

Good morning, USC!

Here are your updates for the week of May 21st-24th, 2019

Important Dates

May 22- Townhall at 10 am in the Community Room

General Updates

Transition Video: If you missed the opportunity to see the transition video check it out using this link: <https://www.youtube.com/watch?v=WVrxYNWHAg&feature=youtu.be>

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.

From UWO; As part of our ongoing maintenance of Western's voice systems, we have scheduled an upgrade to the CUCM - Call Manager system for Sunday, May 26, 2019 with a fall back date on June 2, 2019. The upgrade will begin at 04:00 am and be completed by 12:00 pm. We have successfully completed this upgrade in our test environment.

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.

FINANCE

AP & AR items need to be submitted. Any past due items as well. This is our year end, please assist us by having your submissions up to date and/or GL adjustment questions sent in. Any revenues that we haven't received and need to be posted to Fiscal 2019 we need to know. As well as expenses, any contracts/service-maintenance expenses that maybe due. Let us know.

EVENTS AND BUILDING SERVICES

ENGAGEMENT

Thanks to everyone who came to our meeting! Please take the time to review the [USC Relevancy Ideas Google Doc](#) and comment on submissions or add in more of your own. These ideas will be discussed by the SLT and we will implement as many as feasible.