February 22](#)

This class will cover the various types of vendors in KFS and when to use them, how to add and edit a vendor, including documentation required, and tips on searching for a vendor.

[Records Management and Retention at MSU - February 23](#)

Learn the rules, regulations, and strategies to help manage university records.

You can find all the current virtual [Organization and Professional Development courses on the HR website](#). Class enrollment is completed within the [EBS Portal](#). Employees may use available [educational assistance](#) funds towards course fees (if any).

Department of Plant, Soil and Microbial Sciences Job Announcements

Research Assistant II

Job # 759179

The Potato and Sugar Beet Pathology program in Plant, Soil and Microbial Sciences at MSU is seeking a highly motivated individual to work as a member of the pathology research program.

<https://careers.msu.edu/en-us/job/509218/research-assistant-ii>

Research Associate - Fixed Term

Job # 749382

A postdoctoral position is available in the Day Lab at Michigan State University in the Department of Plant, Soil and Microbial Sciences.

<https://careers.msu.edu/en-us/job/508788/research-associatefixed-term>

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>

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>

Research Associate - Fixed Term

Job # 733007

Postdoctoral 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/andrey_guber

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

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>

Travel

In order to comply with the **federal Jeanne Clery Disclosure** of Campus Security Policy and Campus Crime Statistics Act, Michigan State University must disclose statistics for certain crimes that occurred at non-campus buildings or property. Non-campus locations include short-stay “away” trips involving students, requiring MSU to collect and disclose statistics for various trips off campus. To be able to fulfill compliance obligations regarding these locations, an additional question has been added to MS’s Concur expense report to collect statistics for those short-term trips. A screen shot is provided for reference. All other components of the Expense Report remain unchanged. This change will take effect January 4, 2022.

The screenshot shows a Concur expense report form. The form includes fields for Policy, Report Trip Name, Report Trip Start Date, Report Trip End Date, Primary Report Trip Purpose, Secondary Trip Purpose, Trip Description, Does this trip include personal travel?, Were MSU students part of this trip?, Traveler Type, Visa Payment Needed?, Object Code, Account, SubObject, and Project. A red arrow points to the 'Were MSU students part of this trip?' dropdown menu, which is currently set to 'None Selected'.

MSU is continuing to review all international travel proposals on a case-by-case basis. However, with the high campus COVID-19 vaccination rate and many international borders starting to reopen, the provost, associate provost and dean of ISP, and the university physician have approved streamlining the review process for *most* international travelers. Travel requests for faculty, staff and guests no longer require additional review by the [Faculty and Staff Travel Review \(FASTR\) committee](#), *unless* the traveler is unvaccinated or the destination is considered high-risk for non-COVID safety and/or security reasons.

PROCESSES AND PROCEDURES FOR FACULTY AND STAFF

For faculty, staff, and sponsored guests traveling on official MSU international travel, please review the [international travel waiver process](#) managed by ISP’s [Office for Global Health, Safety and Security](#).

STEP 1—MAU APPROVAL:

1. The traveler fills out and submits the MAU Form to their dean, associate dean or relevant MAU administrator for approval.
2. Once the MAU Form is signed, the traveler must submit an online International Travel Waiver Request detailing their health and safety plan.
3. The MAU can be found [here](#).

STEP 2—REVIEW:

1. Following the submission process, ISP’s Office for Global Health, Safety and Security will review the request, focusing on the country’s COVID-19 and security risk factors.
 - Non-higher-risk: Vaccinated travelers will receive approval notification.
 - Higher-risk: The travel request will be referred to FASTR for full review. This includes travel to [high-risk destinations](#) and/or travel by unvaccinated individuals.
2. ISP’s Office for Global Health, Safety and Security will email the traveler detailing next steps specific to the travel in the follow-up communications, including:
 1. Registration in MSU’s Global Travel Registry
 2. Resources regarding international health and travel insurance
 3. Acknowledgement of Risk Form
 4. Options for supplemental trip interruption insurance to offset Quarantines or trip interruptions

Please refer to the [Office for Global Health, Safety and Security](#) for additional detail regarding the review process, higher-risk travel and a tip sheet.

Travel

STUDENT TRAVEL

For details regarding travel with Education Abroad programs, please refer to the [COVID-19 Guidance for EA Programs](#) and the [Office for Education Abroad](#).

Students on non-Education Abroad travel should follow the initial steps in the waiver review process above. Their travel may be subject to additional review by the [Risk and Security Assessment Committee \(RSAC\)](#).

STAYING UPDATED

ISP's [Office for Global Health, Safety and Security](#) is in regular contact with RSAC and FASTR leadership to ensure these processes and procedures are updated according to MSU's COVID-19 guidance, as well as federal guidance. Regular updates will be posted at: globalsafety.msu.edu/covidintl.

Questions can be directed to **Elke Schmidt**, coordinator for the Office for Global Health, Safety and Security, globalsafety@msu.edu.

MSU TRAVEL and CONCUR SUPPORT CONTACT INFORMATION:

- Travel related questions: travel@ctrl.msu.edu
- Concur and Expense related questions: concurhelp@msu.edu

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

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

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\\

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

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

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>

PSM Chairperson

Brian Horgan 517-353-0120	horganb@msu.edu	Monday-Friday	8:00 AM-5:00 PM
AnnMarie Guldner 517-353-0120	guldner1@msu.edu	Assistant to the Department Chairperson	

PSM Accounting Team psm.accounting@msu.edu

Lisa Bowen 517-353-0161	bowenli1@msu.edu	Monday-Friday	7:00 AM-3:30 PM Working Remotely through 1/28/2022
Gina Centeno 517-353-0105	centeno@msu.edu	Monday-Friday	8:15 AM - 2:30 PM Working Remotely through 1/28/2022
Kim McClung 517-353-0102	mcclungk@msu.edu	Monday-Friday	7:00 AM-4:00 PM Working Remotely through 1/28/2022
Emily Williams 517-353-0106	emilywil@msu.edu	Monday-Friday	8:00 AM-5:00 PM Working Remotely through 1/28/2022

PSM Human Resources Team psm.hr@msu.edu

Jordan Davis 517-353-0139	davis432@msu.edu	Monday-Friday	8:00 AM-5:00 PM
Christiina Donley 517-242-0473	tymoszew@msu.edu	Monday-Friday	8:00 AM-5:00 PM Working remotely Monday-Friday
Mackenzie Graham 517-353-0111	graham2@msu.edu	Monday-Friday	7:00 AM-4:00 PM Working Remotely through 1/28/2022
AnnMarie Guldner 517-353-0120	guldner1@msu.edu	Monday-Friday	7:30 AM-4:00 PM Working Remotely through 1/28/2022
Hannah O'Mara 517-353-0104	omarahan@msu.edu	Monday-Friday	8:00 AM-5:00 PM Working Remotely through 1/28/2022

Communications

Patty Bonito	bonitopa@msu.edu	Monday-Friday	9:00 AM-1:00 PM
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PSM IT Team

Dominic Colosimo 517-353-0107	colosi14@msu.edu	Monday-Friday	8:00 AM-5:00 PM Working remotely Tuesdays & Thursdays
Lee Duynslager 517-432-5296	duynslag@msu.edu	Monday-Friday	8:00 AM-4:30 PM

MSU Academic Calendar Spring 2022

- **March 2, 2022**
Middle of Semester
- **March 7-11, 2022**
Spring Break
- **April 29, 2022**
Classes End
- **May 2-6, 2022**
Commencements

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 February 11th pay date (for time worked from January 16-29) your time is due by Tuesday, February 1.
- For the February 25th pay date (for time worked from January 30-February 12) your time is **due by Monday, February 14. (Early)**
- For the March 11th pay date (for time worked from February 13-26) your time is due by Tuesday, March 1.

Newsletter Submissions

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