

**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.

AnnMarie Guldner	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Monday-Friday	7 AM-3 PM
Ashley Lathrop	<a href="mailto:danas@msu.edu">danas@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 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	7 AM-12 PM & 1-4 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
Gina Centeno	<a href="mailto:centeno@msu.edu">centeno@msu.edu</a>	Monday-Friday	8:15 AM-2:45 PM
Lee Duynslager	<a href="mailto:duynslag@msu.edu">duynslag@msu.edu</a>	Monday-Friday	8 AM-12:30 PM & 1-4:30 PM
Linda Colon	<a href="mailto:colon@msu.edu">colon@msu.edu</a>	Monday-Thursday Friday	8 AM-12:30 PM & 1-4:30 PM 8 AM-12 PM
Lisa Bowen	<a href="mailto:bowenti1@msu.edu">bowenti1@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 Esch	<a href="mailto:eschrach@msu.edu">eschrach@msu.edu</a>	Monday-Friday	9 AM-12 PM & 1-5 PM
Sandie Litchfield	<a href="mailto:litchfi9@msu.edu">litchfi9@msu.edu</a>	Monday-Friday	7:30 AM-12 PM & 1-4:30 PM

**PSM Meeting Calendar**

Please save the dates for the following PSM meetings. An email was sent on July 28<sup>th</sup> with the Zoom login and password information for each meeting.

- August 27, 2020 from 9-11 AM Annual Meeting
- September 30 from 1-3 PM Special DEI Workshop
- October 9 from 1-5 PM RPT Meeting
- October 23 from 1-5 PM RPT Meeting

**MS Defense Seminar Announcement**

Announcement of virtual MS Defense Seminar for Anna Stouffer-Hopkins

Friday, August 7, 2020 at 1:30 PM

“Investigation into the Ontogenesis and hosts of the meadow cyst nematode, *H. pratensis*, in Michigan”

<https://us02web.zoom.us/j/83902250433?pwd=VUNkSjBDbmNUN2NXc01SM2lUZjRoQT09>

Meeting ID: 839 0225 0433

Passcode: 838700

## MS Defense Seminar Announcement

### Announcement of virtual MS Defense Seminar for Madison Dobbins

Friday, August 14, 2020 at 8:30 AM

“Utilizing UVR Protectants to Optimize Bacteriophage for Fire Blight Management”

<https://msu.zoom.us/j/97145272953>

Meeting ID: 971 4527 2953

Passcode: 538405

## Announcements

### WorkLife Survey

The WorkLife Office needs you, to help us help the community by sharing your voices, views and experiences. Help us take a deeper dive into current experiences and needs, to identify newly emerging issues, and to inform our input to programs and policies that support you through collaboration. Please complete the survey before Aug 9, 2020.

Use this link: <https://bit.ly/2020secondsurvey> and forward to your colleagues so we might hear their voices. All responses are voluntary, anonymous and accessible only to WorkLife Office staff. We will use aggregate data to help determine program and policy development. Where particular quotes illustrate themes, we may paraphrase and use those anonymously as examples reflecting common community sentiments or experience.

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### Antiracism, Allyship, and Authenticity Panel Follow-up Resources

On Tuesday, August 4, 2020, the University of Michigan’s Center for Positive Organizations hosted a virtual panel discussion titled “Antiracism, Allyship, and Authenticity: Building Internal Capacity for Institutional Change”. If you were unable to “attend” this webinar, you can watch the recorded session [here](#).

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### 10<sup>th</sup> Annual Mid-Michigan Symposium for Undergraduate Research Experiences (Mid-SURE)

The Undergraduate Research Office invites you to visit the 10<sup>th</sup> Annual Mid-Michigan Symposium for Undergraduate Research Experiences (Mid-SURE), which is an asynchronous, virtual event consisting of pre-recorded poster presentations.

Mid-SURE will be open to the public beginning at 9:00 AM (EST) on August 4<sup>th</sup> and continue until 5:00 PM (EST) on August 10<sup>th</sup>. A link to the symposium will be available on our website (<http://urca.msu.edu/>) during that time. Over 200 MSU and visiting students have registered to present at this year’s the symposium.

Contact **Heather Dover** ([doverhea@msu.edu](mailto:doverhea@msu.edu)) with questions or for additional information about the event.

## COVID Directives

Please see the MSU COVID Directives at <https://msu.edu/together-we-will/msu-community-compact/directives.html>

## 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/>

## 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.

## Community Compact

The Michigan State University Community Compact applies to MSU students, faculty, staff, contractors, vendors and visitors. In return for the privilege of being part of the MSU community, by the Compact, I am taking personal responsibility in order to protect the health and safety of myself and the MSU community. **My actions will impact everyone.**

The novel coronavirus, which causes the disease COVID-19, has been declared a worldwide pandemic. The COVID-19 virus is extremely contagious and is believed to spread mainly from person-to-person contact. There is no guarantee that I or others on campus will not become infected by COVID-19. I acknowledge the risks of COVID-19 and returning to campus, and I acknowledge that I will do my part to protect myself and others.

Accordingly, as a member of the MSU community, I agree that I will follow these requirements until MSU instructs me otherwise while on the property owned by MSU and while participating in MSU-related or sponsored activities, wherever they may occur:

### Requirements

#### Face Coverings

I will wear an appropriate face covering over my nose and mouth while I am on MSU property, both indoors and outdoors, unless I am unable to tolerate a face covering for medical reasons.

#### Physical Distancing

I will maintain 6 feet of distance between myself and others with whom I do not live with, to the maximum extent possible.

## Community Compact continued...

### Personal Hygiene

I will maintain proper hygiene and health practices including:

- Washing my hands frequently with soap and water or, if soap is unavailable, using hand sanitizer with at least 60% alcohol
- Routinely cleaning and sanitizing my living space and/or workspace
- Using the bend of my elbow or shoulder to shield a cough or sneeze
- Refraining from shaking hands

### Adhere to Signage and Instructions

To protect myself and others, I will (a) look for instructional signs posted by MSU or public health authorities, (b) observe instructions from MSU or public health authorities that are emailed to my “msu.edu” account, and (c) follow those instructions.

### Self-Monitoring

I will monitor myself for flu-like symptoms (for example, cough, shortness of breath, difficulty breathing, fever, sore throat or loss of taste or smell). If I experience any flu-like symptoms, I will stay at my place of residence and contact a health care provider to determine what steps should be taken.

### Exposure to COVID-19

If I have been exposed to someone who is ill or has tested positive for COVID-19 virus, I will stay at my place of residence, contact a health care provider and follow all public health recommendations.

### Adherence to Public Health Guidance and Cooperation with Public Health Authorities

I will follow all applicable state and public health guidance, and I will cooperate with public health authorities, including, but not limited to, contact tracing. Further, I have been encouraged by MSU to (a) participate in COVID-19 surveillance and screening, (b) participate in COVID-19 testing, and (c) receive a flu vaccination this fall.

Additional information on these requirements can be found at [www.msu.edu/together-we-will](http://www.msu.edu/together-we-will).

## Compact Compliance

Protecting the health and safety of MSU students, faculty, staff and visitors requires the cooperation of all members of the community, not only through personal compliance with the Compact, but to encourage others to comply.

Concerns about noncompliance can be made anonymously to the MSU Misconduct Hotline at 800-763-0764 or [www.misconduct.msu.edu](http://www.misconduct.msu.edu).

Persons who violate the Compact will be subject to disciplinary action in the same manner and magnitude as violations of other university policies.

### Students

Residence Education and Housing Services staff and Student Life staff are expected to educate students regarding the Compact and to promote compliance with it.

### Faculty and Staff

University leaders, managers, supervisors and facilities managers are expected to educate employees regarding the Compact and to promote compliance in their areas of responsibility as well as on the larger campus.

Additional information on Compact compliance can be found at [www.msu.edu/together-we-will](http://www.msu.edu/together-we-will).

## Funding Opportunities

### BARD Research Grants - Due September 15, 2020

Funds projects conducted cooperatively by US and Israeli scientists. Covers all phases of agricultural R&D including strategic or applied research. Applications accepted between August 15-September 15, 2020.

Award duration: 3 years. 1-year feasibility studies are also funded.  
Maximum award: \$310,000 for a 3-year grant

The following research areas were identified by the Board of Directors as top priorities for the coming years:

- Increased Efficiency of Agricultural Production
- Protection of Plants and Animals Against Biotic and Abiotic Stress
- Food Quality, Safety and Security Water Quality & Quantity
- Functional Genomics and Proteomics
- Sensors and Robotics Sustainable Bio-Energy Systems

Read the guidelines at <http://www.bard-isus.com/documents/Index/3> for more information.

## PSM Payroll Time Reporting

### TIME SHEET DUE DATE CHANGE FOR PERIOD 8/2/20-8/15/20:

The time sheets for pay period 8/2/20-8/15/20 are due to PSMS no later than 5pm **MONDAY 8/17/20**. Please be sure to send to **Lisa Bowen** [bowenli1@msu.edu](mailto:bowenli1@msu.edu) and cc to **Gina Centeno** [centeno@msu.edu](mailto:centeno@msu.edu). Any time sheet(s) received after this date/time will not be processed until the next period.

Any new account additions for that period (8/2/20-8/15/20) will need to be requested by sending an email to **Christiina Donley** [tymoszew@msu.edu](mailto:tymoszew@msu.edu) **NO LATER** than Friday 8/14/20 by **NOON**, any request received after that date/time will not be processed until the next period.

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Due Date Reminders for **biweekly payroll** (includes labor and student)  
Reminder: If your employee's time is not submitted, they will not be paid.

- **UPDATED DUE DATE:** For the August 28<sup>th</sup> pay date (for time worked between August 2-15) your time is due by 5 PM on Monday, August 17<sup>th</sup>
- For the September 11<sup>th</sup> pay date (for time worked between August 16-29) your time is due by 5 PM on Tuesday, September 1<sup>st</sup>.
- For the September 25<sup>th</sup> pay date (for time worked from August 30-September 12) your time is due by 5 pm on Tuesday, September 15<sup>th</sup>.

### **New! Live Online Course: Distracted to Productive: Work from Home**

Registration is now available in EBS for an updated, virtual offering of the very popular From Distracted to Productive program, to be held Wednesday, August 5<sup>th</sup>. Learn tips to make your work-from-home experience consistently more productive and less distracting.

<https://hr.msu.edu/professional-development/courses/personal-development/distracted-to-productive-work-from-home-august-virtual.html>

### **Featured Blog: Navigating through Crisis to Reinvention**

Leaders are being called to attend the rapidly changing demands of the COVID-19 crisis, while also considering what reinvention will look like for our institution. In her latest blog post, **Jennie Yelvington**, Program Manager of MSU HR Organization & Professional Development, discusses how this provides an interesting opportunity for all of us to reshape our organization, leaving behind the practices and systems that don't serve us and generating new ideas for a better tomorrow.

<https://sourcelive.hr.msu.edu/?p=15056>

### **Todd Talk: Maximizing the Spartan Experience**

In this short video, **Todd Bradley**, Senior Learning and Organization Development Specialist in MSU HR Organization and Professional Development, shares his tips on how to positively maximize the Spartan Experience during these times of great challenge. <https://www.youtube.com/watch?v=jt36felrX88>

### **New Supervisor Resources**

Looking for ideas to help boost your skill set as a new supervisor? We've compiled resources on the HR Source blog to get you started.

<https://sourcelive.hr.msu.edu/?p=15060>

### **Performance Excellence Tip**

When physical or electronic signatures on Performance Excellence documents are not an option during this period of remote work, you may instead submit these forms by cc'ing both the supervisor and employee when you send the documents to MSU HR. Your message must also indicate the date on which the Performance Excellence discussion took place.

<https://hr.msu.edu/ua/performanceexcellence/remote-annual-review.html>

### **Short Video: Performance Excellence: Setting the State with Performance Planning**

Why does performance planning matter? Learn about the value of this component of the Performance Excellence process and how to make the most of performance planning sessions.

### **elevateU Featured Topic: Customer Service**

In higher education, we serve an enormous variety of customers - everyone from colleagues to students to parents to granting agencies. Find curated resources related to customer service on the elevateU learning platform, including short videos, brief book summaries, and online courses.

### **elevateU Short Video: Customer Service is an Ongoing Relationship**

Too often, we see customer service as a one-time problem to be solved. Instead we should view customer service as an opportunity to draw customers in and strengthen our relationships with them.

### **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.

## MSU Academic Calendar

### Summer 2020 - Full Session

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

### Summer 2020 - Session Two

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 25<sup>th</sup>, 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.

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