

Good afternoon, USC!

Here are your updates for the week of May 24th-27th

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!

Performance Appraisals: For prompts to get you started on performance appraisals; check out this worksheet with recommendations:

<https://drive.google.com/file/d/13GoRW6Jy9TxOC0wjb61Pb5P2F6ZXjUqy/view?usp=sharing>

For the manager session; I was thinking that it might be easier for anyone who wants to chat further about PA's to message me (Kate) and we can set up a time. I know some topics might be confidential, so my hope would be that this would allow anyone the opportunity to chat further about their specifics.

Departmental Updates:

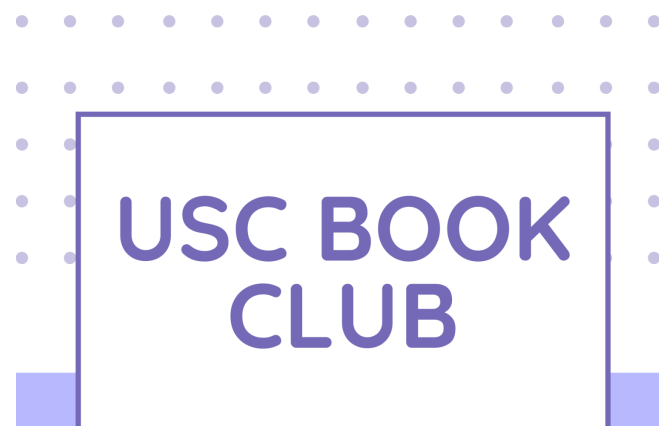
PEOPLE AND DEVELOPMENT:

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:



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.

USC Virtual Library:

<https://docs.google.com/spreadsheets/d/1Pgslgsa2vXjNCVSbGttPFral8xgk9Gpd7QQ-9ILgIHo/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, our fiscal year ends! Do we have all outstanding revenues and expenses? 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:

Google for Education has released 10 online lessons for Workspace, each running 45 - 90 minutes in length, which are perfect if you want to expand your understanding of Docs, Drive, Sheets, Slides and Gmail. You can sign in with your @westernusc.ca email address at <https://applieddigitalskills.withgoogle.com/c/en/workspace>

If you are looking for something a little more ambitious, Ivey has created a free online eight-module course on starting and growing a new business. I participated in an early version of this program last summer, and can confirm that even if you have no desire to start your own business you will learn a lot of valuable skills and tools that can be applied to many situations. Learn more and sign up at <https://thefoundersjourney.ca/>

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.

All Productions full-time staff will be out of office on Tuesday, May 24, 2022 to attend a working at heights training.

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:

Purolator cut-off time for same day pickup is now before 11 am. 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.

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>