

Good afternoon, USC!

Here are your updates for the week of Feb 10th-14th

Important Dates:

Feb 11th: Healthy Snack at 2:30 pm in the lunchroom

February 18th - 21st - Staff Appreciation week is fast approaching!

Monday Feb 17th: Family Day!! (Holiday)

Tuesday Feb 18th: Pick up your coupon from Robin to receive a free breakfast sandwich and coffee/tea from the Spoke

Wednesday Feb 19th: Afternoon snacks in the lunchroom (Cider and Popcorn!!!)

Thursday Feb 20th: Plant Nite in the Community Room from 2-4 pm. A cool event where you get a chance to make a plant terrarium! We will also have some fun snacks. You must RSVP to this event by Feb 13th! All RSVP's can be sent to Kate.

Friday Feb 21st: Pizza Lunch!! Join us in the lunchroom at noon for some pizza :)

Important Information:

Lunchroom Fridge: Please take the time this week to go through the lunchroom fridge and throw out any items that may be yours that have gone bad! Thank you so much :)

Food Support Services is in need of bags and can openers.

Healthy Lunches:

View our options for Thursday February 13 2020 [here](#). Please select your lunch by 3:00PM on Tuesday February 11th. Happy lunching!

Valentines Day Charcuterie

The Wave is featuring a Valentines Day Charcuterie Board For Two (\$19.99 + tax). Go above and beyond for your significant other, best friend or roommates (or splurge on yourself!) and let us do all the work. Pre-order your charcuterie board by Wednesday February 12th at 3:00PM. Pick-ups will begin on Thursday February 13th and Friday February 14th. Payment upon pick-up.

Fill out the form that can be found [here](#) to place your order.

"Wave Healthy lunches" payroll deductions will occur in February. Oct/Nov on Feb 10th, Dec/Jan on Feb 25th.

Departmental Updates:

PEOPLE AND DEVELOPMENT

T4's have been distributed to FT and PT. Copies can be printed or emailed with permission.

Health and Safety -

Upcoming HR Orientation Sessions:

February 28, 2020

March 27, 2020

April 24, 2020

May 22, 2020 (a week early due to scheduling conflicts)

June 26, 2020

All sessions will be held in Room 373 at 2:00 p.m. If you require a separate session for your staff, please let Kate or Andrea know. Please also let Kate or Andrea know if you have staff attending the scheduled session so we can be prepared with enough booklets.

FINANCE

Welcome February 2020, that brings a close to January 2020.

Please review your Jan 2020 GL detail. Financials to be distributed this week. If you are expecting a delivery please update the front desk. It will reduce the wait time of the delivery company drivers.

PROMOTIONS PRINT PRODUCTIONS:

USC Promotions Print Production (formerly Creative Services) would like to offer all USC staff the opportunity to print with us!

The process is simple:

1. Email your request to print@westernusc.ca with all of the relevant details (paper selection, B&W or colour, number of copies, etc.) and attach your digital file(s).
2. Pay for the job using credit/debit through our online portal using the Dollar Amount and Quote Number that you'll receive from a Print Production employee.

3. Pick up your completed request at UCC 265 once notified.

This new service will be available as of **January 6, 2020**. All USC Staff (with the USC sticker) will qualify for a **15% discount** for using our services. If you have any questions, please direct them to print@westernusc.ca.

Happy printing!

INFORMATION SYSTEMS

Geoff is off until Thursday. Please remember to use the helpdesk@westernusc.ca email if you need any support!

Your regular Internet of Things (IoT) security reminder. If you purchased or received an IoT device for Christmas -- thermostats, doorbell security cameras, smart light bulbs, etc - make sure you have taken the time to reset default passwords and lock down any features you are not using. These devices are often the [low-hanging fruit that hackers initially use to gain access](#) to the rest of your digital environment. A [recent report](#) found an online listing of more than half a million of these vulnerable devices, all prepped for hackers to take control.

PRODUCTIONS & RESERVATIONS

We will have a dumpster out back and some labour in during Reading Week to remove old furniture from the Clubs Space. If you have additional items that you would like thrown out during this time, please let Sue or Josh know so we can direct staff your way.