

## Information for New KBS Postdocs

Welcome to KBS! This document contains information that we hope will be useful to a new Postdoc at KBS. This is not an exhaustive compilation of all the information that one might want when they first arrive. So if you have questions, feel free to ask any KBS postdoc, or reach out to the Culture and Inclusion Committee!

### I. LOGISTICS

#### How to gain access to KBS:

Once you are in residence at KBS, you are entitled to:

- A postdoc desk space, which you will need to email Facility Operations ([facility-operations@kbs.msu.edu](mailto:facility-operations@kbs.msu.edu)) to be assigned
- A door key code to your shared office space and to your advisor's lab space, as well as any other locations that you indicate to Facility Ops that you will need access to. Stack Building doors get unlocked weekdays ~9am -5pm but key code will open them at any time (note that currently only working keypads are 1st floor loading dock and 3rd floor facing Manor House).
- Access to KBS computers; Stefan Ozminski or Daniel Gorentz ([helpdesk@kbs.msu.edu](mailto:helpdesk@kbs.msu.edu)) can assist you with accessing or using KBS computer services

#### Parking

Parking permits for postdocs can be [requested here](#) and obtained from the main office (Academic Building Room 332) at no charge. Permits are rarely checked, but make it so you can be notified if there is a vehicle concern.

#### Security

KBS has several security guards who rotate patrolling KBS property after 5pm. They will be in an MSU van and usually carry a spotlight. If you encounter a security guard, they may ask for your name and affiliation with KBS. If you have a security concern, call 269-217-5948.

### II. LIVING AT KBS

#### Housing:

Once a postdoc arrives at KBS, they can move into one of the KBS houses or an independent apartment from the surrounding area. The KBS houses are maintained by the station and MSU and can be rented by permanent KBS residents. Grad students and postdocs are given primary preference. Once you accept your position at KBS, put yourself on the KBS housing wait-list using the [Long-Term Housing Reservation Form](#) and contact Brad Osborn (brad [osbornb6@msu.edu](mailto:osbornb6@msu.edu)) to find out more about renting houses. Postdocs can also work with their supervisor in order to put their name on the housing list.

Postdocs and grad students living in KBS houses (i.e. not apartments, such as those at the Farm House or in the Bird Sanctuary) are responsible for paying utilities and for trash removal, though you also have the option of taking your trash to the large dumpsters behind the Physical Plant buildings. One advantage of living at KBS is that KBS offers guesthouses and lodges for

the KBS residents (not for non-residents) for free during power outages, lack of water, or lack of heat (during winter). KBS lodges and guesthouses are equipped with generators in such circumstances.

Besides KBS housing, there are modest but good rental apartments available in the Richland area (5 miles from KBS). Similarly, good but somewhat pricy apartments are available on Gull Road near Meijer and Walmart (13 miles from KBS). Battle Creek is also a reasonable commute from KBS, and occasionally single houses come up for rent. You can check Craigslist or Facebook Marketplace for rental openings, but be wary of scams and don't rent apartments sight-unseen. You can also reach out through the postdoc ([postdocs@kbs.msu.edu](mailto:postdocs@kbs.msu.edu)), graduate student ([grads@kbs.msu.edu](mailto:grads@kbs.msu.edu)), and staff [KBS.ResearchTechniciansandStaff@kbs.msu.edu](mailto:KBS.ResearchTechniciansandStaff@kbs.msu.edu)) listservs to seek out a roommate or get advice on other options.

### **Laundry service:**

KBS houses do not have laundry, but the KBS conference center provides coin-operated laundry (quarters) at the station. Laundry is also available in the McCrary Apartments adjacent to the Cafeteria (next to the Manor House), and at the Orchard Dorms. There is a proposal to improve this service sometime soon.

### **Healthcare:**

Bronson and Borgess healthcare groups own the majority of medical clinics in the area and both have primary care physicians in Richland in-network with MSU health insurance. The closest emergency rooms are Ascension Borgess Hospital on Gull Rd in Kalamazoo, Bronson Methodist Hospital on John St in Kalamazoo, and Bronson Battle Creek Hospital on North Ave. If you select Aetna dental insurance from MSU your providers are more limited than with Delta Dental, but Drake Dental in Kalamazoo, and Aspen Dental in Battle Creek do both accept Aetna.

### **Banking:**

There are multiple credit unions in the Richland area for payroll and direct deposits.

### **K-12 schools:**

For those with children, Gull Lake School District in Richland is one of the best-rated school districts in Michigan. GLCS offers a full host of K-12 programs, including Young 5's and special needs.

### **KBS transportation:**

There is no public transportation around KBS station or within the Richland area. The public transportation from Kalamazoo transit ends at Gull Road Walmart. Therefore, consider buying a car if you will be living at KBS. Buying a car from someone who is leaving KBS usually results in a good deal, so make your interest known to your coworkers.

### **KBS - MSU Campus Carpooling:**

If traveling to the East Lansing campus for work, you may be able to sign out a university vehicle, which means you can park in university vehicle spaces on main campus; however, an account number to charge to is needed from your advisor. There will often be other faculty and students that need to go to campus, so ask around to organize carpooling. Andy Fogiel ([fogielan@kbs.msu.edu](mailto:fogielan@kbs.msu.edu)) is in charge of vehicles and each year there is a vehicle sign out Google Sheet that you will use, found in [this folder](#).

If you need something delivered or picked up from main campus, Andy makes weekly campus runs, taking anything left on the campus run table, to the left as you enter the mailroom (Academic 325). Also on this table are campus run request slips which you should fill out when you drop something off. You can also make special arrangements for things that need special handling by emailing [kbs.facilities@msu.edu](mailto:kbs.facilities@msu.edu). If you are on campus and need something sent to KBS, email [kbs.facilities@msu.edu](mailto:kbs.facilities@msu.edu) to arrange pickup by Andy from wherever you are on campus.

### **Food & Groceries:**

Groceries: Most people do their food shopping at Meijer in Kalamazoo (19 min from KBS, also has household items), Harding's Market in Richland (12 min, close but more expensive), ALDI in Kalamazoo or Battle Creek (22 min, budget-friendly but more limited selection), or Horrocks Farm Market in Battle Creek (24 min, great for produce, bulk goods, and other local products). The [Kalamazoo Farmers market](#) is every Sat. 7am - 2pm from May through October and has tons of fresh produce, particularly in summer. [Green Box](#) is another way to get local food products with weekly pickup in Battle Creek or Kalamazoo.

### Restaurants around KBS:

-[NEDs](#): a local sandwich/burger/pizza restaurant. Dine in, takeout, and catering available. 15450 S M 43 Hwy, Hickory Corners (269-671-5700 or online ordering). 2.8 mi from KBS.

-[Gull Lake Market](#): Indian buffet takeout located inside a liquor store with a rotating list of daily specials. Takeout and catering available. 15476 M-43, Hickory Corners (269-761-0093). 3 mi from KBS.

-[Chicken House](#): Fried chicken sandwiches, ice cream, and shakes. Have to order at the counter (no phone), outdoor dine-in or takeout. 12443 East D Avenue, Richland. 3.3 mi from KBS.

-[South Kitchen](#): Up-scale southern food. Dine in (accept reservations) and take out available. 12454 E. D Ave, Richland, Michigan 49083. (269-203-7372). 3.3 mi from KBS.

-[The Dock at Bayview](#): Typical bar/pub food with live music on Fridays and Saturdays. Dine in and takeout available (269-731-4911). 3.4 mi from KBS.

-[Kitchen House](#): American/Italian, locally-focused. Dine in (accept reservations). 9975 M-89, Richland Plaza, Richland, MI. (269-629-0221). 5.8 mi from KBS.

-[The Local](#): Large menu of soup, salad, sandwiches, pizza, burgers and pasta. Nightly food and drink specials. 9805 E, M-89, Richland, MI 49083. Dine-in, takeout, and delivery (269-629-5832 or online ordering). 6 mi from KBS.

-[Pure Mex Mexican Cuisine](#): Large Mexican food menu. 8880 N 32nd St, Richland, MI 49083, Dine-in, takeout, and catering available (269-203-7270). 6.5 mi from KBS.

[-U.P. North Sandwich and Pasty Co.](#): Sandwiches, pasties, salads. Dine-in, takeout, delivery, and catering available. 8140 N 32nd St, Richland, MI 49083 (269- 629-9902). 7.2 mi from KBS.

\*Note that Kalamazoo and Battle Creek have a much larger selection of restaurants. Local restaurants have limited options for accommodating dietary restrictions. Gull Lake Market generally has 1 vegan entree and 1 vegetarian entree at their buffet. The Local notes several vegan/vegetarian and gluten-free options on their menu.

General (non-grocery) shopping: There are shopping plazas along S Westnedge Ave in Portage (e.g. The Crossroads, Southland Mall) and on Beckley Rd in Battle Creek (e.g. Lakeview Square Mall, Minges Creek Plaza). There are also stores in downtown Kalamazoo (S Kalamazoo Mall) and downtown Battle Creek (Michigan Ave).

## **Recreation**

Fitness: The KBS Fitness Center is located at 9693 North 40th Street. It has officially reopened as of Fall 2022, with users paying \$10/month. Sign up at the Conference Center service desk (in McCrary Dining Hall). Once you sign up and pay, your key code will be enabled to open the facility. The building is air conditioned and equipped with wireless connectivity, parking, restrooms that include showers, changing areas, and lockers (which accept padlocks but shouldn't be padlocked in the long term). Equipment includes treadmills, stepper machines, recumbent bike, free weights, a weight resistance machine and Pilates balls. There is cable TV service and a video player with an inventory of exercise program tapes.

[Sherman Lake YMCA](#) in Augusta (14m from KBS) has a gym, pool, climbing wall, tennis courts, basketball court, and group fitness classes. You can become a member (starts at \$62/month but discounted based on income) or pay for a day pass (\$10).

Water activities: Canoes and kayaks are available to graduate students for recreational purposes on Gull lake. Canoes and kayaks available to use are next to the boat house, directly down the stairs from the Manor House. Paddles and life jackets can be checked out free of charge from the Conference Center's main desk or by arranging to get the keys with Jim Allen (allenj77@msu.edu). You may be asked to fill out a waiver prior to use. There is also a marked swimming area in Gull Lake right off [Windmill Island](#) open to KBS affiliates. There are great fishing opportunities (bass, panfish, pike, etc) in many of the local ponds, lakes, and streams (e.g. Gull Lake, Duck Lake, Kalamazoo River).

Hiking: There are abundant hiking opportunities in the area ([KBS area trail map](#)). The closest are the North Country Trail and Kellogg Experimental Forest. Anywhere marked with a KBS sign is open to the KBS community as long as you stay on paths, not treading on experiments. Other great places for hiking and other outdoor recreation are [Fort Custer](#) (~15m drive, also has good mountain biking) and [Pierce Cedar Creek](#) (21m drive).

Kellogg Bird Sanctuary: As a grad student, you and your immediate family have free admission to the bird sanctuary. You can go through the main entrance and let them know you're a grad

student at the main desk or go through one of the perimeter gates (~3321 E Gull Lake Dr at Forney field and end of Farm Ln past Fitness Center), which are currently unlocked but the Forney field gate will soon be getting a physical key lock. You can also request access to the keypad gate locks (behind physical plant and across from Gull Lake Ministries) by emailing [kbs.facilities@msu.edu](mailto:kbs.facilities@msu.edu). In October there is a reciprocal membership program, giving you free admission to 5 other nearby attractions.

Regular group activities open to all: pickup soccer when the weather is nice ([kbs-soccer@googlegroups.com](mailto:kbs-soccer@googlegroups.com)), game night Tues. at 7:30 at One Well Brewery, occasional trivia night Wed. at 7 at the Dock, soup for lunch Tues at noon in McCrary Nov- Mar, and Fri. happy hour at the Dock.

#### **Other recreations at KBS grounds:**

All KBS staff can use courts of volleyball and basketball, and soccer fields. Seasonal recreations such as deer hunting are also available to KBS staff but that need to go through some procedures. Talk to Andy Fogiel.

### **III. ACADEMIC ASPECTS OF A POSTDOC AT KBS**

#### **Expectations as a postdoc:**

It is important for a postdoc to establish a cordial relationship with your supervisor and other staff members while they are at the KBS - you will rely on these people throughout your time here and maintaining collegiality with them is key.

#### **KBS Committees:**

Postdocs can serve on several committees at KBS. Elections are held at the end of each academic year and positions begin during the Fall semester. Committees and their descriptions are as follows:

- Culture and Inclusion Committee - Promote diversity, equity, and inclusion across KBS
- Honors & Awards Committee: Nominate KBS folk for internal and external awards.
- Housing Committee: Voice postdoc concerns related to housing and report back.
- Outreach Committee: Discuss current and future outreach activities involving KBS and report back and garner support for outreach activities.
- Seminar Committee: Organize KBS invited speaker seminars and brown bag seminars, including scheduling and setup.
- Space Committee: Coordinate space for everyone at KBS, including offices, labs, new buildings, and expansions or reorganizations of pre-existing buildings.
- Faculty Meeting Representative: Voice postdoc concerns and report back on faculty decisions and announcements pertinent to postdocs.
- Search Committees for new faculty hires will also include a postdoc representative

#### **Research Supplies:**

KBS has a stockroom containing commonly used supplies (e.g. measuring tapes, quadrats, field guides, etc.), especially for Summer Session courses. Equipment can be checked out by going to the stockroom (Academic Room 140) during the appointed weekday hours, which are posted

on the stockroom door. Ask about specific equipment you're interested in using by emailing [stockroom@kbs.msu.edu](mailto:stockroom@kbs.msu.edu). KBS also has [common use facilities](#), including greenhouses, growth chambers, and a molecular lab.

### **Printing**

There is a printing room at KBS on the 2nd floor (room 225). You can print black and white (printer: Raven) from any computer set up on the network, including personal laptops. You can print color by creating a KNET account and logging in from one of the printing room computers (printer: Actias Luna). You can also print a poster for free in the printing room. See the [help desk chronicles](#) for printer setup (and other IT topics), or IT (Daniel/Oz) can help with printing setup and issues.

### **Reserving KBS rooms**

You can use your MSU Outlook email client to reserve rooms at KBS. To do so, go to <https://outlook.office.com/calendar/> and create a "New event". Once you have set the time and date, you can "Search for a room or location" and input options such as 327, 309, or the Terrace Room in order to reserve the various Zoom-capable meeting rooms around KBS.

### **Brown Bag Seminars**

KBS Brown Bag Seminars are a more informal seminar with highest priority given to resident KBS grad students but may also be given by postdocs, faculty, staff, and visiting researchers. They are used for disseminating your research through the KBS community to get feedback on experimental design, data analysis, project ideas, or presentation skills. Seminars time and location may change from year to year, but will be Mondays at noon starting Spring 2023. You can sign up to give a brown bag seminar when the schedule is being formed at the beginning of the year.

### **RCR (Responsible Conduct of Research):**

KBS uses a web interface to report RCR hours:

1. Go to: <https://www.egr.msu.edu/secureresearchcourses/>
2. Log in with your MSU Net ID and password
3. Click on Create/Edit Trainee Account (top left tab on the menu bar)
4. Select College of Agriculture and Natural Resources (KBS is 51% CANR, 49% CNS)
5. Select your trainee type
6. Select KBS from the Primary Department drop down menu
7. Enter your faculty advisor's MSU NetID
8. To add KBS "courses" (e.g. seminars, lab meetings) click on the Add Course From Primary College/Department button at the bottom left of the screen. To add courses from other departments, select Add Other College/Department courses from the Add/Edit Training Courses tab in the menu bar.

*Note: in future logins the system will remember your advisor and your association with KBS*

## **IV. MISCELLANEOUS INFO**

## **Communication**

### KBS Email lists

Everyone currently at KBS: [KBS.ActiveEmployees@kbs.msu.edu](mailto:KBS.ActiveEmployees@kbs.msu.edu)

Everyone currently at KBS, alumni, and community members: [news-l@kbs.msu.edu](mailto:news-l@kbs.msu.edu)

Grads: [grad.students@kbs.msu.edu](mailto:grad.students@kbs.msu.edu)

Postdocs: [KBS.DL.KBLpostdocs@msu.edu](mailto:KBS.DL.KBLpostdocs@msu.edu)

Faculty: [faculty@kbs.msu.edu](mailto:faculty@kbs.msu.edu)

Staff: [KBS.ResearchTechniciansAndStaff@kbs.msu.edu](mailto:KBS.ResearchTechniciansAndStaff@kbs.msu.edu)

IT help desk: [helpdesk@kbs.msu.edu](mailto:helpdesk@kbs.msu.edu)

Admin office: [KBS.AdminTeam@kbs.msu.edu](mailto:KBS.AdminTeam@kbs.msu.edu)

### Phone numbers

After-hours security: 269-217-5948

24-hr emergency maintenance: 269-207-4787

### Grad, tech, postdoc Whatsapp group

This is the primary means of asking quick questions and discussing social activities. To join the group, an admin has to add you. Current admins are: Robin Waterman, Alice Puchalsky, Corinn Rutkoski, Meaghan Clark, and Nameer Baker.

## **V. INTERNATIONAL VISITORS**

Some important considerations for international visitors in addition to the usual aspects of living and working at KBS include immigration issues, constraints of transportation, and possible language barriers.

### **KBS transportation**

There is no public transportation around KBS station or within the Richland area. The public transportation from Kalamazoo transit ends at Gull Road Walmart. Therefore, consider buying a car if you will be living at KBS. Buying a car from someone who is leaving KBS usually results in a good deal, so make your interest known to your coworkers. It is possible to carpool with other KBS residents both to Kalamazoo/Battle Creek or to the main MSU campus, but it does present a major constraint on your flexibility if you do not have your own vehicle.

### **Immigration**

For all immigration matters, please contact the Office for International Students and Scholars on MSU main campus (<https://oiss.isp.msu.edu/about/oiss-advising-team/>). This is particularly important for exchange visitors who are visiting the U.S. for the first time on an exchange visa (such as a J1 or J2 Dependent). If you intend to stay in the U.S. beyond the J1 term period (5 years), you must check if you have ever been subjected to the 2-year home return requirement (2-HRR). This is clearly written on your passport or DS-2019. To see if you are subjected to a 2-year home-return requirement, check the criteria in the following link

<https://travel.state.gov/content/travel/en/us-visas/study/exchange/waiver-of-the-exchange-visitor.html>

If you have been subjected to 2HRR and you have the intention to stay longer in the US, you should start the waiver process before your J1 program ends. A good Rule of Thumb is to start the waiver process when you are in the third year of your J1 program. Without a waiver, you cannot change your visa status to another immigrant visa such as an H1 or to a Green Card. If you are applying for a Green Card, inform yourself here: <https://www.uscis.gov/green-card>. For some nationals of some specific countries, or for specific kinds of petitions to be filed, you may have to hire a Legal Attorney to proceed. In addition, there are also different categories of Green Card (see <https://www.uscis.gov/green-card/green-card-eligibility-categories>)

### **Language**

Language should not pose a problem in your daily activities. If you have difficulty conversing in English, don't be embarrassed by it! People in this region are generally very humble and respectful. They will try to help with your language, especially if you make it known you appreciate that. In general, staff at the KBS are generally friendly - if you need any help or assistance, do not be shy to reach out to your coworkers, or to the Culture and Inclusion Committee!