Good afternoon, USC!

Here are your updates for the week of May 16th-20th

Important Information:

Healthy Snack: Please feel free to stop by the lunchroom on Tuesday at 2 pm for a healthy snack. This will continue weekly on Tuesdays. Hope you enjoy!
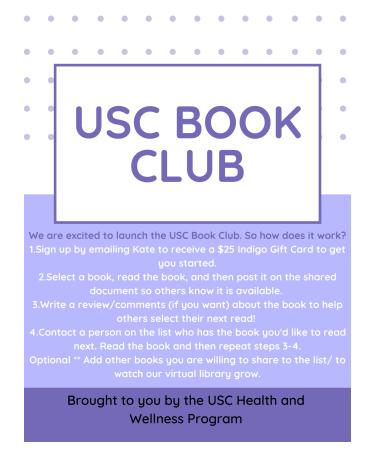
Departmental Updates:
PEOPLE AND DEVELOPMENT:

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

New USC Book Club:

USC BOOK CLUB

We are excited to launch the USC Book Club. So how does it work?
1. Sign up by emailing Kate to receive a $25 Indigo Gift Card to get you started.
2. Select a book, read the book, and then post it on the shared document so others know it is available.
3. Write a review/comments (if you want) about the book to help others select their next read!
4. Contact a person on the list who has the book you'd like to read next. Read the book and then repeat steps 3-4.
Optional ** Add other books you are willing to share to the list/ to watch our virtual library grow.

Brought to you by the USC Health and Wellness Program

USC Virtual Library:
https://docs.google.com/spreadsheets/d/1PgsLgsa2vXjNCVSbGttPFraI8xgk9Gpd7QQ-9IL glHo/edit?usp=sharing

Mental Health First Aid:
Our partner for Mental Health First Aid Training, Cheryl Legate, is offering another 2 Day session on June 8th and 9th (see link below). If you are interested in signing up, please check with your manager first to make sure your operation can support your absence for those days and then contact Andrea Klooster at aklooster@westernusc.ca to be registered.

📄 June 8th and 9th 2022 - 2 Day Mental Health First Aid Certification Training - London.pdf

FINANCE
MAY 2022 is here, our year end! Ensure we have all outstanding revenues and expenses submitted. Confirm with your vendors any outstanding invoices. Have we received all your revenues? Submit your AP invoices for processing to Tanee, mailbox or email. AR submissions to Sheli, mailbox or email. Regarding PT payroll, please send a quick email to update Tanee on payroll submissions for this month and into the summer months.

INFORMATION SYSTEMS:
Western updated their wifi security a couple of weeks ago. You may need to check to make sure your phone is still connected to *uwosecure-v2* or re-connect to "trust" the new certificate, if you want to avoid using your cell plan's data while on campus.

Critical Insight, a cybersecurity company focused primarily on local government and health care security compliance and protection, is offering a free 60 minute Cybersecurity Awareness Training webinar on how to spot and avoid ransomware. The session is available on a few different days over the next two months (May 24, June 10, June 24) at 3pm. If you can step away from your work for an hour, this would be a great PD opportunity.
https://app.livestorm.co/critical-insight/dont-fall-for-it-cybersecurity-awareness-training-2022?type=detailed

PRODUCTIONS: Please continue to record your PPE pickups on the supplied form in the Community Room. All staff should have access to the Community Room via the card reader next to the door.

If you are using a conference room, please remember to tidy up after yourself and clean up any spills or messes upon the conclusion of your meeting. We do not have staff actively patrolling the space due to reduced usage.

Rob Coates is out of office on a conference Wednesday through Friday; John and Andy will be undergoing First Aid training this Wednesday, and Josh will be out of office Thursday. On top of regular maintenance tasks, please keep these commitments in mind when requesting Productions support this week.

The Mustang Lounge East is now open for general drop-in use by campus community members.

RESERVATIONS & BUILDING SERVICES:

UCC SUMMER HOURS:

Monday to Friday: 6:30 a.m.- 7:30 p.m.
Saturday/Sunday - Closed

NEW EMSWEB LINK AND EMS MODULES:

We have migrated our EMS booking software to the Cloud.

EMS Web: There is a new link to book rooms online - https://usc.emscloudservice.com/web/
Your Username will still be the first part of your westernusc.ca email and your password is your phone extension. Please let Sue know if you are having trouble logging in.

In the coming weeks we will be adding a **G-Suite module** to EMS which will allow you to search for available space directly from your google calendar when you are arranging meetings.

Now that we are in the Cloud we will also be implementing access to the **EMSMobile App** so you will be able to book space and manage reservations from your phone.

We will update you when these are available and provide the necessary training on how to use them.

INFOSOURCE:

Any Purolator deliveries that need to be sent out, please use USC InfoSource as a pickup point. You can change the pickup location to USC InfoSource, room 173 UCC Atrium. This will assist the delivery driver for a one-point pickup location. Items can be brought down prior to scheduling a pickup.

There are a few gift card pick-ups and cheques remaining. Karen will reach out to departments if there are still items left to give a final notice for pick-up or alternatively mail out.

Please continue to use the office supply request form in the staff hub for any office supplies needed. https://westernusc.forms-db.com/view.php?id=271262