

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



Congratulations

Congratulations goes to **Thilani Jayakody** in **David Douches'** Potato Breeding and Genetics Program for receiving 3rd place in the Graduate Student competition at this year's 104th Annual Potato Association of America Meeting. The meeting was held July 20-23, 2020 virtually and her talk was titled "*Genome sequence of DM151 as a resource for gene editing in diploid potato and detection of genome-wide off target effects*".

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

PSM Meeting Calendar

Please save the dates for the following PSM meetings. An email was sent on July 28th 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

Announcements

COVID and Work Life Impact 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. All responses our 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.

Please complete the updated survey at this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=MHEXli9k2UGSEXQjetVofZL9ABL-d9NAiNgfjXCaw4xUNVpBNUE3TzNDNzVVMVU4VzLYR00xNkk1Ni4u>

China Seeds Notifications

The USDA has informed us that if we receive notifications regarding seeds received from China to notify the state plant regulatory official.

State Plant Regulatory Official - **Robin R. Rosenbaum**, Plant Industry Section Manager

Mailing Address:

Pesticide and Plant Pest Management Division

Michigan Department of Agriculture, PO Box 30017, Lansing, MI 48909

Phone: 517-284-5646

Email: rosenbaumr@michigan.gov

Tribute to Essential Workers

Monica Ramirez-Montagut, Ph.D., director of the MSU Broad Art Museum is asking for nominations for an exhibition they will be hosting titled “Acts of Care” that will pay tribute to first responders, essential workers, healthcare professionals, and those in our personal milieus who have taken care of us during this pandemic.

She is asking for nominations of individuals (hopefully many MSU faculty, staff and students) with a photo and a short description of who they are and how this individual is engaging in “acts of care”. You could also nominate that person who has been cooking for you, or the children for being quiet while you are on Zoom, or those friends that bring you food because they made extra. They are also encouraging off-campus community members to participate as well.

Please help them make this project a success by nominating someone you know or whose work has aided you during this time (grocery store employees, post and mail managers, garbage collectors, bank attendants...). You may submit nominations at this link

https://msu.co1.qualtrics.com/jfe/form/SV_0kNWNnHQqsUuRxj The deadline is next

Monday, August 3rd (ideally) but they will receive your nominations at your convenience.

Announcements

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.

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.

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.

COVID Directives

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

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

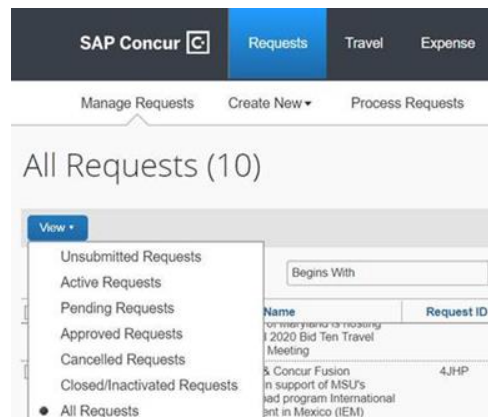
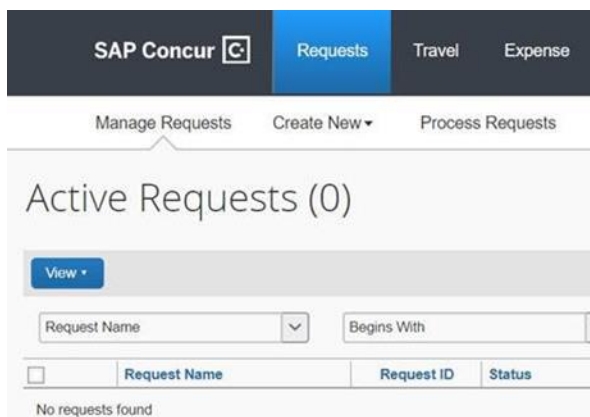
Read the guidelines at <http://www.bard-isus.com/documents/Index/3> for more information.

Travel

Finding Concur Requests

Many of you have received a Concur email notification stating that you have a travel request pending an expense report. Many times when you go to your Requests, you don't see an open request because they are no longer under the Active Requests option. To efficiently locate a specific Request, follow the advice below.

- The Request tab automatically defaults to Active Requests.
- Use the View pulldown to select from other options such as All Requests.



Tech

As you may know our department has started to use Microsoft Teams. This program can be used in many ways to help workflow and other daily functions.

Here I will highlight how to install Microsoft Teams on your computer and some other links to show you how Teams works.

If you have any other questions or issues please reach out to PSM IT for further assistance, we will be happy to help you.

How to install Microsoft Teams

If your MSU owned Windows computer has Software Center, you can install Teams from this client. Below I will place instructions on how to search for Software Center.

Checking for Software Center:

1. Click on the Start Menu in the bottom left corner.
2. When the Start Menu is opened, start typing Software Center.
3. The icon looks like this



Installing Teams from the Software Center:

1. When you open Software Center you should see some options on the left side.
2. Select the option called Applications.
3. If it is not installed on your computer, then Teams should appear here in the Applications tab.

If you do **not** have Software Center installed or Teams does **not** appear in the Application tab you can manually install teams from this [website](#). The website above can be used for Mac users to install Microsoft Teams as well.

Teams links:

Below are some helpful links for Microsoft Teams:

1. Microsoft Teams Help Center: <https://support.office.com/en-us/teams>.
2. End user training for Microsoft Teams: <https://docs.microsoft.com/en-us/microsoftteams/enduser-training>.
3. Microsoft Teams download: <https://teams.microsoft.com/downloads>.
4. FAQ: <https://support.office.com/en-us/article/Frequently-asked-questions-f4644010-d5fa-4055-b42a-6a5317316e18>.
5. Knowledge link: https://itservicedesk.msu.edu/CAisd/pdmweb.exe?OP=SHOW_DETAIL+PERSID=KD:410524+HTMPL=kt_document_view.html+open_mode=2.
6. YouTube link: <https://www.youtube.com/watch?v=OxfukizkyCA>.

- Dominic Colosimo

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 5th. 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.

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/>

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 August 14th pay date (for time worked between July 19-August 1) your time is due by 5 PM on Tuesday, August 4th
- For the August 28th pay date (for time worked between August 2-15) your time is due by 5 PM on Tuesday, August 18th
- For the September 11th pay date (for time worked between August 16-29) your time is due by 5 PM on Tuesday, September 1st.

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

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