

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



Seminars / Webinars

Office of Diversity, Equity, and Inclusion Summer Workshop Series

These workshops serve as an opportunity for faculty and staff to strengthen dialogues and collaborations among the MSU Community in the pursuit of developing a more inclusive MSU environment.

ODEI Summer Workshop Dates:

- Wednesday, July 14, 2021, from 11:00 AM-1:30 PM
ADVANCEGeo Partnership, Bystander Intervention Workshop
- Wednesday, July 28, 2021, from 11:00 AM-1:30 PM
ADVANCEGeo Partnership, Code of Ethics Workshop

Registration for the ODEI Summer Workshop Series is currently open and closes at 11:59 PM on July 27, 2021. [Register Here.](#) A Zoom link will be sent to attendees prior to each Workshop Session.

Career Services Network Virtual Workshops - Summer Session Two

Grad & Professional School: Preparing, Exploring and Applying
July 15, 3:30-4:00 PM

Writing Resumes and Cover Letters
July 27, 3:00-4:00 PM

Search Strategies: On-Campus, Part-Time, Internships, Full-Time
August 4, 12:00-12:45 PM

Career Advising Help Rooms: Resume and Cover Letter, Search Strategies
August 11, 10:00 AM-12:00 PM
August 18, 3:00-5:00 PM

How to Navigate Hybrid Fall Recruiting
August 12, 11:30 AM-12:00 PM

Virtual Career Fair Prep
August 16, 4:00-5:00 PM

Interviewing: In-Person, Video, AI
August 17, 2:00-3:00 PM

Career Services Network Virtual Workshops - Summer Session Two

Visit Handshake (msu.joinhandshake.com) and click **events** to register and receive a Zoom link for each workshop

Accommodations: If you anticipate needing an accommodation to participate in a Career Services program or activity, or have questions about accessibility, please contact Career Services ahead of time at 517-355-9510 or email CareerServices@csp.msu.edu.

Professional Development

Upcoming Virtual Courses

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

Mitigating Bias in Hiring

July 13, 2021, from 1:00-2:30 PM

Learn best practices and procedures for reducing potential bias in the screening and interview process and obtain tools for increasing understanding and self-awareness. [View Course Details](#)

New! Introduction to Process Mapping

July 21, 2021, from 9:00 AM-12:00 PM

Gain the knowledge and skills needed to confidently begin your process improvement journey. Learn key terminology, common elements, and create a process map in this new program. [View Course Details](#)

Grammar Refresher

July 22, 2021, from 9:00 AM-12:00 PM

Strengthen your grammar and usage skills and present a more polished, professional image. Topics covered will include common grammar errors, punctuation pointers, and correct verb forms. [View Course Details](#)

Maximizing the Spartan Experience

July 28, 2021, from 9:30-11:30 AM

Whether your customers are students, colleagues, or vendors, providing a high level of service - also known at MSU as Delivering Outstanding Spartan Experience - is key. Learn how to plan, develop, and maintain high customer service standards. [View Course Details](#)

Everything DiSC: Behavior Styles at Work

July 29, 2021 from 8:30 AM-12:00 PM

Using a simple tool designed to help you understand yourself AND other people. *Everything DiSC* allows you to build more effective working relationships based on an understanding of different behavioral styles. [View Course Details](#)

Announcements

Pcard News - Important Updates/Changes

Includes: software purchases now require prior approval, updated manual including a revised Pcard Restricted Items List, 1-2-3 Pcard violation policy (new rule in place). Please see the flyer attached to this newsletter for additional information.

Job Announcements

Professional Aide

Job # 713836

Program Coordinator: Biochar Extension and Outreach

<https://careers.msu.edu/en-us/job/506930/professional-aide>

Additional information attached to this newsletter

Assistant Professor - Tenure System

Job # 706037

The Department of Plant, Soil and Microbial Sciences invites applications for a 9-month academic year, tenure-track Assistant Professor, in Soil Science with experience and special emphasis in soil genesis and classification.

<https://careers.msu.edu/cw/en-us/job/506718/assistant-professortenure-system>

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-associatefixed-term>

COVID-19 Updates

To align with state and federal guidance, MSU is lifting most of its own COVID-19 mandates, effective immediately, except for health care settings:

- Face masks are no longer required indoors, regardless of vaccination status.
- MSU buildings, venues and services can operate without limitations. Buildings will return to normal public access building hours effective August 1st. If non-employee access is required earlier than August 1st, please contact [Facilities Planning and Space Management](#).
- Employees, students and others coming to campus no longer have to fill out the daily health screening form.
- The [COVID-19 Early Detection Program](#) is no longer mandatory for undergraduate students.
- All employees who have been working remotely should continue doing so until told otherwise by a supervisor.
- Federal rules still mandate face masks when traveling by plane, train and bus, including CATA buses on campus.
- 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.

Travel

MSU Concur Kick-Start Reintroduction Webinar

If you missed the MSU Concur Kick-Start Reintroduction Webinar or if you want to view this training session again, please use the following URL:

https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1_yj5018bi

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.

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

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

Watch for invitations to **upcoming Concur training webinars** designed specifically for MSU.

- July 20: Triplt & Travel + Office for Global Health, Safety and Security
 - August 3: Group and Guest
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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

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 or 517-355-5000

Concur: concurhelp@msu.edu

Travel@State - Frequently Asked Questions

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

- [Getting Started](#)
- [Concur Mobile](#)
- [My Travel Network, Triplt Pro](#)
- [Travel Bookings](#)
- [Connections](#)
- [Request](#)
- [Delegates](#)
- [Approvals](#)
- [Expense Reports](#)
- [Receipts](#)

MSU Academic Calendar

Summer 2021	Full Session
August 19	Classes End
Last Class Day	Final Exams
Summer 2021	Session Two
July 28	Middle of Semester
August 19	Classes End
Last Class Day	Final Exams
Fall 2021	
September 1	Classes Begin
September 6	Holiday - University Closed
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 July 30th pay date (for time worked from July 4-17) your time is due by 5 PM on Tuesday, July 20th.
- For the August 13th pay date (for time worked from July 18-31) your time is due by 5 PM on Tuesday, August 3rd.
- For the August 27th pay date (for time worked from August 1-14) your time is due by 5 PM on Tuesday, August 17th.

NEW! Payroll Assistance with Christiina at 12:00 PM on the following Mondays:
July 12, 19, 26 August 2, 9, 16, 23, 30

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

Meeting ID: 985 4966 6083

Passcode: 001550

PSM Chairperson

Brian Horgan horganb@msu.edu Monday-Friday 8 AM-12 PM & 1-5 PM
AnnMarie Guldner guldner1@msu.edu Assistant to the Department Chairperson

PSM Accounting Team

psm.accounting@msu.edu

Emily Williams emilywil@msu.edu Monday-Friday 8 AM-12 PM & 1-5 PM
Lisa Bowen bowenli1@msu.edu Monday-Friday 8 AM-4 PM
Gina Centeno centeno@msu.edu Monday-Friday 8:15 AM-2:45 PM
Kim McClung mccclungk@msu.edu Monday-Friday 7 AM-12 PM & 1-4 PM

PSM Human Resources Team

psm.hr@msu.edu

Hannah O'Mara omarahan@msu.edu Monday-Friday 8 AM-12 PM & 1-5 PM
Christiina Donley tymoszew@msu.edu Monday-Friday 8 AM-12 PM & 1-5 PM
Mackenzie Graham graham2@msu.edu Monday-Friday 8 AM-12 PM & 12:30-4:30 PM
AnnMarie Guldner guldner1@msu.edu Monday-Friday 7 AM-3 PM

PSM IT Team

Dominic Colosimo colosi14@msu.edu Monday-Friday 8 AM-12 PM & 1-5 PM
Lee Duynslager duynslag@msu.edu Monday-Friday 8 AM-12:30 PM & 1-4:30 PM

Newsletter Submissions

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