

**Good morning, USC!**

**Here are your updates for the week of May 6-10th, 2019**

### **Important Dates**

**May 6- Interns First Day (We will be taking a tour of the USC from 10:30-11:30)**

**May 10- Exec Farewell Breakfast**

### **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.

**Office Location Changes: We have had some changes regarding office locations for interns since the previous internal communication:**

Elizabeth MacDonald- Human Resources Intern (318 B)

Akash Jain- Advocacy Research Intern (318 C)

Mackenzie Metcalfe- Advocacy Research Intern (318 D)

Hasan Ahmed- Web Development Intern (Room 112)

Emilie Cho- Graphic Design Intern (the computer beside Cheryl)

Keagan Militante- Social Media Intern (the extra computer down beside Nick S office)

### **Staff Farewell Party:**

At the staff farewell party we are opening the floor to anyone you would like to give their best wishes to anyone leaving. In addition, we are collecting photos for the farewell. If you have any that you would like to contribute, or are interested in speaking please let Kate or Andrea know by May 10th!

### **Emergency Preparedness Week:**

May 5 - 11 marks the annual event designed to encourage Canadians to be better prepared for emergencies. Western will be testing the [Alert WesternU, the university emergency mass notification system](#) at 12:30pm on Wednesday, May 8th. Other emergency alerting systems being tested next week include [Alert Ready](#) (TV, radio and compatible wireless devices at 2:55 p.m. Wednesday May 8th) and the [City of London](#) (beginning at 10:55 a.m. on Thursday, May 9th)

## 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 general ledger reports will be distributed this week. Please review and contact us with questions or concerns. With our fiscal close (May 2019) fast approaching, keep the paperwork coming. Be mindful of any contracts coming due, any current issues with Vendor or Customer billings. We are hoping to have a smooth finish to our year!

## **EVENTS AND BUILDING SERVICES**

### **INFORMATION SYSTEMS**

**Emergency Preparedness Week.** Is your home computer safe from an emergency? Backing up your system isn't just a good practice, it will mean that important documents and photos are not lost forever in the event of fire, flood or other disaster. Here's a good introduction on how to backup your entire computer from [How to Geek](#).

### **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.

### **CREATIVE SERVICES**

CS has moved to summer hours of operation. We will be open Monday to Thursday, from 9am to 4pm. If you have a last minute printing need on a Friday, please contact Geoff for assistance. For Graphic design assistance, Megan, our new Design Intern, will be available in the Promotions office on Fridays.