

Good afternoon, USC!

Here are your updates for the week of March 21st-25th

Important Information:

Healthy Snack: Please feel free to stop by the lunchroom on Tuesday at 2 pm for a healthy snack. This will continue weekly on Tuesdays. Hope you enjoy!

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Standard First Aid: The Student Emergency Response Team is offering in person Standard First Aid certification training courses starting next month. Please contact Andrea at aklooster@westernusc.ca if you are interested in being registered. The dates are as follows:

March 26-27

April 2-3

April 30-May 1

Mental Health First Aid: Attached to this email is a flyer for an upcoming Mental Health First Aid training session that has some spaces left. If you are interested in attending the two-day training and are able to fit it in with operational demands (check with your manager first), please contact Andrea at aklooster@westernusc.ca and she will get you registered.

Flyer link:

https://drive.google.com/file/d/1D6QGlyL_GUJXfDcoA_dASs2yp8U8U3qv/view?usp=sharing

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>

FINANCE

Please submit your AP invoices for processing to Tanee, mailbox or email. Any AR submissions to Sheli, mailbox or email. Please forward PT T4 inquiries to Tanee. March entries to be submitted.

INFORMATION SYSTEMS:

The Government of Canada has named March as Fraud Prevention Month, with various departments – including the RCMP, Competition Bureau, Canadian Anti-fraud Centre, and the OPP – pushing awareness. In January alone, Canadians lost a reported \$34 million to fraud. It

is estimated that only 5% of losses due to fraud are actually reported, due to the victims not wanting to come forward, so the number is likely much higher.

While the usual phishing scams are still around, the most recent trend in Ontario this month has been “official” emails or texts notifying you how to claim your licence plate sticker refund. Please note: The Government of Ontario will not send you a refund via text message. Don't click on the link and don't reply to the message! By replying to the message, fraudsters will send you a malicious link which could be used to steal your personal information or infect your device.

PRODUCTIONS: Please continue to record your PPE pickups on the supplied form in the Community Room. All staff should have access to the Community Room via the card reader next to the door.

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.

INFOSOURCE:

Please fill out the Curbside Request Form in the staff hub prior to dropping off any items for pickup such as gift card prizes, clothing, or merchandise. This will help us organize a space for pickups. We currently have more than a dozen club and USC pickups as well as free the dot menstrual product pickups.

Please continue to use the office supply request form in the staff hub for any office supplies needed. Please email Karen and she can arrange to have it in your mailbox or the main office.