

Good afternoon, USC!

Here are your updates for the week of June 20th-23rd


Important Information:

Health Facility - The [booking sheet](#) is live for spots this week in the Health Facility. Just a reminder that this space is located in UCC 149 across from the West Lounge entrance (the door still says “Purple Bikes”). Anyone is welcome to pop into the space and check it out without booking time. If your card does not allow you access, please let Sue McKone know.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

EAP: Check out the following link for the latest newsletter from our Employee Assistance Program provider Family Services:

 [FSEAP Solutions Vol 6 2022.pdf](#)

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/1PgsLgsa2vXjNcVsbGttPFral8xgk9Gpd7QQ-9ILglHo/edit?usp=sharing>

FINANCE

F2022 is now closed. If you have any surprise entries for F2022, please bring to the attention of Maryann.

F2023, June, when submitting AP invoices, please sign and list your GL account number to expense. Similar to AR invoices going out to customers, please check in what Sheli, speed codes, purchase orders (pending value), contact detail are necessary. We have an AR credit policy, check in with Sheli regarding customer status.

INFORMATION SYSTEMS:

I'm happy to announce that John P will be assisting me with some minimal desktop support (i.e. printer set-up, computer memory upgrades, etc.) while we recruit for the IT Support role. The majority of these tasks will be one-off and intermittent, so please continue to reach out to me or use the helpdesk@westernusc.ca email, and I'll then tag John for specific support jobs.

CIRA, the Canadian Internet Registration Authority, just released the results of their annual survey of Canada's internet habits. If you are curious, you can read the full report at https://static.cira.ca/2022-05/CIRA%20Internet%20Factbook%202022_Public.pdf?VersionId=B1k9RzbuiKIKo9tc4saNLokKfkzmsaTd but here are a few facts I found interesting:

- More than half of Canadians (54%) say they spend 5+ hours online per day, up 19 points from 36% in 2016.
- Most people (84%) typically spend time online using email. Other common online activities continue to include banking (63%), social media (58%), news/current events (52%), shopping (46%), or listening to music/radio/podcasts (34%). One of the most surprising to me was that 18% of Canadians are doing online courses/training/education.
- Unsurprisingly, people are more likely than in 2021 to report spending time doing travel research (30%, up from 23% in 2021 but still down from 45% in 2019).
- Just over 2-in-10 (22%) have engaged in a full conversation with their home's voice-activated assistant, about two-thirds (66%) have said 'please' or 'thank you', and about one-third (35%) have sworn at it.
- About half (52%) say the longest they've gone without being online in the last 12 months is less than 1 day (up from 37% in 2019). Only 7% say they've gone a week or more without being online in the last 12 months, and about one-third (34%) indicate that they 'never' make an attempt to take a break from going online.

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.

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:

We have some summer clothes on display at the USC InfoSource including Nike! Just a reminder that staff and students with their USC discount sticker receive a 15% discount.

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>