

**Good afternoon, USC!**

**Here are your updates for the week of Dec 2nd-6th**

**Important Dates:**

**Townhall: Dec 3rd at 10 am in the Community Room**

**Holiday Party: The time has finally come!! Dec 5th at 6 pm, Restaurant Ninety One**

**Important Information:**

**Card Passing: If you still have a card please bring it to the town hall tomorrow to hand in! We will lay them out so you can have the opportunity to write in any card that you wish to :)**

**Healthy Lunches:**

Please select your healthy lunch order for Thursday December 5 by submitting [this form](#). Orders must be placed by Tuesday December 3 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:** Currently it looks as if most people are interested in curling as an intramural. Curling would take place on Sunday nights! If you are interested in being on the team/ or being a sub for the team please let Kate know this week :)

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT**

**Health and Safety**

Upcoming HR Orientation Sessions:

**Currently there are no sessions scheduled before the holidays. If you need another session please contact Andrea or Kate. A schedule for the new year will be released shortly.**

Mental Health First Aid:

**Please see the attached flyer for the next Mental Health First Aid session taking place on January 23rd and 24th. We've had quite a few staff attend the training so far and they**

**have all given it great reviews. Please let Andrea know if you are interested as soon as possible as the sessions fill up quickly!**

## **FINANCE**

November GL's to be distributed this week, please have all your information submitted for a complete November picture. PT payroll due to Tanee promptly the 1st of December. Thank you for your assistance.

## **PROMOTIONS PRINT PRODUCTIONS:**

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to [print@westernusc.ca](mailto:print@westernusc.ca) with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).
2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.
3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to [print@westernusc.ca](mailto:print@westernusc.ca).

Happy printing!

## **INFORMATION SYSTEMS**

Back this week with some more Google Tips and Tricks!

Chrome - If you have a browser session open with a lot of tabs related to a specific project that you don't have time to finish right away, you can save the entire session for later by pressing Ctrl-Shift-D. Every open tab will be saved into a folder on your Bookmark for easy future recall. To restore all the tabs, right-click the folder with Bookmarks and select "Open all in a new window"

Chrome - By default, anything you download will appear at the bottom of the windows, but goes into the Downloads folder. Did you know you can drag that item from the bottom directly to your Desktop, into any Windows Explorer folder, or back into most web page file drag-and-drop locations.

Docs / Sheet / Slides - You don't have to leave the document you've just created to email it to someone. Look under the File menu to "Email as attachment" or (as long as the document has been created in a folder that is shared with someone else) you can directly "Email collaborators" to send them a link to the document.

Maps - If you are always forgetting exactly where you parked your car (or you got in late and ended up somewhere at the back of Springette because your usual sport was taken!), open Google Maps on your phone and tap the blue dot that shows your current location. This pulls up a menu with many handy options, such as the ability to save this as your parking location. You can add additional notes or a photo, or set a reminder for when the parking meter will expire. When you're ready to go back to your car, open Maps and click the "Parking location" card at the bottom of the screen.

## **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