

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



### **Congratulations!**

The Michigan Association of Extension Agents has selected **Kim Cassida** as their 2021 Outstanding Academic Specialist. This award is in recognition for her service to MSUE and to their clients. Dr. Cassida will be presented with this award at their upcoming annual meeting on October 14th.

### **Seminars/Webinars**

**September 30, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Addie Thomson, Ph.D.**

PSM, P&T Seminar

Title: Genomics and phenomics of quantitative traits in maize and related crops

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**October 4, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

Speaker: **Jeannie Klein-Gordan** (postdoc, Miles lab)

Title: The power of a large-scale in-depth pathogen survey: an example from bacterial spot on tomato

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**October 7, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Eric Patterson, Ph.D.**

PSM, P&T Seminar

Title: Genomics *in the weeds*

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

## Seminars/Webinars

**October 11, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

Speaker: **Pablo Parra Girardo** (postdoc, Sakalidis lab)

Title: Vascular wilt diseases: Different causative agents, the same tragedy

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**October 14, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Cholani Weebadde, Ph.D.**

PSM, P&T Seminar

Title: Twenty years at MSU and counting...

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**October 18, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784

4874; Passcode: plp

Speaker: **Austin McCoy**

Title: *Phytophthora sojae* pathotype distribution and fungicide sensitivity in Michigan

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**October 21, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Hashini Dilrukshi, Ph.D.**

PSM, Appointment Seminar

Title: Human-Centered Design and Innovation for Agricultural Development

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**October 28, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Michael Kantar, Ph.D.**

University of Hawaii at Manoa

Title: Where do crop wild relatives live and how do you pick the one to use?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 4, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Jennifer Kimball, Ph.D.**

University of Minnesota

Title: Domestication and Breeding of a North American Grain, Northern Wild Rice (*Zizania palustris* L)

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

## Seminars / Webinars

**November 18, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Tammy Long, Ph.D.**

MSU Department of Plant Biology

Title: What can modeling-based instruction teach us about student thinking?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**December 2, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Michael Gore, Ph.D.**

Cornell University

Title: Building a nutritious and resilient food system through advances in crop genomics and phenomics

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

## Announcements

### **MSU Benefits Open Enrollment**

**Time to Choose Your Benefits for 2022: MSU Open Enrollment Starts October 1**

It's more important than ever to make sure you have the best benefit options selected for you and your family. You'll find a variety of resources on the MSU HR website to learn about options and changes for the 2022 plan year. Please participate in Open Enrollment through the EBS Portal between October 1-31.

<https://hr.msu.edu/open-enrollment/index.html>

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**October 1, 2021, 1:00-2:00 PM**

### **CANR Lunch with the Leaders**

Join **Interim Dean Kelly Millenbah** and other members of the college's leadership team to hear what's happening on campus (around the state and across the world), how our students are doing, and how you can help. There will also be an opportunity for registrants to submit questions for the leadership team to address, including **Laura Bix**, **Doug Buhler**, and **Quentin Tyler**. [Registration Required](#)

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### **Please join us for the Plant Pathology Annual Picnic hosted by SPORE**

Join us at Patriarch Park for hamburgers and hot dogs on Thursday, October 7th at 5:30 PM. There will be games to play and some friendly competition: bring a dessert that represents your pathosystem and everyone in attendance will have the chance to vote for their favorite. The winner receives a \$20 gift card to the University Bookstore and second place wins at \$10 to the dairy store!

Questions/Comments/Concerns? Contact **Becky Harkness** ([harkne26@msu.edu](mailto:harkne26@msu.edu)), 908-442-5670)

## Announcements

### MPS Seminar Series Luncheon

On Monday, October 4, 2021, we will welcome **Lucia Strader**, from Duke University for the MPS Seminar Series of Fall 21. This seminar will be held in MPS 1200 at 4:00 PM EST. A zoom link will follow at a closer date. Her talk is titled "Auxin Response Factors & Transcriptional Control"

We welcome graduate students and postdocs to join the speaker for a lunch and discussion on seminar days. Lunch will be provided in PLB 168 at 12:00 PM. This is a great opportunity for students and post docs to meet our outside speaker in an informal environment.

If you would like to participate in the luncheon, please RSVP to **Heather Sharick** at [sharickh@msu.edu](mailto:sharickh@msu.edu) with and dietary restrictions by 5:00 PM Thursday, September 30, 2021.

All students who are interested in this week's seminar topic are welcome to attend. You do not have to be in the MPS program or affiliated with an MPS faculty member.

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### WC Speaker Series - Storytelling as Activism

Join over Zoom from 1:00-2:30 PM for talks from:

#### Dr. Lamar Johnson

- October 7, 2021 "Embracing the Radical Imagination: Creating a World that is Not Yet through Racial Storytelling:"
- November 4, 2021 "Blackness Is, Blackness Ain't: Racial Storytelling as Activism"

#### Dr. Andrea Riley-Mukavetz

- January 27, 2022 "An Affinity for Spiky Things: Stories on Making Indigenous Space in Higher Education

#### Dr. Travis Webster

- February 27, 2022 "Queerly Centered Stories: LGBTQIA+ Writing Center Leadership, Twenty-First Century Activism, and Disciplinary Sustainability"

#### Dr. Aja Martinez

- April 1, 2022 "The Responsibility of Privilege: A Critical Race Counterstory Conversation for Allies and Accomplices" Keynote Address at ECWCA Conference

RSVP for each event by going to <https://tinyurl.com/WC-Storytelling-Activism>

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### Family Day at the MSU Broad Art Museum

We are so excited to share that FAMILY DAY, a local favorite museum program for all ages, is back at the MSU Broad Art Museum!

#### Join us this Saturday, October 2 for a Very SpARTy Family Day

The event is free, you can drop in anytime between 11:00 AM-3:00 PM. We'll be inside the museum and outside as well, with art activities for the whole family. Hope to see you there!

Mark your calendars for these upcoming family events at the museum too:

- October 31: ArachnoBROADia Halloween Celebration 1-4pm
- November 6: Family Day 11am-3pm
- December 4: Family Day 11am-3pm

All family events make creative connections with our exhibitions through free hands-on and interactive family fun throughout the museum. All ages are welcome.

## Announcements

### Invitation to Participate: Community-building in the classroom: Including DEI principles as part of the curriculum

We are inviting all educators to this Faculty Learning Community (FLC) who are interested in moving from having conversations about DEI in the classroom to applying and practicing DEI in the classroom. We will brainstorm, develop, ponder different strategies that can be implemented to building community through an in-class student mentorship program. We will provide tools and strategies to empower undergraduate students to be co-creators of the learning experiences.

- **Jeno Rivera**, Associate Professor RCAH & CANR Community Sustainability; Director CANR Bailey Scholars Program
- **Maria Rubino**, Professor, CANR School of Packaging

Meet virtually in Wells Hall 303 or virtually via Zoom one Wednesday a month from 3:00-4:30 PM on October 27, November 17, and December 15 [RSVP Here](#)

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**New Process!** To request keys, building and/or autoclave access, and office space, please use the link below to direct you to the PSM HR page on our website. The PSM HR page can be found at [Human Resources - Department of Plant, Soil and Microbial Sciences \(msu.edu\)](#)

Scroll down to “Access and Keys”

There are buttons for the following:

- Key Authorization Form
  - Building Access Form
  - Autoclave Access Form
  - Office Space Request Form
  - PSM Drivers Certification Form
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### Career Services Network - Fall 2021

Visit Handshake ([msu.joinhandshake.com](#)), search for CSN Fall Series, and select event to register and receive Zoom link for each workshop.

Workshop Times: EDT

#### Navigating Virtual Career Fairs

- October 5, 6:00-6:45 PM
- October 11, 12:00-12:45 PM
- October 14, 12:00-12:45 PM

#### Writing Resumes and Cover Letters

- October 20, 11:00 AM-12:00 PM

#### Navigating Identity in the Job and Internship Search

- October 5, 11:30 AM-12:15 PM

#### Preparing for Interviews

- October 7, 4:00-5:00 PM

#### More than a Major

- October 20, 7:00-8:00 PM

#### 10 Tips for LinkedIn: Social Media for Work

- October 28, 11:30 AM-12:20 PM

#### Job Search Workshop

- November 10, 12:00-12:45 PM

## Fall 2021 Learning & Development Opportunities

### Upcoming Virtual OPD Courses

Select Organization and Professional Development (OPD) courses are available in a live, online format. The following courses are open for registration in the EBS Portal. Employees may use available educational assistance funds to pay for these programs.

### Writing Policies and Procedures

**October 13, 2021, from 9:00 AM-12:00 PM**

Learn proven strategies and methods for creating easy-to-understand resources

<https://hr.msu.edu/professional-development/courses/communication/writing-policies-and-procedures-october.html>

### Introduction to Process Mapping

**November 3, 2021, from 9:00 AM-12:00 PM**

Gain the knowledge and skills needed to confidently begin your process improvement journey.

<https://hr.msu.edu/professional-development/courses/business-analysis/introduction-to-process-mapping-november.html>

### Conflict Management and Non-Escalation

**November 3 & 4, 2021, from 1:00-5:00 PM**

This training will prepare you to apply skills to real-life situations and retain those skills over time

<https://hr.msu.edu/professional-development/courses/communication/conflict-management.html>

### Crucial Conversations

**Multi-day course begins November 8, 2021**

Utilize step-by-step tools for promoting open, honest dialogue around high-stakes, emotional, and risky topics

<https://hr.msu.edu/professional-development/courses/communication/crucial-conversations-november.html>

### Mitigating Bias in Hiring

**November 9, 2021, from 1:00-2:30 PM**

Examine best practices and procedures for reducing bias in the screening and interview process.

<https://hr.msu.edu/professional-development/courses/human-resources/mitigating-bias-in-hiring-november.html>

## Job Announcements

### Research Assistant I

Job # 737352

The Lebeis Lab at Michigan State University is seeking applicants for a full-time Research Assistant / Lab Manager position to assist in overseeing lab operations. Research interests in the Lebeis lab span topics in plant-microbe interactions.

<https://careers.msu.edu/en-us/job/508110/research-assistant-i>

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### Communications Coordinator

Job # 737443

Telling the story of the research, teaching and extension efforts of PSM.

<https://careers.msu.edu/en-us/job/508100/communications-coordinator>

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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-associatfixed-term>

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### Research Associate

Job # 717388

The Department of Plant, Soil and Microbial Sciences at Michigan State University, in collaboration with the USDA Forest Service Northern Research Station, is seeking a highly motivated Research Associate for a project investigating interactions between biotic and abiotic controls on assisted migration in northern forests.

<https://careers.msu.edu/en-us/job/507365/research-associatfixed-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/cw/en-us/job/506404/research-associatfixed-term>

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## COVID-19 Updates

### Masks required indoors, including at Spartan Stadium

All individuals are required to wear masks indoors in all MSU campus buildings. With this policy in place, face coverings must be worn by everyone in attendance when in an indoor area of Spartan Stadium, unless actively eating or drinking. This includes, but is not limited to, the concourse of Spartan Stadium, restrooms, elevators, indoor suite and club areas and the press box.

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The University is requiring all MSU students, faculty and staff to be vaccinated against COVID-19 and wear appropriate face coverings indoors. [Learn More](#)

## COVID-19 Updates

### What you need to know

#### ➤ Face covering directive extended

The indoor face covering directive adopted in early August will be extended into the fall semester. The university will continue to monitor guidance from the Centers for Disease Control and Prevention as well as from state and local health officials. Until case counts decrease substantially, expect the face covering directive to remain in effect. [Read more](#)

- All students, faculty and staff are **required to be vaccinated against COVID-19** with an FDA-authorized or WHO-approved vaccine. Limited exemptions for medical or religious reasons will be provided.
- Human Resources keeps an [updated FAQ website](#) for employees as well as [resources for returning to work](#).
- [This checklist will help staff returning to campus](#) review their workspaces and request service if needed.
- With more students returning this fall, we expect that people who have student-, faculty- or public-facing roles will be returning to in-person positions in some capacity.

### Self-Monitoring

Symptoms may appear 2-14 days after exposure to the virus. Using whichever tools and processes are made available by the university, pay attention for the appearance of possible flu-like symptoms, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Public health officials, including the CDC, will continue to update the list as they learn more about COVID-19. If you begin exhibiting symptoms, stay home and contact the Olin Health Center's 24-hour nurse line at 517-353-5557 or your personal health care provider.

### Exposure to COVID-19

The best way to prevent illness is to avoid being exposed to the virus. If you believe you have been exposed to someone with COVID-19, you should self-quarantine and monitor your symptoms. If feeling ill, students should contact MSU's COVID-19 hotline at 855-958-2678 or contact their health care provider. Faculty and staff should contact their primary care physician.

MSU will test any faculty, staff, or student who becomes symptomatic after returning to campus. You may also get tested through the State of Michigan Coronavirus Testing Hotline. Call 888-535-6136 from 8:00 AM-5:00 PM, Monday-Friday, and press 1 to be connected to an operator who can help you find a nearby location and schedule an appointment. Or visit [Michigan.gov/CoronavirusTest](https://Michigan.gov/CoronavirusTest) to find locations near you. There are many locations where you can get tested at no cost.



## COVID-19 Updates

### COVID-19 Vaccine

If you haven't already received a COVID-19 vaccine, it is time to take that critical and important step to protect yourself and our communities. All members of the MSU community can receive a free COVID-19 vaccination through the [MSU Health Care Pharmacy](#). For those not in the East Lansing area, visit [vaccines.gov](https://www.vaccines.gov) to find a U.S. vaccination site near you. International students and scholars should seek out a [WHO-approved vaccine](#).

Additionally, free COVID-19 vaccination clinics leading up to and following the vaccination requirement deadline are available to all students, faculty and staff seeking to begin or complete their vaccine regimen.

### COVID-19 frequently asked questions

FAQs regarding the COVID-19 mandate, face coverings and questions specific to students and employees are available on the Together We Will website. [Read more](#)

- All individuals are required to wear masks indoors beginning August 1<sup>st</sup> in all campus buildings and other MSU facilities in East Lansing and throughout the state. This requirement will be in place for at least the first weeks of the fall semester.
- All students, faculty and staff are required to be vaccinated against COVID-19 with an FDA-authorized or WHO-approved vaccine by August 31<sup>st</sup>. Limited exemptions for medical or religious reasons will be provided.
- Students, faculty and staff will submit verification of their vaccination status using MSU's Vaccine Form, which will be made available to all students, faculty and staff in the coming weeks. During the verification process, students and employees will be asked to provide the dates of their vaccination, the manufacturer of the vaccine and the location where vaccines were administered.

Those who received one dose of a two-dose series are expected to complete their vaccination series according to the recommended schedule and must report when they have done so via the Vaccine Form. Additionally, those who are not fully vaccinated by Aug. 31, are required to participate in the [Early Detection Program](#) until they are fully vaccinated and follow the [Face Coverings Directive](#).

- Due to the MSU indoors mask requirement, masks are required in MSU vehicles with more than one occupant, whether the vehicle is on or off campus. A vehicle is considered indoor space.
- The state of Michigan held a town hall for the state's Gen-Z population to help answer questions on the COVID-19 vaccine. Recent Spartan graduate, [Ally Telfor](#), joined the panel. MSU encourages departments to share the [recording](#) of the town hall in communications to students.
- Consistent hand hygiene (cleaning and disinfection) is always a good practice.
- Information on building preparations, air circulation, cleaning protocols and other IPF building services can be found [here](#).
- MSU Returning To On-Site Work website [Coronavirus Updates \(msu.edu\)](https://www.msu.edu/coronavirus)

## Travel

### 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)

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### 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)

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### 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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MSU's **domestic travel policy** has returned to normal. For **international travel**, the level of review is dependent on vaccination status. Please visit the [Office for Global Health, Safety and Security COVID webpage](#) for further guidance.

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

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

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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)

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MSU's **Travel Policy** is published at: <http://ctrl.msu.edu/COMBP/mbp70ebs-July2019.aspx>

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### 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)

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### Travel@State - Frequently Asked Questions

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

### MSU Travel@State Videos

#### Getting Started

- [Concur Request - How To Create a Request](#)
- [Zoom Session - Getting Started](#)
- [Updating Your Travel Profile](#)
- [How to Enroll in My Travel Network](#)
- [Activating E-Receipts](#)
- [Receipt Management](#)

## 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

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

Emily Williams [emilywil@msu.edu](mailto:emilywil@msu.edu) Monday-Friday 8:00 AM-5:00 PM  
Office Hours: Monday 10:00-11:00 AM  
Wednesday 2:30-3:30 PM

Lisa Bowen [bowenli1@msu.edu](mailto:bowenli1@msu.edu) Monday-Friday 7:00 AM-4:00 PM  
Office Hours: Tuesday 1:00-2:00 PM  
Thursday 1:00-2:00 PM

Gina Centeno [centeno@msu.edu](mailto:centeno@msu.edu) Monday-Friday 8:15 AM - 2:30 PM  
Office Hours: Tuesday 10:00-11:00 AM  
Wednesday 1:30-2:30 PM

Kim McClung [mcclungk@msu.edu](mailto:mcclungk@msu.edu) Monday-Friday 7:00 AM-4:00 PM  
Office Hours: Tuesday 2:00-3:00 PM  
Thursday 10:00-11:00 AM

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

Hannah O'Mara [omarahan@msu.edu](mailto:omarahan@msu.edu) Monday-Friday 8:00 AM-5:00 PM  
Office Hours: Monday 10:00-11:00 AM  
Wednesday 2:30-3:30 PM

Jordan Davis [davis432@msu.edu](mailto:davis432@msu.edu) Monday-Friday 8:00 AM-5:00 PM  
Office Hours: Tuesday 2:00-3:00 PM  
Thursday 3:00-4:00 PM

Christiina Donley [tymoszew@msu.edu](mailto:tymoszew@msu.edu) Monday-Friday 8:00 AM-5:00 PM  
Zoom Office Hours: Wednesday 10:00 AM-12:00 PM

Mackenzie Graham [graham2@msu.edu](mailto:graham2@msu.edu) Monday-Friday 7:00 AM-4:00 PM  
Office Hours: Tuesday 1:00-2:00 PM  
Thursday 1:00-2:00 PM

AnnMarie Guldner [guldner1@msu.edu](mailto:guldner1@msu.edu) Monday-Friday 7:30 AM-4:00 PM  
Office Hours: Monday 2:00-3:00 PM  
Wednesday 9:00-10:00 AM

## PSM IT Team

Dominic Colosimo [colosi14@msu.edu](mailto:colosi14@msu.edu) Monday-Friday 8:00 AM-5:00 PM  
Lee Duynslager [duynslag@msu.edu](mailto:duynslag@msu.edu) Monday-Friday 8:00 AM-4:30 PM

## MSU Academic Calendar

### Fall 2021

October 20	Middle of Semester
October 25-26	Break Days
November 25-26	Holiday - University Closed
December 12	Classes End
December 13-17	Final Exams
December 24-27	Holiday - University Closed
December 17-18	Commencements
Dec 31 - Jan 3	Holiday - University Closed

### 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 October 22nd pay date (for time worked from September 26-October 9) your time is due by 5 PM on Tuesday, October 12th.
- For the November 5th pay date (for time worked from October 10-23) your time is due by 5 PM on Tuesday, October 26th.
- For the November 19th pay date (for time worked from October 24-November 6) your time is due by 5 PM on Tuesday, November 9th.

**NEW! Payroll Assistance with Christiina** at 12:00 PM on the following Mondays:

October 4, 11, 18, 25

November 1, 8, 15, 22, 29

December 6, 13, 20, 27

<https://msu.zoom.us/j/98549666083>

Meeting ID: 985 4966 6083

Passcode: 001550

### Newsletter Submissions

Send newsletter submissions to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu)

Deadline: Thursdays by 10:00 AM