

**Good morning, USC!**

**Here are your updates for the week of February 4-8, 2019**

### **Important Dates**

Feb 6	Tulip orders due to Maryann
Feb 11-15	Purple Store Mega Sale
Mar 1	Next HR Orientation Session

### **General Updates**

**Business cards:** Please top up your business cards at the front desk. Thank you.

**Spring is in the air...Tulip and Fern sale:** The Lung Assoc have an annual Breath of Spring campaign. The campaign includes the sale of tulips and ferns. I am a workplace champion for the association. Please consider this cause. We have tulips by the bunch (7.00), 3 tulip bunches bundle (20.00), potted tulips (9.00), crispy wave fern (9.00), 3 mix potted bundle (25.00). I need to place the order on Feb 6th. Delivery date March 6 or 7th. I appreciate your consideration, MA [maryann.mommersteeg@westernusc.ca](mailto:maryann.mommersteeg@westernusc.ca)

### **Departmental Updates**

#### **PURPLE STORE**

##### Missing Cart

We are missing a blue upright Dolly, has "Purple Store" (and Mustang Alley) written on it in black marker. Missed by all the Purple Store staff with sore backs....

Reward: a hearty handshake & some chocolate!

##### Mega-Sale

The Purple Store's Super-Mega-Sale will run Feb 11-15. 20% off all clothing, plus some amazing bargain bin items! PLUS!! Hip Hip Hooray – It's a Giveaway!

Every purchase over \$30 gets a secret envelope! (while quantities last)

Bring it back to the store during March & we'll open it to reveal your prize! (no peeking) Every envelope is a winner!

Prizes include: Grand Prize of a \$200 shopping spree! Woot woot! Plus LOADS of Free Western swag from Jerico, Liberty, Gildan and American Apparel...not to mention Greyhound Bucks (enough to get you to Toronto & back for free), 50% off your purchase, free Wave/Spoke food, free movies at Western Film, awesome Western goodie bags.

##### Student T-Shirt Design for St Paddy's Day

Concurrently...we are holding our annual Student T-shirt Design Contest for St Paddy's Day! Open to all current Western Students. Enter in-store or on-line! The winners receive 2 of their design, a \$50 Gift certificate and a feature on our Social Media! Fame & fortune awaits you at the end of the rainbow! Contest ends 15 Feb 2019. Rules & Details are on-line @

[www.westernpurplestore.com](http://www.westernpurplestore.com)

## **PEOPLE AND DEVELOPMENT**

### **Health and Safety**

HR Orientation Sessions: The dates for the first part of next year have been booked:

March 1st	April 26th	June 28th
March 29th	May 31st	

These dates have also been posted on the Staff Hub calendar. All sessions will be held in Room 369 at 2:00 p.m. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

### **Enviroprogram**

WEEKLY TIP: Air Conditioning

At Western, air-conditioning means more than just keeping a space cool in the summer and warm in the winter. It also includes maintaining a comfortable humidity condition, and providing adequate ventilation.

Ventilation is the continuous exchange of stale indoor air with new outdoor air. Minimum ventilation rates are required by the Ontario Building Code through reference to ASHRAE standard 62.1. Ventilation is a great thing as it is a critical component to providing a comfortable indoor environment. However, it comes with a cost...Energy! Any outside air that is brought into a building must be brought to a set point temperature before it can be supplied to a space; cold outside air must be warmed up, and hot outside air must be cooled down. This is done with the building's air handling system which uses electricity for cooling, and natural gas for heating. Occupants at Western can help to reduce the energy used by the building's air handling system through control of their room temperature set points. By setting a thermostat to the higher end of the permitted temperature range in the summer, and vice-versa in the winter, the building's air handling system will use less energy.

### **Vacation Trackers**

The new vacation trackers have been updated! They can be found in the folder that holds your USC photo, your PA form, and your electronic signature. Please take a moment and check your vacation balance to make sure that it is correct at your end. Only vacation and flex days will be tracked on these forms. Sick time and appointments etc. will still be tracked using the old system. We will no longer be sending out quarterly attendance reports since managers have access to their staff's vacation totals in real time. Please contact Andrea with any questions or concerns.

### **Wellness**

Fitness Classes Fitness Class Schedule, Jan 11-Feb 8 (Classes start @ 12:10pm)

Tuesday, Feb 5, Full Body

Friday, Feb 8, Yoga

The hours that the USC has available to use the WEC will remain the same. Please see the Wellness and Development Calendar for more details: [Wellness Calendar](#)

WEC Schedule and use of space:

All WEC open gym times are listed in the Wellness Calendar. Just a reminder for anyone who is interested in participating in the Wellness program (including intramurals), must sign the [Wellness waiver](#)

#### NEW WELLNESS CHALLENGE:

Wellness Week Pledge: **\*\*If you are still interested you can join at any time you just won't receive ballots for the weeks you have missed**

This challenge focuses on pledging to yourself 7 habits a week for a healthier, happier you. So how does this work? If you are interested in participating in the challenge, you will select from the list below 1 goal for yourself for each day over the next 4 weeks. You can choose a goal twice if that is something you want to focus on, but please try to ensure there is some variety. First begin by submitting your pledge for to me. These will not be shared with others, but it is meant to ensure that you keep yourself accountable to your goals. Each Monday going forward you will submit your reflection from the week prior about how you did in meeting each of your daily goals. Please let me know if it was accomplished and if not, and then if you wish, what you will do in the future to accomplish it. If you are successful in meeting all of that week's goals, you will receive a ballot to be entered into our grand prize of a \$150 Visa gift card. For each week that you meet your goals you will get another ballot. If you meet all 4 weeks you will receive a bonus ballot. We will then draw for our grand prize winner!

Please see attached to the email with this weeks IC all the documents you will need for the challenge!

- The Wellness Week Pledge Form (To submit your pledge with your goals for the 4 weeks)
- The Pledge Goals Form (For goals you can select to add to your pledge sheet)
- I Reflect Page (To submit your reflection for the weeks going forward)

**FINANCE** Month end submissions are due to Finance. FT and PT T4's will be sent out soon via email. January GI's to be emailed Thursday this week.

#### **EVENTS AND BUILDING SERVICES**

Received notice that Thames Hall will be closed for renovations as of February 1st.

#### **Atrium Events:**

- Election Polling Stations in on the 4th and 5th
- Black Student Association is hosting their Black History Month Opening Ceremonies on Monday the 4th with displays during the day and speakers and performances starting at 4 p.m.
- Muslim Students Association has their awareness day in on Wednesday the 6th.
- Campus Disc (used vinyl and CDs) is in on Monday, the 4th
- Lemon Tree Jewellery is here on is in on Thursday and Friday, 7th & 8th.

#### **Lower Level:**

- Bookstore Sidewalk Sale - Monday to Friday

#### **INFORMATION SYSTEMS**

Something a little different this week.... Some secrets from a Customer Service insider to ensure you are getting the best service possible. This short (30 minute) video will show you how to build rapport when you have a problem as a customer. Log in to Western's portal at

<https://lynda.uwo.ca/> and then visit this link:

<https://www.lynda.com/customer-service-tutorials/How-Get-Great-Customer-Service/693075-2.html>