

Good morning, USC!
Here are your updates for the week of March 4-8, 2019

Important Dates

Mar 5	USC Town Hall @ 10:00am
Mar 12	Wellness Healthy Snack @ 2:30pm
Mar 29	Next HR Orientation Session

General Updates

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

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

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

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 for your staff.

Enviro Program:

Weekly Tip:

EPEAT

Green (< 50%)



Greener (50-75%)



Greenest (> 75%)



EPEAT is the global registry for greener electronics. It targets purchasers, manufacturers, resellers and others wanting to find or promote environmentally preferable products.*

EPEAT®-registered products meet strict environmental criteria. From fewer toxins in manufacturing to efficient operation and easier recycling, EPEAT-registered products offer a reduced environmental impact across their lifecycles.

The EPEAT registry currently includes desktops, laptops/notebooks, workstations, thin clients and displays (computer monitors).

Wellness:

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](#)

Fitness Classes: At this point in time we have decided not to book any more fitness classes. Please enjoy using the space during the open hours :)

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](#)

FINANCE

T4's have been emailed. If PT copies are requested send Tanee an email. Please continue to submit your AP invoices to Tanee and EOD's to Sheli for February 2019 month end.

EVENTS AND BUILDING SERVICES

Upcoming Events:

Atrium:

Campus Discs - Monday, March 4th

Mustang Lounge:

March Break Open House: March 9th

Chicago - Theatre Western - March 13th - 16th

INFORMATION SYSTEMS