

Good morning, USC!

Here are your updates for the week of Sept 9th-13th

Important Dates:

Join USC Operations and Services on concrete beach to showcase what we provide to the students at Western. Remember to wear your USC t-shirt!

**USC Day
Tuesday, September 10th
11am - 2pm
Concrete Beach**

Not-for-profit organizations from the community will be here to provide students with more information about volunteer opportunities throughout the year.

**Volunteer Fair
September 11th and 12th
10am-3pm
UCC Atrium**

Healthy Snack Revamped: Join us in celebrating Robert and wishing him a farewell at 2:30 PM in the lunchroom

Important Updates:

We have had a few more updates to the staff phone list so please check it out [here](#).

****Note phone extension updates.**With some of the office changes/moves, please refer to the listing attached for current/new staff extensions.

Departmental Updates

PEOPLE AND DEVELOPMENT

Mental Health First Aid -

Check out the attached information regarding upcoming Mental Health First Aid certification training on October 7th and 8th that we are making available to any staff that would like to attend. Please contact Andrea if you would like to attend this session or any future MHFA sessions that are offered. Please also contact Andrea if you are looking to refresh or take your Standard First Aid Certificate as this training is also covered by the USC.

Health and Safety

Upcoming HR Orientation Sessions:

September 27th (Room 373)

October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m except for Sept 6th.. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

Health and Safety Tip of the Month - Stress and Mental Health -

Students coming back to school can be a stressful time for USC staff members. It's also important to recognize that mental health is extremely important and you need to properly look after your body and mind.

Tips:

- Talk about your feelings: Talking about your feelings can help you stay in good mental health and deal with times when you feel troubled
- Keep active: Regular exercise can boost your self-esteem and can help you concentrate, sleep, and feel better.
- Eat well: Your brain needs a mix of nutrients in order to stay healthy and function well, just like the other organs in your body. A diet that's good for your physical health is also good for your mental health
- Ask for help: None of us are superhuman. We all sometimes get tired or overwhelmed by how we feel or when things don't go to plan. If things are getting too much for you and you feel you can't cope, ask for help. Your family or friends may be able to offer practical help or a listening ear. The People and Development Department are there to help you and EAP is always available to you.
- Take a break: A change of scene or a change of pace is good for your mental health. It could be a five-minute pause from cleaning your kitchen, a half-hour lunch break at work, or a weekend exploring somewhere new. A few minutes can be enough to de-stress you. Give yourself some 'me time'
- Write down something you're grateful for: Gratitude has been clearly linked with improved well-being and mental health, as well as happiness. The best-researched method to increase feelings of gratitude is to keep a gratitude journal or write a daily gratitude list. Generally contemplating gratitude is also effective, but you need to get regular practice to experience long-term benefit. Find something to be grateful for, let it fill your heart, and bask in that feeling

FINANCE

Please review your September GL detail. Let us know if any corrections are needed. Float or cash requests please send an email notice. We have been reviewing UWO phone expenses, let us know if you have changes that need to be done. We have a new email address, easy to remember, finance@westernusc.ca

INFORMATION SYSTEMS



Don't be a Dave, Part 2.

Wondering why closing the human error gap is so important? This recent [report by arsTECHNICA](#) highlights the costs associated with some of the most recent known ransomware attacks. These range from loss of data, to lengthy system downtimes, to payouts in the hundreds of thousands of dollars, to expenses in the millions of dollars.

Don't be a Dave... If something doesn't feel right about an email or phone request, pause to check it out or ask for someone else to look it over too.

RESERVATIONS:

In the UCC Sept 9-13:

Lemon Tree Jewellery(Mon-Friday)

Western Chiropractic (Monday)

Fido (Mon-Fri)

Interfraternity Council Rush Week (Beach - Mon-Wed)

USC Day (Beach - Tues)

Volunteer Fair (Wed/Thurs)

Clubs Training (West Lounge Mon/Tues)