

Good afternoon, USC!

Here are your updates for the week of Nov 25th-29th

Important Dates:

SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th. RSVPs for the Holiday Party will be due on Wednesday November 27th. Please remember to include your meal selection in your RSVP :)

Tuesday, November 26th, 3:00 p.m. - November Birthday Celebration in the lunchroom!

Important Information:

Card Passing: Only 1 MORE WEEK ! Keep those cards moving! Remember to write something about the hard work that someone has contributed and then pass it along for someone else to add. **Cards are to be in the basket by the mailboxes by Nov 29**

Healthy Lunches:

Please select your healthy lunch order for Thursday November 28th by submitting [this form](#). Orders must be placed by Tuesday November 26th at 3:00PM.

*Please note a reconciliation will be done at the end of the month for Healthy Lunches and numbers will be sent to Finance for payroll deduction.

Intramurals: We are currently looking into putting a winter intramural team together. The options for the winter sports would be volleyball, basketball, soccer or curling. If you are interested please email kate.holmes@westernusc.ca what sport you would want to play. We will go with the sport that everyone is most interested in doing :) Please let me know, latest by Nov 29 so that I can ensure the team is registered in time.

Departmental Updates:

PEOPLE AND DEVELOPMENT

Health and Safety

Upcoming HR Orientation Sessions:

November 29th (Room 373): 2:00 p.m.

** Please contact Andrea or Kate if you will have anyone attending the Nov training. If you would like any additional training sessions before the holidays please let us know :)

The training session schedule for 2020 will be included in an upcoming IC - watch for it!

FINANCE

November is quickly coming to a close. Keep us informed if you have outstanding AP and AR issues. We are hoping to close November the first few days of December. Please plan accordingly. PT payroll will be due to Tanee promptly the 1st of December. Thank you for your assistance.

INFORMATION SYSTEMS

There are new reports of emails from "Microsoft" advising users of an important Windows update - follow the link to install it, and you'll end up with ransomware which will encrypt your files. Remember to always be suspicious!

One of the places I turn to to keep on top of developments in cybersecurity is Wired magazine, and in particular [Andy Greenberg's reporting](#). If you are interested in an account that reads like a real-world Tom Clancy novel, check out his new book [Sandworm](#) that reveals his full investigation of an advanced Russian cyberattack.

PRODUCTIONS & RESERVATIONS

Holiday Building Closure:

Western and specifically the UCC will be closed from 6:30 p.m. on December 22, 2019 through to 6:30 a.m. January 2, 2020.

Events in UCC:

Monday:

Atrium: Envirowestern Clothing Swap, Nestle Promotion,
Cell Phone Cases/Perfume Vendor

Tuesday:

Atrium: Cell Phone Case/Perfume Vendor;
Mustang Lounge: Imaginus Poster Sale

Wednesday:

Atrium: Lemon Tree Jewellery Vendor, Campus Discs;
Mustang Lounge: Imaginus

Thursday:

Atrium: Lemon Tree Jewellery Vendor;
Mustang Lounge: Imaginus;
Community Room: Canadian Blood Services - Blood Donor Clinic

Friday:

Atrium: Mow Down Your Mo - USC Charity, Lemon Tree Jewellery Vendor