

Good morning, USC!

Here are your updates for the week of July 29th-August 2nd

Important Dates

Town Hall: The town hall will take place on July 30th at 9:30 AM in the Community Room.

Birthday Celebration: The birthday celebration will take place on July 30th at 3 PM in the lunchroom.

Staff Summer Event: Mark your calendar for August 1st for our summer staff party.



Please make sure to RSVP Andrea so that she has accurate numbers for food!

Important Updates:

Update on our bird in the UCC: Abell Pest is placing a safe trap in the UCC. The device works on an audible call system. It is imperative that people do not interfere with the device.

Unfortunately that means that all feeders and devices placed by staff must be removed and cease to continue.

Thanks for all of your help over the past few months in caring about this bird and trying to save it!

Departmental Updates

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

August 23rd (Mustang Lounge) - USC Training Day

September 27th (Room 373)

October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m. except for the August 23rd training day (schedule TBA). 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.

Enviro Program Tip of the Week:

- **Turn off all computers, printers, photocopiers**, and other equipment that doesn't need to be left on at the end of the day and leave them off until you need to use them again.
 - Turning the computer off can save your company money. According to the study, a U.S. company with 10,000 PCs will waste \$260,000 in energy throughout the year due to computers that are powered up when no one is using them.
 - It's one of the easiest things you can do to save energy. It only takes a few seconds each day, and if more people did it, the savings would be massive. The power required to run all one billion of the world's PCs for just one night is enough to power the Empire State Building inside and out for 30 year

FINANCE

Please continue to submit your July 2019 documentation for processing. PT payroll due Aug 1st. We have a new email address, easy to remember, finance@westernusc.ca

This email will reach the Finance team. To be used to reach us all, if in doubt as to whom to contact. Your correspondence will be managed accordingly.

INFORMATION SYSTEMS

Geoff is on vacation - please continue to use helpdesk@westernusc.ca or reach out to Noah for your support needs.