

Good afternoon, USC!

Here are your updates for the week of March 22nd-26th

Important Dates:

Town Hall: Please note the Town Hall has been moved to March 30th at 9:30 am.

Important Information:

Engagement Committee:

Thank you to everyone who joined the Engagement Committee meeting last week. Our next meeting will be held on March 30th at 2:00 pm. If you are interested in joining please let Kate know.

Parking:

For those who are returning to the building in the following weeks, the following gates will remain raised with free parking in the following locations:

- South Valley
- Huron Flats
- Althouse
- Springett
- Westminster
- Elborn (ungated)
- Medway

Departmental Updates:

PEOPLE AND DEVELOPMENT

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

Thank you for submitting your March 2021 AP and AR details promptly. Please note, authorized AP invoice copies with your account number, can now be dropped in Tanee's mailbox for processing. AP cheques will continue to be mailed, be sure to include an address. Please reach

out to the Finance team regarding deposits and payments. We will do our best to accommodate your financial needs in a timely manner.

INFORMATION SYSTEMS

A few people have asked about their loaned equipment (notebooks, printers, ergonomic accessories, etc) in light in an eventual return to work. To maintain the ability to pivot and to ease the transition, all devices will remain in your hands at least until the end of the summer. Remember, however, that these are still USC property, and should not be used by anyone other than yourself and should remain in the locked-state when not in use.

RESERVATIONS & BUILDING SERVICES

REMINDER: TO SIGN IN AND OUT OF SWIPEDON IF YOU ARE ENTERING THE BUILDING FOR WORK AS WELL AS COMPLETING THE USC COVID ACKNOWLEDGEMENT BEFORE COMING TO WORK.

The incoming Executive will be using all but one of the conference rooms as their transition offices starting March 15th.

This leaves only Room 379 for meetings of up to 6 people until June 1st. At this time, it will operate on a first come first serve basis. If demand increases, we may have to move to a booking system through EMSWeb. Everyone will have card access to the room. If your card does not work, please email workorders@westernusc.ca.

More information on the UCC, our space and our Covid protocols will be forthcoming at the Town Hall. In the meantime if you have any questions, please feel free to email Sue.

PRODUCTIONS

PROMOTIONS PRINT PRODUCTION