

Good afternoon, USC!

Here are your updates for the week of January 31st-February 4th

Important Information:

USC Return to In-Person Learning Plan: Please see attached the link to the email sent out by Jeff regarding the USC's plan for the month of February:

https://docs.google.com/document/d/12BARXC3M_3hpNYhza3MUwT7fQG4sbjTZdoNSs5F0pzo/edit?usp=sharing

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: Please check your mailbox in the 340 suite when in office for AP invoices to be approved and submitted to Tanee for processing. If possible, please scan your signed (account # listed) to Tanee and leave the hard copy in her 340 suite mailbox. AR payments to Sheli. Similarly cheques can be left in her 340 suite mailbox. Please follow up with an email to Sheli. AP cheques will be mailed, please include an address on the request for payment form. If you need a fillable copy of the form, please reach out.

Staff expense reimbursements will be added to your next payroll for depositing.

January month end is here, we need your documents! Please forward, if possible, by email. Or the 340 mailboxes.

COMMUNICATIONS:

INFORMATION SYSTEMS:

On Wednesday Apple released iOS 15.3 and macOS Monterey 12.2 with fixes for both a privacy-defeating bug in Safari, as well as a patch for a zero-day flaw, which is actively being exploited in the wild to break into devices. Please update all Apple devices (macbooks, iPads and iPhones) to the latest available software version.

PRODUCTIONS: Thank you to everyone for noting which supplies are being taken from the Community Room. I recently completed a full inventory of everything in storage and so everyone completing the sign-out procedure will help me save a ton of time in inventorying and monitoring supply levels. If you find yourself in need of more supplies please just let yourself into the Community Room for contactless pickup and note which items you take - your keycard should let you in!

INFOSOURCE: Karen has been checking voicemail messages hourly during the month of January and will continue to do so until InfoSource opens. If there is a message for you, it will be forwarded and you will be notified by email. To access your voicemail from home, please call 519-661-3000. When you hear the operator, press the * key, your extension, and then your passcode.

For items that were left to be picked up by students prior to the break, Karen will reach out and find out if you would like them to be mailed out or continue to be picked up at InfoSource.

Please continue to use the office supply request form in the staff hub for any WFH supplies needed. They will be ordered and delivered to your home the next day after manager approval. If you need any items while on campus, please email Karen and she can arrange to have it in your mailbox or the main office.

RESERVATIONS & BUILDING SERVICES: