

**Good afternoon, USC!**

**Here are your updates for the week of December 6th-10th**

**Important Information:**

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

**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.

**For January orders:** Please request your office supply with Karen by December 9 if you need special items for the first week of January.

**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 GL's to be distributed. We are hoping to wrap up Nov 2021.

Any December 2021 AP owing or AR invoicing, please submit as soon as possible. Let your vendors know invoices dated after Dec 10th will be processed in the new year. PT payroll detail needs to be submitted, check in with Tanee.

Happy holidays!

**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!

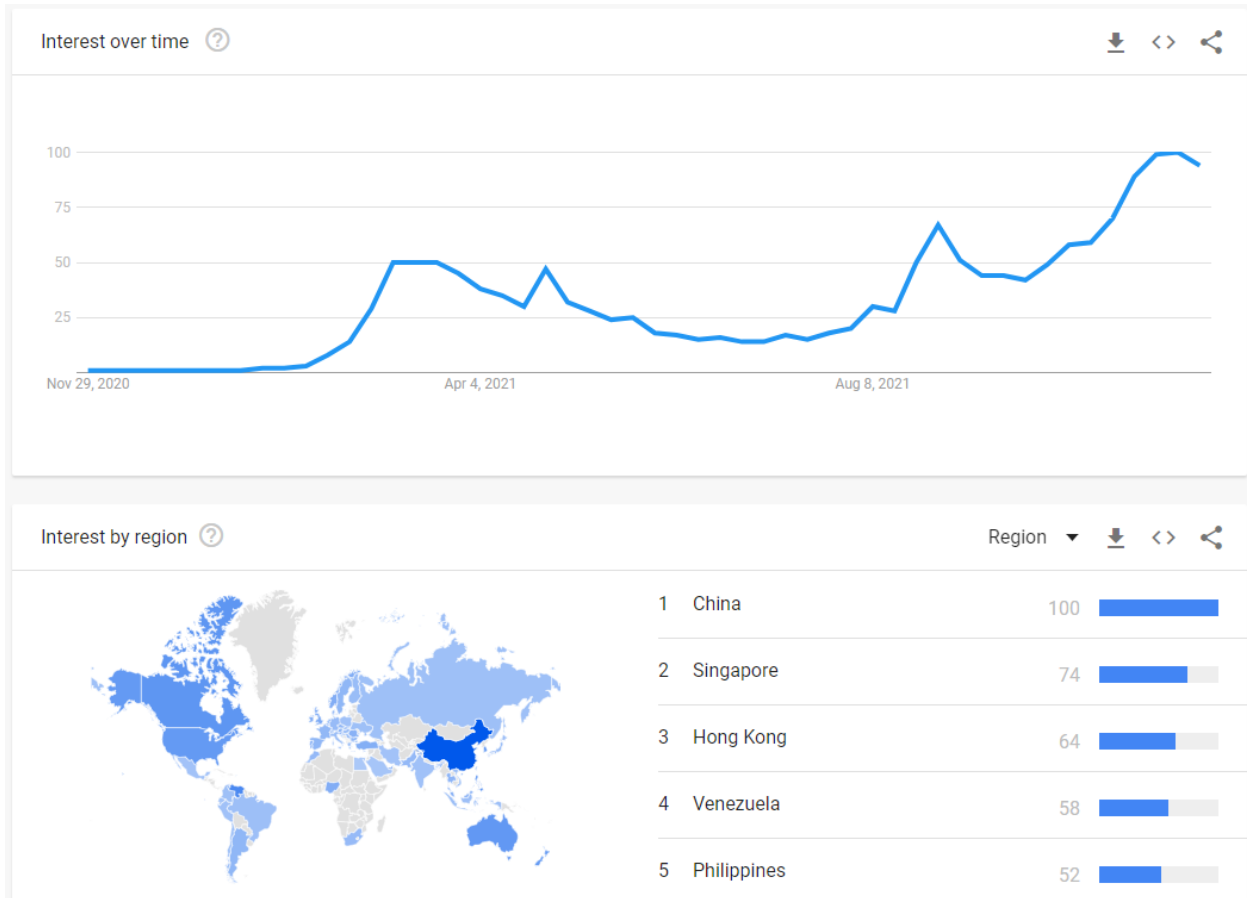
**INFORMATION SYSTEMS:**

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:**

Andy, Rob, and John are all off for the year as of December 4, so please keep this in mind when requesting anything for Dec 6-10.

**INFOSOURCE:**

Hours of operation update: Monday, Dec.6 - CLOSED | Tuesday to Thursday: 9 a.m. to 4 p.m. | Friday, Dec. 10 - CLOSED.

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 22nd 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:** The East Lounge study space will be shutting down at the end of day on December 10th.

**Purple Store Pop-Up:** The Purple Store is launching our new pop-up series which will be rotational events designed for the sole purpose of enhancing the student experience. By doing so, we hope we can better engage with students through exciting, interactive, and entertaining pop-up events on campus. As final exam season looms closer, we wanted to offer students a fun way to unwind the mind. Our first pop-up will feature our “the purple store // lululemon” collection and will take place in the Mustang Lounge on December 7th from 10 a.m. to 4 p.m. Our lululemon wellness educators will lead an hour long Run Club, as well as four 30 minute low-flow yoga classes.