

Good afternoon, USC!

Here are your updates for the week of Oct 7th-11th

Important Dates:

SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th. Details to follow!

October 8th: Healthy Snack in the lunchroom at 2:30 PM

Equipment Silent Auction: The Equipment Silent Auction will close on Wednesday Oct 9th at 4pm. At that time the form will be saved so that no one can edit it after that time.

Important Information:

Parking Lot Construction

As soon as October 1, the pre-work for the new Biomedical Research Facility located between Siebens and Dental Science will require the temporary loss of about 40 parking spots in Medical Science lot. To accommodate overflow, a small section of the Social Science lot will be reserved for clinic patients. To ease the potential squeeze in the Social Science lot, about 86 Pay & Display/Honk Mobile Tap spaces are being added to the Springett Lot. The new spaces will be closest to the Western Road side of the lot and will provide quick access to the campus core, including Social Science and UCC.

Please follow the Western News story link for more information and a map outlining the changes: <https://news.westernu.ca/2019/09/construction-to-impact-parking-across-campus/>

Food Support Services can use our help. They are needing reusable bags. We will accept them at the front desk on their behalf. Thank you for your donations, even better, add some cans to that reusable bag when you bring it in!

Departmental Updates:

PEOPLE AND DEVELOPMENT

Mental Health First Aid

Check out the attached flyer for the next available Mental Health First Aid training session taking place November 7th and 8th, 2019. If you or any of your full time staff would like to attend, please contact Andrea for registration.

Health and Safety

Upcoming HR Orientation Sessions:

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. 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.

FINANCE

September month end is upon us! September GL's will be distributed this week. Continue to submit your AP & AR invoices. Congrats to Tanee for conquering September 2019 PT payroll! Please check in with Tanee ASAP if you have more new hires. The bank has made some changes regarding coin float orders, we appreciate your pre-planning, send an email to finance@westernusc.ca

Please update Karen or email the finance@westernusc.ca if you are expecting deliveries for UCC 340.

INFORMATION SYSTEMS

October is Cyber Security Awareness Month. Here's a quick Hallowe'en themed acronym to set the mood and get you thinking about being Cyber Safe...

- S**ecure your devices with a lock screen password
- C**reate strong, unique passwords
- A**rchive your data
- R**un available updates on operating systems, software and hardware
- E**ncrypt any sensitive information

Watch for more information next week, or visit [Canada's GetCyberSafe website](#) for more help.

PRODUCTIONS & RESERVATIONS

A special thank you to everyone for your help in putting on Purple Fest - the event is a true team effort and everyone in the organization plays a big hand in having it go off without a hitch!

UCC Events

Monday - Atrium - OzTrekk Educational Service - Study In Australia

Tuesday - Atrium - Stem Cell Western - Swabbing Drive

Wednesday - Atrium - Tri Sci Wellness Day, Renaissance Sq - Automotive Society Car Display

Thursday - Atrium - Lemon Tree Jewellers, Renaissance Sq - United Way - Show Your Local Love