PLANT SOIL & MICROBIAL SCIENCE DEPARTMENT

The Weekly Beet

Effective March 24, 2020 the PSM Administration Offices are closed.

During this time of uncertainty, please be patient with any request you may have placed with a PSM support staff member. Know that PSM support staff will get to your request as quickly as possible.

Summer Hours are in effect from May 10-August 2. Updated hours noted below.

AnnMarie Guldner   [guldner1@msu.edu]   Monday-Friday from 7 AM – 3 PM

Ashley Lathrop   [danas@msu.edu]   Monday-Friday from 8 AM-12 PM & 1-5 PM

Brian Horgan   [horganb@msu.edu]   Monday-Friday from 8 AM-12PM & 1-5 PM

Christiina Donley   [tymoszew@msu.edu]   Monday-Friday from 7 AM-12 PM & 1-4 PM

Debbie Williams   [williade@msu.edu]   Monday-Friday from 7 AM-3 PM

Dominic Colosimo   [colosi14@msu.edu]   Monday-Friday from 8 AM-12 PM & 1-5 PM

Gina Centeno   [centeno@msu.edu]   Monday-Friday from 8:15 AM-2:45 PM

Lee Duynslager   [duynslag@msu.edu]   Monday-Friday from 8 AM-12:30 PM & 1-4:30 PM

Linda Colon   [colon@msu.edu]   Monday-Thursday from 8 AM-12:30 PM & 1-4:30 PM, Fridays from 8 AM-12 PM

Lisa Bowen   [bowenli1@msu.edu]   Monday-Friday from 8 AM-4 PM

Mackenzie Graham   -   On maternity leave until June 5, 2020
Linda Colon will be able to assist with grad secretary needs during Mackenzie's leave.
[colon@msu.edu]

Rachel Esch   [eschrach@msu.edu]   Monday-Friday from 7 AM-3 PM

Sandie Litchfield   [litchfi9@msu.edu]   Monday-Friday from 7:30 AM-12 PM & 1-4:30 PM

Resources

MSU latest coronavirus updates
https://msu.edu/coronavirus/latest-updates/

MSU Coronavirus response website
msu.edu/coronavirus

CANR Coronavirus response website
canr.msu.edu/coronavirus

Employment related questions
https://hr.msu.edu/news/coronavirus-faqs.html

MSU WorkLife Programs
https://worklife.msu.edu/campusflex

MSU travel guide
https://www.canr.msu.edu/coronavirus/travel

MSU events updates
https://www.canr.msu.edu/coronavirus/events

Messages from President Stanley
https://president.msu.edu/communications/messages-statements/index.html

Messages from Dean Ron Hendrick & from Extension Director Jeff Dwyer
https://www.canr.msu.edu/coronavirus/index

MSU Guide to remote teaching
https://www.canr.msu.edu/coronavirus/teaching-working

MSU Resource Center for Persons with Disabilities
https://www.rcpd.msu.edu/

A Resource to Help to Learn How to Work Remotely
https://michiganstate.sharepoint.com/sites/Spartan-365-Help-FAQ

Guide to web accessibility
https://webaccess.msu.edu/Help_and_Resources/checklist.html

Student Resources
https://www.canr.msu.edu/coronavirus/student-resources

How to cancel or postpone events
Cancel: https://www.canr.msu.edu/news/how-to-cancel-an-event-in-dotcms-due-to-novel-coronavirus
Postpone: https://www.canr.msu.edu/news/how-to-postpone-an-event-in-dotcms-due-to-novel-coronavirus

MSU fireside chats and teaching services
https://www.canr.msu.edu/coronavirus/teaching-working

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.

How to Use elevateU
View video tutorials to learn more about elevate and how to navigate the application. These videos are also available within the elevate application in the left sidebar navigation.

Certificate of Completion
Certificates of completion are available for those who complete a course and pass the exam at 75% or better. To print a certificate, go to the left sidebar of the home page and click on Learning Transcript. From there you can set filters to see only completed classes. Then click on Actions, and View Certificate.

Questions?
If you have questions about using the elevateU application, please contact Organization and Professional development at prodev@hr.msu.edu.

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Topic: Taking Care of You

➢ **Book: Bouncing Back: Rewiring Your Brain for Maximum Resilience and Well-Being by Linda Graham**
Log in to elevateU to view.
Resilience is the ability to face and handle life's challenges, whether everyday things or extraordinary experiences. With powerful, time-tested exercises, this book guides us in rebuilding our core well-being and disaster-proofing our brains.

➢ **Video: Handling Unexpected Stress**
Log in to elevateU to view.
Despite the distractions created by change, leaders can keep their teams engaged and accountable by learning seven guidelines for communicating and modeling behavior.

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Topic: Adapting to Change

➢ **Course: Redefining Yourself After Organizational Change**
Log in to elevateU to take course.
In this course, you will learn the importance of adapting to organizational change, as well as the essential skills needed to handle it. The course details the best practices of building self-motivation and introduces the idea of reframing as a coping method. You'll learn to turn resistance to change into acceptance. Finally, this course covers the importance of capitalizing on the career opportunities presented by organizational change.

➢ **Course: Navigating Your Own Emotions**
Log in to elevateU to take course.
In times of change and stress, emotions can often run high. In this course, you'll learn how to manage your emotional IQ, or EQ, in order to handle difficult situations more effectively. You'll explore the science behind emotion, self-management techniques, and methods for recovering from emotional hijackings.

Topic: Working Better Together

➢ **Course: Planning Meetings Fit for Purpose**
Log in to elevateU to take course.
In this course, you'll discover a process for preparing effective meetings by establishing a clear purpose and objectives. With the right people and agenda, and solid prep work, you're nearly there! If you struggle to start meetings on the right note, this course can help you get the most out of them, saving you valuable time.

➢ **Course: Navigating Other People's Emotions**
Log in to elevateU to take course.
In this course, you'll learn how to recognize emotional awareness in, actively listen to, and empathize with others by developing emotional intelligence. You'll also discover how to apply organizational awareness and empathy to enhance your workplace relationships.

Career Services Network Virtual Workshops

Summer Session 1 Series

➢ **May 20, 2020** from 3:00-4:00 PM (EDT) via ZOOM
Connecting Online: Expanding Your Network And Exploring Careers Through Info Interviews
80% of job opportunities are not listed on job board sites! Learn how to tap into the hidden job market and engage in career exploration conversations with experts in your field of interest.

➢ **May 21, 2020** from 3:30-4:30 PM (EDT) via ZOOM
Detours Ahead: Your Career And COVID-19
COVID-19 is disrupting summer and post-graduation plans. This webinar will help you find alternative career-related experiences and frame these experiences on your resume.

➢ **May 26, 2020** from 3:00-4:00 PM (EDT) via ZOOM
Gaining Experience For Your Career Success
This presentation will share and discuss many ways that you can gain practical experiences (paid and volunteer) and skills for building a strong resume and your career success.

➢ **May 27, 2020** from 3:00-4:00 PM (EDT) via ZOOM
Sharing Your Story: Writing Resumes & Cover Letters
Writing professional documents like a resume or cover letter can feel overwhelming; let us help you share your story and qualifications by learning how to create compelling resumes and cover letters.

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Announcements

Cloth Face Mask Information:
In compliance with current State of Michigan Executive Orders, all MSU Employees are required to wear a non-medical cloth mask when entering enclosed public spaces. This applies to MSU facilities and non-MSU facilities. When traveling, you are required to have a mask in your possession and use it when in enclosed public spaces. We have ordered a cloth mask for each PSM employee (faculty, staff, grad, post-doc, etc.). Once they arrive you will be contacted regarding distribution. Please watch your email for this notice.

May 15, 2020 at 12:00 PM
On May 15th, the PRL Postdocs will be hosting a Zoom meeting with **Brad Day**, a Professor in the MSU Department of Plant, Soil and Microbial Sciences who is currently serving as a Program Director for the NSF Division of Integrative Organismal Systems (BIO/IOS). In this meeting, Brad will provide an overview of his role at the NSF and will be open to any questions we may have regarding the NSF (e.g. What can you do to increase the likelihood of getting your NSF proposal funded.). If you have any specific questions for Brad, please come to the meeting and ask.
https://msu.zoom.us/j/91442116683
Password: **177605**

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May 15, 2020 at 3:00 PM
Normally PSM hosts the Michigan FFA Agronomy Contest to around 200 high school students. Since we were unable to host this year, and since the Agronomy Club put in a lot of work creating study guides, we are holding a virtual contest on Friday, May 15th at 3 PM. Please visit the following sites for information:
➢ To view practice video
https://www.youtube.com/watch?v=YbGuDMALJBY&feature=youtu.be
➢ To open practice answer sheet
https://docs.google.com/forms/d/e/1FAIpQLSecuiCYV9BeiV2L5tRtcU_PIjqnGadJdRHhPRzsnqvznBQLwQ/viewform?usp=send_form
➢ Register for competition in Zoom
https://msu.zoom.us/webinar/register/WN_9jpaykybTBWKqNozpEbxDA
➢ To review/study for competition
https://www.canr.msu.edu/psm/degree_cerficate_programs/

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May 27, 2020
Physiology Comprehensive Exam - Alex Moauro
Alex Moauro will be presenting her seminar titled "Evaluating the Role of *Oct4* in the Formation of Induced Extraembryonic Endoderm Cells and Induced Pluripotent Stem Cells in OSKM Reprogramming" on Wednesday, May 27, 2020 at 12:00 PM
Zoom In! Join Meeting at
https://msu.zoom.us/j/92680047863?pwd=WG0zNGJpMmpaRmZ3Y3NiaTVaa09FQT09
Password: 985490

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Graduating students - please fill out a survey so we can recognize you during this time on our website and social media. Complete the correct Qualtrics for us to celebrate you!
➢ Master's & Ph.D. Degrees
https://msu.co1.qualtrics.com/jfe/form/SV_00bUBkNjMwb8A1D
➢ Bachelor Degrees
https://msu.co1.qualtrics.com/jfe/form/SV_8cOXILEkZ6csoWp
➢ Certificate Degrees
https://msu.co1.qualtrics.com/jfe/form/SV_9MOatKDV6cYuLEF

**Temporary Exception Mobile Communications and
Residential Internet Connectivity Policies**
We recognize that some of you have had increased expenses associated
with working remotely in order to continue normal operations. Those incremental
cost increases should not be your responsibility. Therefore, if you have had to
increase your internet speed or change your data plan on your cell phone, please
contact **Debbie Williams** at williade@msu.edu with your intent to seek
reimbursement.

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KFS Project Code for Coronavirus Expenses
This message is for all persons involved in accounting transactions in the MSU
financial system (including Fiscal Officers, Fiscal Officer Delegates, and Accounting
Document Preparers).

Many units are incurring extraordinary expenses for things related to the
Coronavirus. It is important that we keep track of these expenses in the event
that there may be emergency funds available from the federal or state government
in the future.

To facilitate this tracking, a new accounting strip Project Code has been created in
the MSU financial system (KFS) to track expenses related to addressing the
Coronavirus. The Project Code is COVID19. This new Project Code COVID19 should be
used university-wide on the accounting string of all expenses related to the
Coronavirus on any MSU account.

Please use the COVID19 Project Code for expense related to the Coronavirus so that
MSU can accurately track and report on these costs. Use of the Project Code will not
preclude units from reporting on other accounting string attributes (e.g., sub-
account) as may be the routine.

If you have any questions about how to use this Project Code, please contact your
MAU Budget Officer/Fiscal Officer.

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 June 5th pay date (for time worked between May 10-23) your time is due
   by 5 PM on Tuesday, May 26th

➤ For the June 19th pay date (for time worked between May 24-June 6) your time is
   due by 5 PM on Tuesday, June 9th

➤ For the July 2nd pay date (for time worked between June 7-20) your time is due by
   5 PM on Tuesday, June 23rd

The **Families First Coronavirus Response Act** enacted by the Department of Labor goes into effect April 1, 2020. The act is meant to assist you during COVID-19 by providing additional leave options. These new options are available through Dec. 31, 2020. To view your employee rights under the act, please go to this website https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf
New leave options include:
• Emergency Family and Medical Leave Act (EFMLA)
• Emergency Paid Sick Leave (EPSL)

EFMLA
The federal government has expanded this option to provide up to 12 weeks of partially paid coronavirus-related family leave. Eligible employees may take this leave if they are unable to work or telework due to the need to care for a minor child whose school or daycare is closed, or daycare is unavailable, due to COVID-19.

EPSL
This new act provides eligible employees up to 80 hours of fully or partially paid leave for the following reasons:
  • you are subject to a government-ordered quarantine or isolation order related to COVID-19
  • you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
  • you are experiencing COVID-19 symptoms and is seeking medical diagnosis
  • you are caring for an individual who is subject to a government-ordered quarantine or a health care provider's recommendation to self-quarantine
  • you are caring for a child whose school or place of care has been closed due to COVID-19
  • you are "experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor."
Effective Apr. 2, 2020, the EPSL will now replace the University's up to 80 hours of sick time against future sick accruals for those whose sick, vacation, and personal time was insufficient to cover their absence.

Who Qualifies and How to Apply
You can view more detailed information on who qualifies for these leave options, as well as information about what is covered, pay, etc. on the MSU HR website at https://hr.msu.edu/time-off-leave/ffcra.html. Please note that due to the nature of their jobs, MSU PD staff and MSU Health Team staff and providers are excluded from both the EFMLA and EPSL leave programs.
To apply for EFMLA, contact the MSU HR Leaves Team at HR.EPSL-EFMLA@hr.msu.edu.
To apply for EPSLA, complete and submit the form located at https://hr.msu.edu/time-off-leave/documents/epsl-form.pdf (Instructions are included on the form.)

During this fluid pandemic, please know that university leadership is continuing to evaluate how best to care for employees while also providing fair workplace options that follow federal and state guidelines. More information will be available in the coming weeks regarding any additional changes.

MSU Human Resources

IT

Your IT department would like to inform you of an important update for Zoom. If your Zoom Client is updated to version: 5.0.2 (24046.0510) then you will not need the 5.0.23168 update. But you could still install the Zoom Outlook plugin.

What is happening?
The Zoom Meeting Client 5.0.23168 and Zoom Outlook Plugin 5.0.23514 applications are now available for manual installation via Software Center on all MEMCM workstation clients.
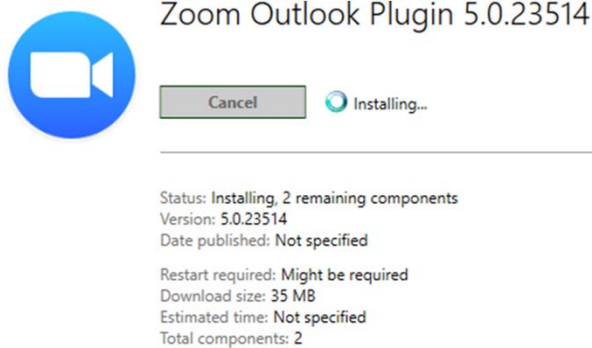
All workstations with Zoom Meeting Client version 4.4 or newer will now have the built-in automatic update feature enabled. A notification will be displayed within the Zoom client window when a new update is available, and it will be automatically installed the next time the client is launched.

What do you need to do?
Instruct users with a Zoom Meeting Client older than version 4.4 to use Software Center to install version 5.0 or email
ITServices.ClientEngineering.Support@campusad.msu.edu to request a required deployment for your workstations. If a workstation is not on the campus network, it must first be connected to the MSU VPN.

To initiate a manual installation via Software Center:
1) Click **Start** > **Microsoft Endpoint Manager** > **Software Center**
2) On the **Applications** tab, select one of the Zoom applications

Zoom Outlook Plugin 5.0.23514

Cancel   Installing...

Status: **Installing, 2 remaining components**
Version: **5.0.23514**
Date published: **Not specified**

Restart required: **Might be required**
Download size: **35 MB**
Estimated time: **Not specified**
Total components: **2**

   a) Note: Installing the Zoom Outlook Plugin will automatically install the Zoom Meeting Client

3) Click Install
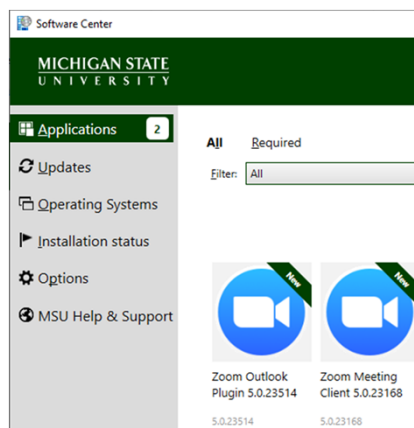
4) Launch the Zoom Meeting Client by clicking Start > Zoom > Zoom

5) An update notification will eventually be displayed. Click Update to install the update immediately, or Later to have the update installed the next time the client is launched. Local administrator rights are not required to install the update.
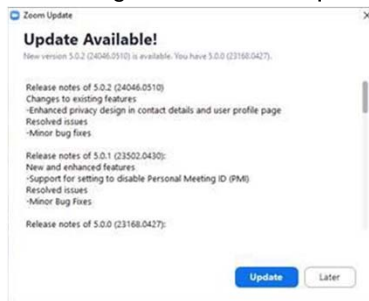
a) Note: Zoom does not release updates on a regular schedule and will sometimes release multiple updates in one week. Two updates have been released since the application was added to MEMCM. Details about each update can be found here: https://support.zoom.us/hc/en-us/articles/201361953-New-Updates-for-Windows

Why is this occurring?
Zoom has responded to scrutiny of their platform's security by updating its encryption methods. These security enhancements are only available in the 5.0 version of the Zoom Meeting Client. After Saturday, May 30th, all Zoom clients on older version will be required to update before joining meetings.

Also, here is a website with best practices to keep your Zoom meetings secure: https://remote.msu.edu/secure-zoom.html.

Please let your PSM IT department know if you have any further questions. They will be happy to address any concerns to help you install the Zoom updates to your computer.

Travel

Due to ongoing health and safety concerns as well as budgetary constraints, **the suspension of all university-sponsored travel is extended indefinitely**. This includes new travel as well as any currently booked trips.

No waivers are being given for international travel. A waiver is required for domestic business essential travel; it can only be granted by the provost, a vice president or the president by submitting the following form (https://ctlr.msu.edu/download/travel/COVID-19TravelWaiver.pdf) and must be approved before a trip begins. In-state travel is permitted to perform one's essential job duties, but also requires a waiver (https://ctlr.msu.edu/download/travel/COVID-19TravelWaiver.pdf). Non-essential in-state travel to state conferences or other gatherings should not occur.

If you have upcoming travel planned through June 30, it is strongly suggested that you cancel your reservations and seek refunds. You will also want to Cancel approved Requests in Concur. Please do so at your earliest convenience. For those who registered their international travel in the Global Travel Registry, we also request that you or your travel arranger cancel any international travel in the Global Travel Registry, or send an email to the Office of International Health and Safety (OIHS) at oihs@msu.edu requesting that your trip be deleted.

Action is required if you have any MSU Agency Card (billed airfare/rail) transactions: You or your travel arranger are requested to file an Expense Report so that this expense is charged to an MSU account. Reference guides are available in the Reference Library on the Travel@State website. If you need further assistance, please contact concurhelp@msu.edu.

It's time to update your State of Michigan blanket travel requests for the upcoming fiscal year, which begins on July 1, 2020. Please submit your request at your earliest convenience.

Below are step-by-step instructions on creating your State of Michigan blanket travel request.

In EBS, click on the "Travel and Expense SAP Concur" tile

Requests Create New
➢ New Event Request (if setting up requests for you and your group)
➢ New Request (if setting up for yourself only)

Request/Trip Name: Various Michigan Travel

Start Date: 7/1/2020

End Date: 6/30/2021

Request/Trip Purpose: (choose primary, secondary if needed)
➢ Administrative
➢ Advancement
➢ Conference or Meeting Attendance
➢ Consulting
➢ For Credit Learning
➢ International Capacity Building
➢ Not for Credit Learning
➢ Recruitment
➢ Research and Creative Endeavors
➢ Site Visit
➢ Teaching
➢ Team

Trip Description: Various Michigan Travel

Destination City: East Lansing, MI

Travel Funding Source (choose one)
➢ MSU Grants and Research
➢ Non-MSU Funds
➢ Other MSU (Non-Grant and Research)
➢ Self-Funded

Account #
Sub Account (if needed)

Under attendees, add in email (or look up by name). Once all emails have been entered, click on the "Generate & Notify" button. This will send an email out to whomever is in your group to review and submit their blanket request.

Spring 2020
Saturday, 5/16   Class of 2020 Virtual Commencement Ceremony

Class of 2020 Virtual Commencement Ceremony
MSU will hold a virtual commencement celebration on May 16 for all undergraduate and graduate students earning degrees at the end of the 2020 spring semester.

The University postponed its May 1 in-person commencement due to the novel coronavirus pandemic. The virtual event does not replace an in-person ceremony and members of the class of 2020 will be invited to participate in a future in-person commencement.

The virtual ceremony will be held via MSU's Facebook page (facebook.com/spartans.msu/) beginning at 10 AM EDT (7 AM PDT) on May 16. Members of the 2020 class, their friends, families and Spartans everywhere are invited to gather online and make this the largest MSU commencement ever, as university leadership recognizes graduates and confers their degrees. The ceremony will feature remarks from President Stanley and the interim provost as well as musical performances from students in the College of Music.

Fall 2020 Commencement Dates:
Advanced Degrees: Friday, December 18, 2020 (Time To Be Announced)
Baccalaureate Degrees: Saturday, December 19, 2020 (Times to be Announced)

Commencement 2020: An Online Celebration
On May 16, 2020, the College of Agriculture and Natural Resources will be hosting a graduation celebration for all of our graduating students (IAT, 4 year, M.S., Ph.D.). Please join us for the CANR Commencement 2020: An Online Celebration that will premier on the CANR Facebook page (facebook.com/CANRatMSU/). Go to https://www.canr.msu.edu/events/canr-commencement-2020-online-celebration?utm_source=facultystaff&utm_medium=email&utm_campaign=2020canrcelebration for additional information.

Summer 2020 – Full Session
May 11   Classes Begin
May 25   Holiday- University Closed
June 26   Middle of Semester
July 3   Holiday – University Closed
August 13   Classes End
                          Final Exams are scheduled for the last class day

Summer 2020 – Session One
May 11   Classes Begin
May 25   Holiday – University Closed
June 3   Middle of Semester
June 25   Classes End
                          Final Exams are scheduled for the last class day

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