

Good afternoon, USC!

Here are your updates for the week of June 6th-10th

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:



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-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 Happy New Year!!

F2022 needs; inventory details, your outstanding AP invoices, your revenues, any AR invoicing, rebate info, etc. F2022's close date is June 15 2022.

INFORMATION SYSTEMS:

As you have heard, Noah is leaving us soon after being our go-to for desktop support for the past five years. We are actively recruiting a new tech guru, but in the meantime please continue to use the helpdesk@westernusc.ca email to create tickets. Even though after this Thursday I will be the only one providing support, the Helpdesk system will help me track requests, and I will receive a notice on my phone right away, as would not happen if you just emailed me directly.

You may have met them last week, but I will also be showing off my shiny new Interns by bringing them around and (re)introducing them to everyone. As a reminder...

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 also by 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.

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>