

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



## **Congratulations 2021-2022 Turfgrass Science Scholarship Award Winners!**

### **Michigan Turfgrass Foundation Awards**

Norman W. Kramer Outstanding Student Award: **Spencer Cole**  
Kenyon T. Payne Outstanding Student Award: **David Parker**  
Robert Hancock Award: **Payton Perkinson**  
MTF Merit Scholars: **Adam Nadeau, Dennis Sullivan, and Ryan Wiggins**

### **Michigan State University Awards**

Hal and Mark Vogler Scholarship: **Josh Olrich, Jackson Severns, and Trevor Stahl**  
Tuck and Becky Tate Scholarship: **Cole Luck and David Parker**  
Charles and Frances Osterman Scholarship: **Logan Complo, Matthew Dishon, Jake Kilby, and Noah Wiles**  
James and Harriet Beard Outstanding Turfgrass Graduate Student Award: **Jackie Guevara**

### **State Association Awards**

Michigan Golf Course Superintendents Association  
Turfgrass Scholarship: **Matthew Dishon, Connor McBride, Adam Nadeau, and Brendan Stuchell**  
Michigan Sports Turf Managers Association: **Logan Complo and Garrett Menko**

### **National Awards**

Golf Course Superintendents Association of America  
Chester Mendenhall Award: **Payton Perkinson**  
GCSAA Scholarships: **Spencer Cole and Brendan Stuchell**  
Samuel I. Russell Foundation Awards: **Seth Jenkins and Anthony Kiser**  
Trans-Miss Golf Association Turfgrass Scholarships: **Spencer Cole and Jack McCarthy**

## 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](mailto:PSM.HR@msu.edu) or the accounting team at [PSM.Accounting@msu.edu](mailto: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/](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](mailto:guldner1@msu.edu).

## Seminars/Webinars

### January 14, 2021, at 9:00 AM

On Friday January 14th PSM and **The Plant Resilience Institute** is hosting a seminar with invited speakers that begins at 9:00 AM. Join us in A149 or drop in on Zoom for all or some of the presentations. **Dr. Hatem Rouached** has organized this program. Please see the attached flyer. If you are teaching a 400 or 800 level course spring semester, consider including this Plant Nutrition seminar as an assignment (or extra credit assignment) for students to listen to speakers that are of interest to their graduate education. We have guests speaking from various universities in the United States, and from France and Switzerland. Please mark your calendars and attend for all or part of the day if you can. Please contact **Dr. Hatem Rouached** for additional information at [rouached@msu.edu](mailto:rouached@msu.edu).

### January 19, 2022, 12:00-1:00 PM via Zoom

#### Job Search Strategies

Learn more about practical strategies to search for internships, entry-level jobs and on-campus part-time work.

To register and receive Zoom link log into Handshake at [msu.joinhandshake.com](https://msu.joinhandshake.com)

### January 20, 2022, 9:00-10:00 AM via Zoom

#### Working in the U.S.: Employment, Taxes & Social Security

This session is intended for F-1 and J-1 Visa Holders seeking info on campus employment, Curricular Practical Training, and Academic Training.

To register and receive Zoom link log into Handshake at [msu.joinhandshake.com](https://msu.joinhandshake.com)

### 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](https://msu.joinhandshake.com)

### January 27, 2022 at 4:10 PM

#### 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

## DEI Events

**January 14, 2022, 1:30-4:30 PM**

### **5th Annual Diversity Research Showcase**

The 2022 Diversity Research Showcase will now be taking place fully online.  
[Diversity Research Showcase | Inclusion and Intercultural Initiatives | Michigan State University \(msu.edu\)](#)

**January 17, 2022, 3:00-4:00 PM**

### **MLK Community Conversation**

[MLK Community Conversation | Inclusion and Intercultural Initiatives | Michigan State University \(msu.edu\)](#)

**January 27, 2022, 1:00-2:30 PM**

### **Dr. Andrea Riley-Mukavetz**

An Affinity for Spiky Things: Stories on Making Indigenous Space in Higher Education  
[Storytelling for Activism Speakers Series | Inclusion and Intercultural Initiatives | Michigan State University \(msu.edu\)](#)

## PSM Faculty Meetings

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

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

**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 17, 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 \(acuityscheduling.com\)](#)  
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 \(4000x3556\) \(cata.org\)](#)

## 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

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### 2022 Drivers Certification Forms

The University requires that every employee/student driving a University-owned vehicle must have a valid, unrestricted U.S. drivers license, with proper class and endorsement listed for the vehicle(s) to be operated and must have a satisfactory driving record. New drivers certification forms must be completed every year.

I have attached a drivers certification form to this newsletter. Please complete and email the attached form to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu) no later than January 14, 2022.

If your drivers license has been issued in a state other than Michigan, please submit your 36-month driving record from your issuing state. This information needs to be current, so please do not submit the same record as the one submitted for 2021.

Faculty and staff, please make sure that your students and temporary staff complete this form. If your staff, scholar or student does not have a drivers license, or if they will not be driving a university vehicle, please send **AnnMarie Guldner** ([guldner1@msu.edu](mailto:guldner1@msu.edu)) and email indicating this. Your help ensuring that we comply with this requirement is greatly appreciated.

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### Employee recognition bonus FAQ

If you have questions about **President Stanley's** message regarding the one-time employee recognition bonus, please see MSU HR's frequently asked questions page. [Employee Recognition Bonus FAQs \(msu.edu\)](#)

## Announcements

### 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.](#)

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### 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](#)

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### 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](#)

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### Special Topics Courses for Spring Semester

Please see the attached information regarding special topic courses that are being offered for Spring semester 2022

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### Annual Fume Hood Testing in PSSB.

**December 15, 2021 - January 14, 2022**

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.

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.

Please notify all personnel in your department. Your cooperation during this time is appreciated.

Do not work in hoods with barricade tape until the hood is repaired.

For additional information please [visit the EHS website.](#)

#### Contacts:

- Jared Andrews, Industrial Hygienist: 517-355-6686 or [andre190@msu.edu](mailto:andre190@msu.edu)
- EHS 517-355-0153

## 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.

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#### **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.](#)

## Announcements

### Annual Reminder of Weather-Related Policies, Practices

While it is rare that the university is forced to modify operation/services, employees need to know their departments' procedures should this happen. Respective unit leadership will communicate any additional guidance, if applicable. [Read more.](#)

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### Are You a College Student Struggling to Afford Food?

College students may be eligible for the Supplemental Nutrition Assistance Program. The Supplemental Nutrition Assistance Program or SNAP is a U.S. government program that helps people with limited income purchase food. SNAP benefits are provided through an Electronic Benefits Transfer (EBT) Card that you can use like a debit card. In Michigan, the SNAP EBT card is called a "Bridge Card". SNAP benefit amounts are evaluated yearly and are based on household size. Starting October 2021, a single-family household that meets eligibility criteria can receive a maximum of \$250 a month in benefits. [Additional Information Can Be Found Here](#)

## IT News

### 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](mailto:colosi14@msu.edu)  
**Lee Duynslager**    [duynslag@msu.edu](mailto:duynslag@msu.edu)

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### VPN and Computer Licensing: What You Need to Know

Remember, if you have been working 100% remote off campus and using an MSU-provided Windows computer, you must regularly connect to the Campus VPN to ensure that your system has the latest security updates and the most recent features.

To prevent Windows license expiration, or to reactivate an expired license, [connect your computer to the Campus VPN](#) and stay connected for **at least 4 hours**

- This will give the computer time to renew its license
- After connecting, your computer can be used to complete your daily work

Connect to the VPN at least once a week for your full workday to ensure your computer regularly receives future updates

Instructions for connecting to the Campus VPN can be found here:

<https://itservicedesk.msu.edu/KB/419087>

## Upcoming MSU Professional Development Opportunities

### Business Analysis

#### [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*.

### Communication

#### [Conflict Management and Non-Escalation: Train the Trainer - Starts January 19](#)

\_The goal of this course is to prepare participants to be able to provide instruction on the Vistelar proven methods to help others address the challenges of dealing with conflict and crisis.

#### [Crucial Conversations - Starts February 8](#)

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

### Leadership

#### [Engaging Teams for Maximum Performance - January 25](#)

\_Learn methods of building trust, setting goals and providing feedback to help enhance employee engagement and working relationships.

#### [New Leader Development Series - Starts January 18](#)

[Apply now](#) to join the next cohort of the new, nine-session NLDS. Kicking off January 18, this program equips new leaders with a toolkit of crucial knowledge and resources.

#### [Strategic Planning - February 17](#)

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

Management

#### [Building Cohesive Teams - January 26](#)

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

### Operations

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

\_Learn the rules, regulations, and strategies to help manage university records.  
Professional Development

#### [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.

### Professional Development

#### [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.



## Department of Plant, Soil and Microbial Sciences Job Announcements

### 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>

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### 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>

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### 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>

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### 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/kravchenko_alexandra)

[https://www.canr.msu.edu/people/andrey\\_guber](https://www.canr.msu.edu/people/andrey_guber)

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

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### 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.

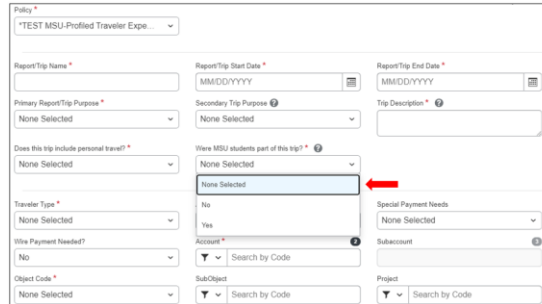
<https://careers.msu.edu/en-us/job/506404/research-associatefixed-term>

**COVID-19 Updates**

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

## 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 MSU’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.

A screenshot of a Concur expense report form. The form includes fields for 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, Special Payment Needs, Mile Payment Needed?, Account, Object Code, 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](http://globalsafety.msu.edu/covidintl).

Questions can be directed to **Elke Schmidt**, coordinator for the Office for Global Health, Safety and Security, [globalsafety@msu.edu](mailto:globalsafety@msu.edu).

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### MSU TRAVEL and CONCUR SUPPORT CONTACT INFORMATION:

- Travel related questions: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu)
- Concur and Expense related questions: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

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### 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](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](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](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1_4r9e8ake)

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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](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](mailto:travel@ctrl.msu.edu) or 517-355-5000  
Concur: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

### Travel@State - Frequently Asked Questions

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

## PSM Chairperson

**Brian Horgan**      [horganb@msu.edu](mailto:horganb@msu.edu)      Monday-Friday      8:00 AM-5:00 PM

**AnnMarie Guldner**      [guldner1@msu.edu](mailto:guldner1@msu.edu)      Assistant to the Department Chairperson  
517-353-0120

## PSM Accounting Team [psm.accounting@msu.edu](mailto:psm.accounting@msu.edu)

**Lisa Bowen**      [bowenli1@msu.edu](mailto:bowenli1@msu.edu)      Monday-Friday      7:00 AM-3:30 PM  
517-353-0161      Working Remotely through 1/28/2022

**Gina Centeno**      [centeno@msu.edu](mailto:centeno@msu.edu)      Monday-Friday      8:15 AM - 2:30 PM  
517-353-0105      Working Remotely through 1/28/2022

**Kim McClung**      [mcclungk@msu.edu](mailto:mcclungk@msu.edu)      Monday-Friday      7:00 AM-4:00 PM  
517-353-0102      Working Remotely through 1/28/2022

**Emily Williams**      [emilywil@msu.edu](mailto:emilywil@msu.edu)      Monday-Friday      8:00 AM-5:00 PM  
517-353-0106      Working Remotely through 1/28/2022

## PSM Human Resources Team [psm.hr@msu.edu](mailto:psm.hr@msu.edu)

**Jordan Davis**      [davis432@msu.edu](mailto:davis432@msu.edu)      Monday-Friday      8:00 AM-5:00 PM  
517-353-0139

**Christiina Donley**      [tymoszew@msu.edu](mailto:tymoszew@msu.edu)      Monday-Friday      8:00 AM-5:00 PM  
517-242-0473      Working remotely Monday-Friday

**Mackenzie Graham**      [graham2@msu.edu](mailto:graham2@msu.edu)      Monday-Friday      7:00 AM-4:00 PM  
517-353-0111      Working Remotely through 1/28/2022

**AnnMarie Guldner**      [guldner1@msu.edu](mailto:guldner1@msu.edu)      Monday-Friday      7:30 AM-4:00 PM  
517-353-0120      Working Remotely through 1/28/2022

**Hannah O'Mara**      [omarahan@msu.edu](mailto:omarahan@msu.edu)      Monday-Friday      8:00 AM-5:00 PM  
517-353-0104      Working Remotely through 1/28/2022

## Communications

**Patty Bonito**      [bonitopa@msu.edu](mailto:bonitopa@msu.edu)      Monday-Friday      9:00 AM-1:00 PM

## PSM IT Team

**Dominic Colosimo**      [colosi14@msu.edu](mailto:colosi14@msu.edu)      Monday-Friday      8:00 AM-5:00 PM  
517-353-0107      Working remotely Tuesdays & Thursdays

**Lee Duynslager**      [duynslag@msu.edu](mailto:duynslag@msu.edu)      Monday-Friday      8:00 AM-4:30 PM  
517-432-5296

## MSU Academic Calendar Spring 2022

- **January 17, 2022**  
Holiday - University Open, Classes Cancelled
- **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 January 28<sup>th</sup> pay date (for time worked from January 2-15) your time is due by Tuesday, January 18<sup>th</sup>.
- For the February 11<sup>th</sup> pay date (for time worked from January 16-29) your time is due by Tuesday, February 1.
- For the February 25<sup>th</sup> pay date (for time worked from January 30-February 12) your time is due by Monday, February 14.

### Newsletter Submissions

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