

**Good afternoon, USC!**

**Here are your updates for the week of April 11th-14th**

**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](mailto: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](mailto:aklooster@westernusc.ca) and she will get you registered.

Flyer link:


[https://drive.google.com/file/d/1D6QGlyL\\_GUJXfDcoA\\_dASs2yp8U8U3qv/view?usp=sharing](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:

The logo for the USC Book Club is centered within a white square with a purple border. The text "USC BOOK CLUB" is written in a bold, purple, sans-serif font. The square is set against a background of a purple-to-white gradient with a grid of small purple dots.

# 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 financial reports to be distributed for review.

## INFORMATION SYSTEMS:

It's tax time again, and as usual this means a dramatic increase in attempts to separate you from your hard-earned money (in a way not sanctioned by the full force of the federal

government). You should be cautious of any communication that claims to be from the CRA. Scammers may contact you by email, phone, or text with either the promise of a refund or threat of fine or jail time due to some oversight on your part! Of course, what they want is personal or banking information.

The CRA has put together a web page with tips on what to watch for, and a list of things the CRA will and will not do should they actually need to contact you. You can read the full list here <https://www.canada.ca/en/revenue-agency/corporate/security/protect-yourself-against-fraud.htm> | but one key take away is that they will NEVER send you a text message, or an email with a clickable link.

**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.

Andy and John are attending a conference this week so please keep that in mind if you require staff support when reaching out to Josh.

**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.