

**Good afternoon, USC!**

**Here are your updates for the week of July 18th-21st**

**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:**

**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!

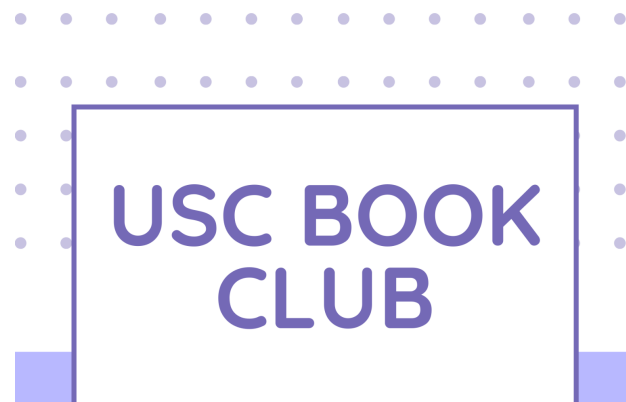
<https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll>

**Mental Health First Aid:**

Please see the link below for information regarding the next Mental Health First Aid offering from one of our training partners, Cheryl Legate. If you are interested in attending the two-day session taking place on August 17th and 18th, please check with your manager to make sure that your operation can handle your absence for those two days and then contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca) and she will get you registered. Please note that the fee for this training is covered by the USC Health and Safety Program and is free to you.

■ August 17th and 18th 2022 - 2 Day Mental Health First Aid Certification Training - London....

**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

**USC Virtual Library:**

<https://docs.google.com/spreadsheets/d/1PgsLgsa2vXjNcVSbGttPFral8xgk9Gpd7QQ-9LgIH0/edit?usp=sharing>

**FINANCE**

Audit week. Continue to drop off AP and AR documents with signature and account # listed to UCC 340 mailbox.

**INFORMATION SYSTEMS:**

Thanks again to John P for helping out over the past month, but I'm happy to now have both Usman and Joe as official members of your IT support team! Usman started last Monday in the IS Manager role, and some of you will have already met him but I've asked him to provide a brief welcome message:

*I am Usman, new to Canada and recently hired as Information Systems Manager here at the USC. I am originally from Ukraine. I used to teach Computer Science & briefly worked as a Supply Chain Coordinator.*

*Looking forward to meeting everyone.*

Joe starts today, Monday July 18th, and will be filling Noah's IT Support Technician role. Be sure to say "hi" when you meet, and watch for an intro in his own words in next week's Update email.

Over the next month, Usman and Joe will be spending time getting to know each of your computers – us nerds get excited over stuff like that – in order to build an updated inventory of all our systems. Watch your calendars for the invite and either accept or suggest an alternate time that will work better for you. Be sure to stick around to talk about any issues you may have experienced, ask about functionality or software you might need to help you do your job better, and just to chat to get to know them.

Please continue to reach out using the [helpdesk@westernusc.ca](mailto:helpdesk@westernusc.ca) email for any new questions or issues, and one of us will pick up on it ASAP to get you the help you need!

**PRODUCTIONS:** PPE will be migrating to the Wave mezzanine for storage. Should you require any masks, goggles, or other PPE, please check in with a member of either the Productions or Wave teams to be granted access.

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.

Josh Try will be out of office July 18-21 but will continue to monitor email. Please reach out if you need help or feel free to stop by Rob, Andy, or John's offices for support.

## **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:**

If you're looking for Mike Carriere, he's now working beside Karen at the USC InfoSource! Phone extension is still the same.

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.

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>