

Good afternoon, USC!

Here are your updates for the week of May 30th-June3rd

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!

Iced Coffee & Tea: There are now urns in the lunchroom fridge with iced coffee and tea available, as well as the regular hot coffee option. We understand that it's getting hot outside (and inside for a lot of us), so help yourself to some cold caffeinated option.

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

USC Virtual Library:

<https://docs.google.com/spreadsheets/d/1PgsLgsa2vXjNCVSbGttPFral8xgk9Gpd7QQ-9ILgIHo/edit?usp=sharing>

EAP Newsletter Volume 5:

Check out the latest edition from our Employee Assistance Program provider, Family Services. In it you will find some interesting information regarding relationships and finances, learning to de-escalate conflict, and career advice among other topics. See the following link to read on!

 FSEAP Solutions Vol 5 2022.pdf

FINANCE MAY 31, 2022, our fiscal year ends! Thank you for continued support with submitting documentation timely, with approvals, account detail and receipt copies.

As for year end, we need to receive your inventory details, your outstanding AP invoices, your revenues, any AR invoicing. May 2022 close dates to follow in the next IC. Please try to submit PT payroll as soon as possible for month end / year end. Sending a quick email to update Tanea on payroll submissions. If you are not submitting any information, she needs to know.

INFORMATION SYSTEMS:

I'm excited to welcome two new Interns to the I.S. Department starting June 1st. I will be bringing them around to meet everyone over the next few weeks, but as an FYI...

Joud Al-Lahham is our Web Development Intern. She will be helping me out with creating and maintaining our web presence, and working with Clubs and Councils to access our ecommerce platform. The best way to request her assistance is using the helpdesk@westernusc.ca email.

Kush Varma is our Student Feedback Intern. He will be helping with data collection and analysis, running focus groups, and enhancing our focus on student engagement. We have a Machform set up at <https://westernusc.forms-db.com/view.php?id=329928> to collect details about any feedback support you may require.

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>