

Good afternoon, USC!

Here are your updates for the week of August 2nd-5th

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 Newsletter:

EAP has sent us the July edition of their newsletter! Please check it out using the link below. There will also be a physical copy posted on the bulletin board in the lunchroom.

 [FSEAP Solutions Vol 7 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>

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 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:



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-9ILgHo/edit?usp=sharing>

FINANCE

We are looking for your July 2022 AP and AR documents. Please submit documents to our UCC 340 mailbox. Please provide July EOD's, any revenues, expenses, also inventory and PT payroll submissions on the 2nd of August. The Audit is underway, so far so good! :)

INFORMATION SYSTEMS:

A lot of dangerous security vulnerabilities were patched last week! Updates should be installed for Windows, Chrome, Pixel and Samsung phones, and iPhone/iPad among many others. Remember to regularly check your systems and apply any pending updates.

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.

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:

With the latest new hires and office changes, check the latest staff phone list in the hub. Let Karen know if an update or revision is needed. Thank you for your patience as the revisions are a work in progress.

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>