

**Good afternoon, USC!**

**Here are your updates for the week of November 9th-13th**

**Important Dates:**

**Remembrance Day**

This year's Remembrance Day ceremony shifts from an in-person event in the Mustang Lounge to a livestream event through Zoom and the USC Facebook page. The ceremony begins at 10:50 AM and will feature a range of speakers from the USC, Western, and Alumni. Register for the Zoom event here:

<https://westernuniversity.zoom.us/meeting/register/tJUodeyuqz4oHNKNOUs1N7ywi8b49nESCCdz>

**Holiday Party:** We are excited to announce that the USC Holiday Party will take place on December 2nd from 2pm-3:30 pm. This will be a virtual event! Stay tuned for more details :)

**Important Information:**

**Office Space:** At this point in time, only AVP's and USC full-time staff are permitted in the USC office space. AVP's are only allowed to access Room 318, and they should be entering that space through the hallway and not from the main entrance. When the AVP's enter through the hallway, they have to swipe their student card to get in the room and this helps us track the usage of the space. The willingness to help students has always been at the forefront of everything we do, but we kindly ask that you do not allow students into the space, so that we can ensure they are using their student card to enter. If you do notice an Intern or Coordinator in the space, please bring it to Kate and Val's attention, as we need to ensure the safety of all staff, which at this point includes limiting the space to only AVPS.

**Parking:**

For staff who will be returning to the office on an ad hoc basis, please see a link for daily parking options on campus so you can choose which option works best for you:

<https://www.uwo.ca/parking/find/visitor/>

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT:**

**Benefit Booklet Update:** Please note that the staff benefit booklet has been updated to include the Short Term Disability policy. A new copy of the booklet will be added to the Hub shortly but if you have any questions in the meantime, please contact Andrea at

[aklooster@westernusc.ca](mailto:aklooster@westernusc.ca).

**EAP:** Please find attached two of the latest newsletters provided by our EAP service. If you have any questions about what services our EAP provides, please contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca) .

**Mental Health First Aid:** Please find attached an information sheet regarding an upcoming Mental Health First Aid course facilitated by Mental Health First Aid Canada. Please contact Andrea if you have any questions or would like to register.

<https://drive.google.com/file/d/17q-RRBs5rpunOpXZz2lwyxJH8aZ48bvX/view?usp=sharing>

**COVID-19 Information: SwipedOn:** If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login on the iPads located in the new USC InfoSource or outside the main office.

**Wellness Program:** Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work! <https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

**FINANCE** Oct 2020 GL detail has been emailed. If you haven't received your copy contact Sheli. October financial reports on their way. Budget work is also underway. Continue to submit your AP and AR documents as soon as possible. With a signature and account #.



Budget season is here!!

**PROMOTIONS PRINT PRODUCTIONS:**

Promotions Print Production is now open and will be available Monday through Thursday, 10AM to 4PM. We are closed Fridays. Print Production will continue servicing USC staff and operations, faculty councils, and USC ratified clubs. Pickup will be located within USC InfoSource, and payment can be processed using account lines or our e-commerce portal. Please email [print@westernusc.ca](mailto:print@westernusc.ca) for all your printing needs! Poster Patrol is still accessible through our [website](#).

## INFORMATION SYSTEMS

Think you've been in a lot of Zoom meetings? Since the start of the Fall term, 270,242 meetings have been created through the <https://zoom.uwo.ca> site!

If you're looking for something a little fun to add variety to your next virtual meeting, consider setting up a poll. There are two ways to do this - the integrated Poll feature, and manually using a shared screen and annotations.

First, make sure that Polling is enabled. Login to your UWO Zoom page, then click **Account Management** then **Account Settings**. Click the **Meeting** tab and scroll down to verify that the **Polling** setting is enabled. If the setting is disabled, click the toggle to enable it.

To enable Annotation, still in the **Meeting** tab, look under the Meeting (Basic) list ensure that Annotation is enabled.

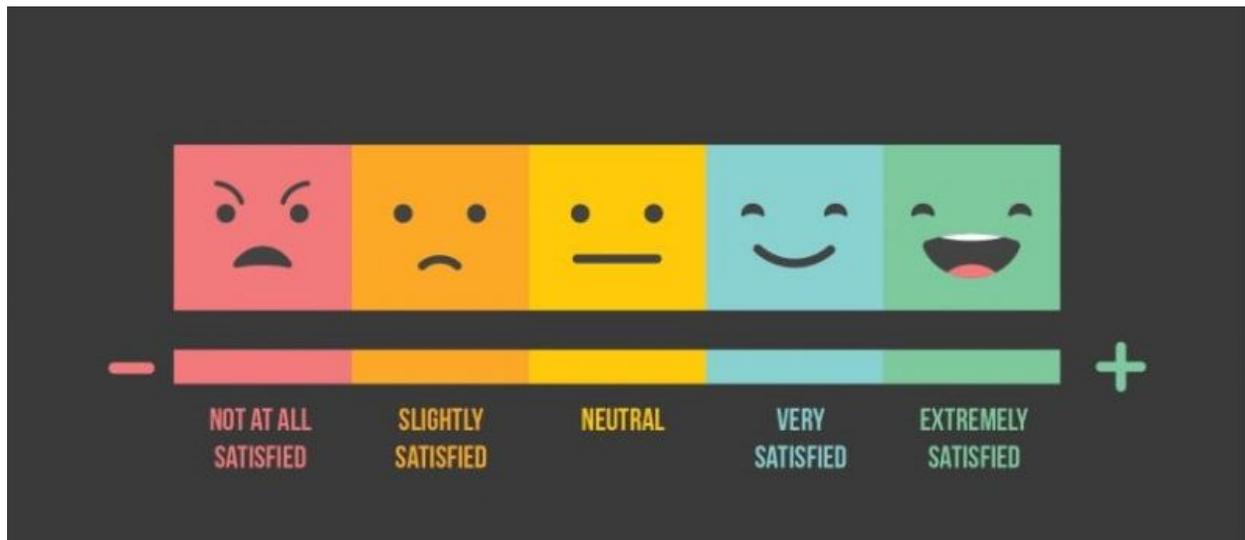
To use Annotation for a quick poll, first create an image or slide that shows the different options you want your viewers to vote on. This can be as simple as a set of photos, or a "check-in" graph.

Examples:

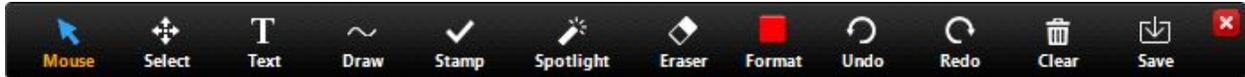
*Icebreaker.... What do you prefer, cats or dogs?*



*Check-in.... How do you feel about this idea?*



When you are ready to run your survey, use the Screen Sharing button to switch over to that image, turn on Annotations  and ask your participants to use the Draw or Stamp tool to make a mark on the image. You'll have the ability to save the marked up image using the Save feature on the Annotation toolbar.



You can create a more professional Poll during a meeting by clicking the Polls button  but it is better to set one up in advance. On the Meeting Management page, scroll to the bottom to find the Poll option. Click Add to begin creating the poll.



Enter a title and your first question.

(Optional) Check the box to make the poll anonymous, which will keep the participant's polling information anonymous in the meeting and in the reports.

Select whether you want the question to be single choice (participants can only choose one answer) or multiple choice question (participants can choose multiple answers).

Type in the answers to your question and click Save at the bottom.

Add a Poll ×

Anonymous? ⓘ

1. 

Type your question here.

Single Choice    Multiple Choice

Answer 1

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Answer 2

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Answer 3 (Optional)

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Answer 4 (Optional)

---

Answer 5 (Optional)

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Answer 6 (Optional)

---

Answer 7 (Optional)

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Answer 8 (Optional)

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Answer 9 (Optional)

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Answer 10 (Optional)

Delete

+ Add a Question

When you're reach to show the Poll during your meeting, click the  button and select the Poll you had created. You will be able to share it, end the Poll, and view / publish the results.

## **RESERVATIONS & BUILDING SERVICES**

### **Requests for Services**

To better streamline the process of submitting general work requests such as fixing environmental issues (lights, heating, cleaning) with your office, having something put up your office or department, requesting items to be built, moved or disposed of etc., we have set up an email - [workorders@westernusc.ca](mailto:workorders@westernusc.ca). That way your requests can be better triaged, tracked and work assigned to the appropriate personnel or department. Please email Sue with any questions.