Good afternoon, USC!

Here are your updates for the week of April 4th-8th

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 30-May 1

Employee Assistance Program: Please find below the March newsletter from our EAP provider, Family Services London. This month's issue looks at topics such as: workplace rumours and communication, early-stage alcoholism, and avoiding the term 'High-Functioning Depression'.

📄 **FSEAP Solutions Vol 3 2022 (1).pdf**

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/1D6QGIyL_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/1PgsLgsa2vXjNCVSbGttPFraI8xgk9Gpd7QQ-9ILgIHo/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. GL's to be distributed for review.

INFORMATION SYSTEMS:
Unfortunately, another in-the-wild exploit has been found for Mac devices (iPads and iPhones, Apple Watches, and Macs running MacOS Monterey prior to 12.3.1). Please check for the update prompts and install them to keep your devices and data safe.

I'm happy to report that the Western CyberSmart committee I sit on has scored a big success, with the University's administration deciding to require all staff and Faculty take the training course we developed by the end of summer, and for all incoming first year students in September! This training will go a long way to protecting Western's IT resources and reputation, while educating our community on best practices they can apply to their everyday lives.

While I don't know if those on campus with Special IDs like us will be included in the initial mandatory rollout, I encourage you to take advantage of this free training at:
https://shibidp.uwo.ca/idp/profile/SAML2/Unsolicited/SSO?providerId=https://secure.terranovasite.com/portal/

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:

As the semester is ending, there may be a few gift card pick-ups and cheques remaining. Karen will reach out to departments if there are still items left to give a final notice for pick-up or alternatively mail out.

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.