

Good afternoon, USC!

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

Important Dates:

February 18th - 21st - Staff Appreciation Week

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

Friday Feb 21st: Pizza Lunch!! Join us in the lunchroom at noon for some pizza courtesy of your USC JHSC (and The Wave!) as a thank you for all you do to keep the USC a healthy and safe place to work!

Important Information:

We had a great time at Ronald McDonald house last week! Featured are Maryann's famous Rice Krispie squares and Sheli's famous chocolate chip cookies :)



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:

There will be no healthy lunches this week. We'll be back to our regularly scheduled programming on February 27th.

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

Departmental Updates:

PEOPLE AND DEVELOPMENT

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.

Mental Health First Aid Certification -

Another session is running on March 26th and 27th (flyer attached) for those who have not attended yet. Please let Andrea know if you are interested and she'll book you in!

FINANCE

Please continue to submit February AP invoices and AR details. 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:

Promotions Print Production will be **closed on Friday, February 21**, and will re-open Monday, February 24.

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

Browser plug-in extensions are a great way to add functionality and convenience to your web experience, but they can represent a security vulnerability that could put your entire computer at risk. A research team found last week that more than 500 different browser extensions, with millions of downloads, were [part of a long running malware and ad-fraud network](#).

In light of this most recent exploit, now is the time to review your extension permissions, and uninstall any that require excessive access to your browser or that you rarely or never use anymore. Review instructions [here](#), or [ask us](#) for help.

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. Part-time staff will be in on Wednesday, February 19.