Agronomy & Horticulture Newsletter, January 27, 2012

Kathy Schindler

University of Nebraska-Lincoln, kschindler1@unl.edu

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The Agronomy & Horticulture Department is holding its 6th Annual Photo Contest. Last year’s 1st Place photo contest winner, “Nebraska Grasses,” is pictured above and was taken by Ana Wingeayer. Photo submissions are due to Aaron Franco, afranco2@unl.edu by Monday at 5 p.m. (Jan. 30). Voting will be open for a week and winners will be announced the following week. For details, see http://agronomy.unl.edu/photocontest11.

**Sam Shafer Retirement Reception is Today**

Everyone is invited to a retirement reception today for Sam Shafer, Facilities Coordinator for the UNL Agronomy and Horticulture Department, at 3:30 p.m. in the Nebraska East Union (NEU). After 19 years of working for the department, Sam is retiring to spend more time with his family.

**IANR ALL HANDS session set for Feb. 10**

IANR Vice Chancellor Ronnie Green invites everyone to the IANR ALL HANDS session on Friday, Feb. 10, 2–4 p.m., NEU. This spring semester session will focus on the major progress that IANR is making (including updates on the IANR to 2025 effort). There will be a cookies and ice cream reception beginning at 2 p.m. with the session formally starting at 2:30 p.m.

**Judges Needed for Science Fair**

Judges are needed for a Middle and High School Science Fair March 3, 8 a.m.–2 p.m., NEU. The Nebraska Junior Academy of Science Southeast Regional Science Fair is looking for assistance from faculty, staff, graduate students, and upperclass undergraduate students. Participants receive a free t-shirt and lunch. For more information, contact Laura Frey by Feb. 17 at 402-472-4445 or lfrey2@unl.edu.

**Mark the Date!**

- **Jan. 27**: Retirement Reception for Sam Shafer, 3:30–5 p.m. Nebraska East Union. Everyone is invited!
- **Jan. 27**, 2012: Department Seminar cancelled.
- **Jan. 30**: Weed Management Specialist Candidate Seminar with Dr. Rakesh Godara from NEREC (University of Nebraska), 9 a.m., 150 Keim.
- **Feb. 1**: Weed Management Specialist Candidate Seminar with Dr. Avishek Datta from Louisiana State University, 10 a.m., 150 Keim Hall.
- **Feb. 2**: Request For Proposal (RFP) Deadline for the Nebraska Wheat Board, 5 p.m. For proposal guidelines, contact the unit administrator’s office or the ARD office.
- **Feb. 3**: Department Seminar “It takes a Village to Teach Pesticide Safety,” with Clyde Ogg, 3:30 p.m., 150 Keim. Refreshments at 3 p.m.
- **Feb. 3**: Rural Futures Institute Forum, 9–11 a.m., Nebraska East Union. Please RSVP to ruralfutures@nebraska.edu by Feb. 1 to participate.
- **Feb. 6–9**: Weed Science Society of America (WSSA) Annual meeting, Hilton Waikoloa Village, Waikoloa, HI.
- **Feb. 7**: UNL Spring Career Fair − Engineering, Technology, Science & Agriculture Day, 10 a.m.–3 p.m., City Campus Union.

**Continued to page 2**
Short Course Planned for June 26-28

Registration is open for the 2012 North American Invasive Plant Ecology and Management Short Course (NAIPSC). The short course will be held June 26-28 at the West Central Research and Extension Center (WCREC) in North Platte. The 2012 NAIPSC will include presentations, hands-on workshops, site visits and instructor-led discussion sessions on the latest invasive plant ecology and management. New for 2012 is a water-use session specifically on invasive plant species. CEUs and graduate student credit are available. To register, visit the website at: http://ipscourse.unl.edu.

Please welcome new employees

Swartz starts as Financial Associate

Valerie Swartz began working for the HAPPI Business Center as a Financial Associate on Jan. 17. Valerie comes to UNL from Topeka, Kan. where she was an MCO program supervisor with the Kansas Department of Health and Environment. Valerie’s primary duties in her new position will be working with pre-and post-award grants. Valerie has an M.B.A. with an emphasis in human resource management and a B.S. in psychology with an emphasis in human resource development.

At home she enjoys spending time outdoors with her 10-year-old Siberian Husky, Apollo. She likes golfing, traveling, gardening and getting together with her family. Please stop by 202 Keim to introduce yourself to Valerie.

Loseke joins Department as Research Technologist

Ben Loseke has joined the Agronomy & Horticulture Department as a research technologist in the Tissue Culture Lab for Dr. Paul Read. Originally from Panama, Ben is currently working on his master of science in horticulture at UNL and he holds a bachelor of science in horticulture, also from UNL.

Away from the office, Ben enjoys working in the greenhouse, growing grapes, working out, snowboarding, wakeboarding, vacationing, and any other outdoor activities. Please stop by the lab in 383 PLSH to welcome Ben and to introduce yourself to him.
News from HAPPI and the Office Pros.
Travel Tips and Recommendations Issued

The UNL Accounting office has issued reminders for employees and graduate students who travel for work and are seeking reimbursement for their expenses. Below are those tips.

1. **Travel Addendum Discontinuing**
   Effective after March 1, 2012, the Travel Addendum for expenses incurred will no longer be accepted for domestic travel. Detailed receipts will be required for all expenses $5 or greater. The Travel Addendum will still be allowed for expenses at venues that do not provide detailed receipts such as concession stands, ball parks and fairs.

2. **Sixty (60) Day Reimbursement Policy**
   All expense reimbursement requests must be received in the UNL Accounting Office within 60 days after the final day of the trip or the date of purchase. Please turn expenses in promptly after traveling.

3. **Hotel Receipts Needed for Meals**
   Itemized receipts are still required for meals charged to a hotel room or meals ordered from room service. The hotel lodging receipt does not provide sufficient details unless the individual items are listed. Please contact the hotel’s accounting department for detailed receipts.

4. **Gratuities**
   Travelers will be reimbursed for reasonable gratuities. The tip amount should reflect the quality of the actual service received and/or the prevailing custom for that particular service. A tip of 15 percent for a meal is customary. Tips more than 20 percent will not be reimbursed. If service fees are included in group dinner bills or room service charges, no additional gratuity is necessary.

5. **Hotels.com Reservation Program**
   The Accounting Department encourages employees to use the University of Nebraska Hotel Reservation Program. Offered through UNL's partner Hotels.com, this exclusive service makes booking hotel rooms quick and easy and ensures competitive hotel rates. When using the Hotel Reservation service for university business travel, enter the Cost Object Number, Type of Travel and Reason for Travel. The charge goes directly to the UNL Preferred Credit Card account and is paid by the university.

6. **Travelers Need to Know**
   UNL employees should learn the travel rules, requirements and policies before traveling on University business.
   Refer to Accounting’s website [http://travel.unl.edu/](http://travel.unl.edu/) or call with any questions before traveling. For questions, contact Cheryl Bogenrief 402-472-1522, cbogenrief2@unl.edu, or the Office Pro travel coordinators.
W-2s are Available

Employees should have received their W-2s in the mail. Department employees who haven’t received their form yet should contact Mary Jo Haverkamp or John Dillingham in the HAPPI Business Center.

Information For and About Graduate Students

Applications are being accepted for two fellowships: 1) the 2012 Gerald O. Mott Award and 2) the Milton E. Mohr Scholarship and Fellowship.

The Gerald O. Mott Award recognizes graduate students pursuing advanced degrees in crop science disciplines. The deadline is Feb. 1 at noon.

The Milton E. Mohr Scholarship and Fellowship is for Graduate Students and Undergraduate Students who are in the College of Engineering or a Biotechnology Degree Program. The deadline is March 9.

For details, contact Marlene Busse, 402-472-1560, mbusse1@unl.edu.

KEIM 264 to be distance learning classroom

CASNR will soon have a classroom that will accommodate synchronous distance learning and teaching. According to Dr. John Markwell, CASNR associate dean, Keim 264 will have a collaborative learning video conferencing system with equipment including: two 63” flat panel displays and one camera on the rear wall; one 63” flat panel and one movable camera at the front of the room; processing and control equipment; data ports and one phone port; ceiling mounted microphones; polycom and state-of-the-art recording equipment; sink, bench, storage cupboards and drawers; and tables and chairs for 42 students with a large white board in front. To request this room for the Spring 2013 semester, please contact Billie Lefholtz (blefholtz1@unl.edu).

RFI Focuses on Building for the Future

IANR employees are invited to participate in a new initiative to shape how the University of Nebraska builds on its past efforts and creates a more futurist approach to addressing the needs of rural Nebraska and the Great Plains region. The institute is seeking input into the creation of the Rural Futures Institute (RFI). Please plan to attend one of two sessions on Feb. 3: 9–11 a.m. at the Nebraska East Union or 1–3 p.m. at the City Campus Union. Please RSVP to ruralfutures@nebraska.edu before Feb. 1 to participate.