

Good morning, USC!

Here are your updates for the week of April 29- May 3rd, 2019

Important Dates

April 30th 3:00 p.m. April Birthday Celebration in the Lunchroom
May 6th This will be the Intern's first day! Please give them a warm welcome.

General Updates

Front Office Hours: The front desk will be closing at 4:30 pm for the exam period and the summer so please ensure that you have your lanyard and Western ID cards to access the main office after hours.

Townhall: Please note that the town hall originally scheduled for April 30th, has been moved until May 1st at 10:00 AM in the Community Room.

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

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

May 31

June 28

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.

Wellness:

The WEC will be closed from Wednesday, May 1st and will re-open on Monday, May 13th. As such, the Fairmount Room will also be closed and we won't be able to host USC Fitness events. We look forward to having you back on May 13th!

Summer Intramurals:

The USC is looking to put together a summer lawn bowling intramural team!

Details:

Play Dates- Tuesdays from May 28- August 20

Play Time- 6:30 -8pm

Location- Thistle Lawn Bowling Club on Beaufort St (right by the crosswalk on Western Road, just north of Oxford Street)- so super convenient!

Price Per Person -\$130.00 plus tax

Group Price- \$500 plus tax (so if we have more than 4 people it will be cheaper per person)
Registration Deadline: Please let Kate know by May 10th

Options for payment: If you are interested in playing, there are 3 options for payment:

- 1) Reduction from wellness benefit
- 2) Payroll deduction
- 3) You can write a cheque

Finance:

April 2019 month end submissions due this week. Any UWO related items please direct to our office. UWO Customer billings need to be given to Sheli ASAP.

EVENTS AND BUILDING SERVICES

Events in the UCC this week:

Atrium & West Lounge:

Exam Tables until April 30th

INFORMATION SYSTEMS

Google Keep. Do you need to keep important notes, lists, images, etc? There's an app for that. Google Keep works in your browser too, and provides a central place to capture, sort, and share ideas. You can set reminders. You can even record a voice memo and Keep will transcribe it for you! You can check it out at <https://keep.google.com>

As usual, the best way to learn is to just dig in, but if you want some guidance just ask or check out [the Google Keep help page](#) or watch [this short how-to video](#).

ENGAGEMENT

The Engagement Working Group will be meeting on Thursday, May 2nd to review your student engagement ideas and brainstorm more ways to reach more students with our message. If you are able to and would like to attend the meeting in person, stop by UCC 369 at 3:00pm.