

Good afternoon, USC!

Here are your updates for the week of May 2nd-May 6th

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:



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-9ILglHo/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 month end close, please send all April entries as soon as possible. Review your April gl detail, next month is our year end. Ensure we have all outstanding revenues and expenses submitted. Submit your AP invoices for processing to Tanee, mailbox or email. Any AR submissions to Sheli, mailbox or email. PT T4 reprints, contact Tanee.

INFORMATION SYSTEMS:

May 5th is World Password Day, and also Hand Hygiene Day, so how about a mash-up of the two? Hygiene is defined as “conditions or practices conducive to maintaining health and preventing disease.” Here is a tip that will keep your information safe!

Create strong AND unique passwords for every account and device. Strong passwords ensure they cannot be easily guessed or decrypted. Most sites have a requirement for including numbers and symbols, but in practice a long password is the best safeguard. So pick a long password like “ILikeBooksAbout-” and add in a unique identifier for each site. For example, make your Netflix password “ILikeBooksAbout-Movies” and your bank account “ILikeBooksAbout-Money”, etc. Easy to remember!

If you have not been following good password hygiene, then set aside time on Thursday to go through your links and get new ones created!

On another topic, if you have an Apple device and want to learn to be more creative with it, they offer free workshops and classes virtually or in person at the AppleStore. From sessions exploring the most basic functions, to developing photo / video skills, to finding fun art activities for kids, there are plenty of free opportunities to learn and play.

Visit <https://www.apple.com/ca/today/masonville/> for more information and to book a class.

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 will be out of service this week as the walls are repainted. We anticipate that this work will be completed this week and will re-hang all photos and AV equipment once completed. We hope to have the room back at full capacity for the week of May 2!

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>