

**Good afternoon, USC!**

**Here are your updates for the week of November 29th- December 3rd**

**Important Information:**

**Holiday Closure:** The USC will be closed as of December 10th, 2021!! Enjoy this extra time off :)

**Holiday Party:** Please join us on December 1st, 2021 at the North Palasod Social Bowl! Please arrive anytime from 5:30-7 pm!

**CIA Study Space:** Good news!! Based on capacity limits and the usage of the CIA space you may use it as a cut through if you would like to walk from the main 340 space back to the PAD office or the IT hallway. :)

**International Travel:** With travel restrictions lifting, I know many staff members are considering international travel. Please make sure you consider checking into travel bans or advisories when travelling outside of the country. The USC provides medical insurance for out of province and out of country travel, please see more information in the [USC Staff Benefit Booklet](#) on page 28. Please consider looking into travel interruption and cancellation insurance when travelling outside of the province and country as the USC's medical travel insurance does not provide coverage for quarantining or other COVID related travel interruptions. The USC will be providing more information in the coming weeks regarding procedures around international travel.

**Office Supplies:** All office supplies (including computer paper and toner) can be received through the Executive Assistant at the front desk. Please do not go into Finance for the key to the supply cupboard. The EA will track and inform Karen of any items that may need to be restocked. Please continue to contact Karen directly if you have specific supplies that you wish to order.

**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:**

Remember to CHECK your USC mailbox (340 Suite) for incoming AP invoices. Also, please drop off your AP and AR details in the same (340 Suite) mailbox. 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. AP club cheques for pick up will be available at the Info Source. Nov 2021 draws to a close, please submit month end paperwork.

**COMMUNICATIONS:**

If you missed getting your new headshot taken on October 28, please email [creative@westernusc.ca](mailto:creative@westernusc.ca) to schedule a time with our photographer, Kurt. We're asking all staff to get an updated headshot, even those who already have an existing one!

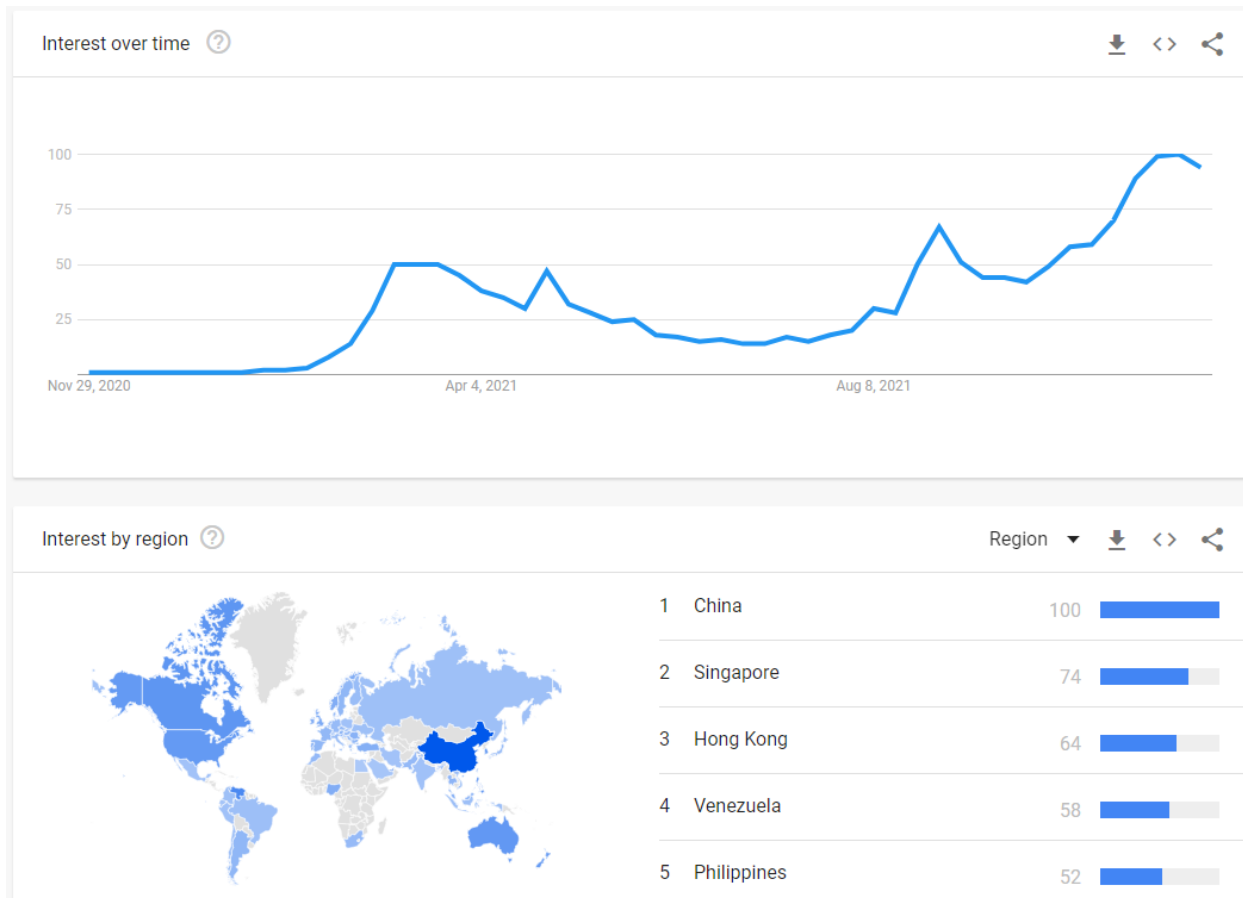
**INFORMATION SYSTEMS:**

Google has started sharing, in a limited way, the aggregated results of the billions of searches done on their platform at <https://trends.google.com/>. Type in a word or phrase that interests you, and you'll see volume of searches over time, geographic relevance, and top related search terms.

There are even curated insights into recently trending searches. Wondering what the hot trends are this holiday, for example? Check out this Trend list:

[https://trends.google.com/trends/story/CA\\_cu\\_rJ\\_w7W0BAAx8M\\_en](https://trends.google.com/trends/story/CA_cu_rJ_w7W0BAAx8M_en)

Here is the result for the term "nft" showing how interest in that ~~seam~~ investment opportunity has grown from nothing over the last year.



**PRODUCTIONS:**

As the holidays approach, many members of the Productions full-time team will be taking some well-deserved time off; please keep this in mind when requesting event/technical/moving support!

**INFOSOURCE:**

The InfoSource will remain open until December 21st on reduced hours - Monday to Friday 9 a.m. to 4 p.m.

For students looking for an extra pack of masks, they can go to any library and present their Western One card. Western health ambassadors are no longer at the entrances to provide small packs of masks.

If you have any questions, please feel free to email us at [infosource@westernusc.ca](mailto:infosource@westernusc.ca).

## **RESERVATIONS & BUILDING SERVICES:**

**UCC Building Closure:** The UCC will be closing and locked as of 7 p.m. on December 2nd and reopening as of 6:30 p.m. Sunday, January 2nd. Please see your senior manager if you need access during that time and they can arrange for access through Sue.

**Conference Rooms:** As the USC is closing up for the December break, the Conference Rooms will be unavailable after December 10th.

**Mustang East Lounge and West Lounge Study Area:** Study tables will be added to the Mustang West Lounge for December 9th. The West and East Lounges will remain open until 7 p.m. on December 21st.