

**Good afternoon, USC!**

**Here are your updates for the week of March 8th-12th**

**Important Information:**

**Engagement Committee:**

Thank you to everyone who joined the Engagement Committee meeting last week. Our next meeting will be held on March 16th 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 AP and AR details promptly. 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.. FEB 2021 GL's have been emailed. If we missed sending details, please reach out. Feb 2021 Financial reports will be distributed this week.

## **INFORMATION SYSTEMS**

You may have noticed that our @westernusc.ca platform is no longer branded as *GSuite for Education*. Google has renamed the service *Google Workspace for Education* as part of their renewed focus on the education market in light of increased virtual learning during COVID. At the moment, there are few other changes you should notice; however, I have been made aware of one impending issue:

We will move from unlimited storage to a cap of 100TB across the entire domain in July 2022. Currently we are well under this limit, but I ask that you keep this in mind, particularly if you are saving videos or other large files to Drive. Consider doing an audit of your files and deleting any large ones you no longer need.

1. At <https://drive.google.com>, look at the bottom of the left-side navigation column. There will be a cloud icon and the word "Storage" and beneath it the amount of GB you are using.
2. Click on this line.
3. A list of your files will appear, sorted by size, largest first.
4. Delete any unnecessary files.
5. Remove them from the Trash in order to lower your used space.  
(If you do not do this step, the files will remain for 30 days until being automatically deleted.)

## **RESERVATIONS & BUILDING SERVICES**

The building hours for the UCC commencing Monday February 22<sup>nd</sup> will be:

Monday Friday – 6:00am – 8:00pm  
Saturday / Sunday: 6:00am – 4:00pm

These hours might be adjusted on a later date.

## **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.**

Your SwipedOn app may ask you to allow it to access your location. Please allow this as it is part of the latest update to know if you are signing in from the building or offsite. There will be more information once functionality of the new update has been fleshed out.

The Study Lounge will be reopening as of February 22<sup>nd</sup> - Monday to Friday 9 a.m. to 8 p.m. There will be 50 single bookable pods available.

InfoSource will be reopening as of February 22nd - Monday to Friday 10 a.m. to 4 p.m. Mail delivery will resume and your mail will be delivered to the main office once sorted. If you have any information about anything going on that students might ask about, please email Karen and/or myself.

Nick and Sue are splitting the week onsite in the UCC. Nick will be on Mondays and Wednesdays. Sue will be on Tuesdays and Thursdays. They will alternate Fridays. So if you need anything onsite they will be available.

## **PRODUCTIONS**

## **PROMOTIONS PRINT PRODUCTION**