

Good afternoon, USC!

Here are your updates for the week of March 2nd-6th

Important Dates:

Important Information:

As you all know the Communications Manager position is now posted on the USC website. If you could please take the time to share this with anyone you think would be interested as well as on your LinkedIn pages that would be greatly appreciated.

Link to job on website: <https://westernusc.ca/jobs/communications-manager/>

Link to LinkedIn post:

<https://www.linkedin.com/feed/update/urn:li:activity:6636661090245836800>

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

Healthy Lunches:

Healthy Lunches are back with **SOME REALLY TASTY ITEMS**. Take a look at the options available for Thursday March 5th [here](#). Please place your order by Tuesday, March 3 at 3:00PM.

Departmental Updates:

PEOPLE AND DEVELOPMENT

Health and Safety -

Upcoming HR Orientation Sessions:

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!

Wellness:

We have heard some great things about the classes that are run by Western so we thought we would put them in the IC incase there was a group of people that were interested in attending.

You can find their full class schedule on their website:

https://www.uwo.ca/hr/safety/wellness/living_well/

If you feel more comfortable going with a group we are going to try and organize going to the classes at the following times:

Zumba: 2nd Wednesday of the month from 12:10-12:50 SSB 3101

Yoga: 4th Tuesday of the month from 12:10-12:50 SSB 3101

FINANCE

March has arrived, you know what that means! Month end submissions now due, please submit February AP invoices and AR details as soon as possible. PT payroll detail to Tanee. If you are expecting a delivery, please update the front desk. It will reduce the wait time of the delivery company drivers. If you or your employees need a T4 copy send an email our way.

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

Lies, Damn Lies, and Statistics. In anticipation of taking on a greater role in the USC's feedback projects, I've been doing some reading up on the subject. I came across this fun site discussing how graphs can be used to obscure the actual data trends.

<https://venngage.com/blog/misleading-graphs/>

Don't worry, we are not planning on using any of these techniques, but now you'll know what to look for the next time a political party, news outlet, or marketing firm tries to use a pretty infographic to sway you with statistics.

FOOD & BEVERAGE

As we near the end of the school year, our calendars are filling up fast! If you are in need of, or catering for an event, please fill out the [catering request form](#) at your earliest convenience. Space AND dates are limited. We look forward to hosting you!

PRODUCTIONS & RESERVATIONS

Purple Finale launches this week! Stay tuned to USC socials and check out the Wave on Tuesday at 3:00 PM to find out who this year's headlining artist will be.