

Good afternoon, USC!

Here are your updates for the week of March 28th-April 1st

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. Please contact Andrea at aklooster@westernusc.ca if you are interested in being registered. The dates are as follows:

April 2-3

April 30-May 1

Mental Health First Aid: Please see below 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>

New USC Book Club:



USC BOOK CLUB

We are excited to launch the USC Book Club. So how does it work?

1. Sign up by emailing Kate to receive a \$25 Indigo Gift Card to get you started.
 2. Select a book, read the book, and then post it on the shared document so others know it is available.
 3. Write a review/comments (if you want) about the book to help others select their next read!
 4. Contact a person on the list who has the book you'd like to read next. Read the book and then repeat steps 3-4.
- Optional ** Add other books you are willing to share to the list/ to watch our virtual library grow.

Brought to you by the USC Health and Wellness Program

USC Virtual Library:

<https://docs.google.com/spreadsheets/d/1PgsLgsa2vXjNcVSbGttPFral8xgk9Gpd7QQ-9LgIH0/edit?usp=sharing>

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 2022 invoices, payments and EOD's information to be submitted ASAP.

INFORMATION SYSTEMS:

With construction happening behind Weldon, I thought it would be fun to share a video from the summer of 2003 when the Concrete Beach was renovated! I had set up a camera in Room 301

and we live streamed the feed on the USC's website. The link is to a stop-motion video I had captured of that feed:

<https://drive.google.com/file/d/1iVRZCmiP0OA2SR6i8g6l7FtCkmBaj4ZC>

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.