Good afternoon, USC!

Here are your updates for the week of May 9th-13th
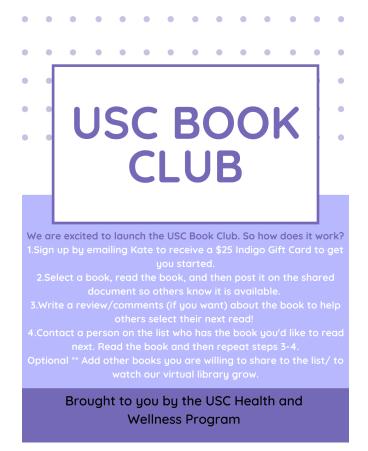
Important Information:

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:

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-9IL glHo/edit?usp=sharing

Mental Health First Aid:
Our partner for Mental Health First Aid Training, Cheryl Legate, is offering another 2 Day session on June 8th and 9th (see link below). If you are interested in signing up, please check with your manager first to make sure your operation can support your absence for those days and then contact Andrea Klooster at aklooster@westernusc.ca to be registered.

📄 June 8th and 9th 2022 - 2 Day Mental Health First Aid Certification Training - London.pdf

FINANCE
April 2022 GL detail has been sent, are we missing any of your revenues or expenses? April financial reports to be sent this week. MAY 2022 is here, our year end! Ensure we have all outstanding revenues and expenses submitted. Confirm with your vendors, any outstanding invoices. Have we received all your revenues? Submit your AP invoices for processing to Tanee, mailbox or email. AR submissions to Sheli, mailbox or email. Thank you for assisting with a speedy month end close. :)

INFORMATION SYSTEMS:
Western updated their wifi security at the end of last week. You may need to check to make sure your phone is still connected to *uwosecure-v2* or re-connect to "trust" the new certificate.

Some US Post Secondary institutions are in the news this week due to the debilitating effects of ransomware attacks:
- Tennessee's Austin Peay State U cancelled some final exams
  (https://www.tennessean.com/story/news/education/2022/05/01/austin-peay-ransomware-attack-disrupts-finals/9608296002/)
- Kellogg Community College in Michigan cancelled classes "indefinitely" at all 5 campuses
  (https://www.usnews.com/news/best-states/michigan/articles/2022-05-02/michigan-college-cancels-classes-after-ransomware-attack)
- Lincoln College in Illinois is shutting down permanently after 157 years, in part due to a cyberattack late last year that it took them months to recover from.
  (https://www.highereddive.com/news/lincoln-college-a-predominantly-black-institution-to-close-in-may/621364/)

Let's do our part to keep Western, the USC, and ourselves out of the news by practising good cybersecurity habits.
- Be wary of all emails containing attachments or links! If you are at all unsure, call IT to take a look.
- Restart your computer regularly. This will allow updates to be processed and installed.
- Don't re-use the same passwords for different sites.

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.

The Boardroom is back to full service - thanks to everyone who put work into that space!

The Mustang Lounge East is now open for general drop-in use by campus community members.

INFOSOURCE:

Any Purolator deliveries that need to be sent out, please use USC InfoSource as a pickup point. You can change the pickup location to USC InfoSource, room 173 UCC Atrium. This will assist the delivery driver for a one-point pickup location. Items can be brought down prior to scheduling a pickup.

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. For any remaining curbside pickup request, please submit this form prior to dropping off items: https://westernusc.forms-db.com/view.php?id=381427

Please continue to use the office supply request form in the staff hub for any office supplies needed. https://westernusc.forms-db.com/view.php?id=271262