

Good afternoon, USC!

Here are your updates for the week of Oct 13th-16th

Important Updates:

Just a reminder to those who haven't yet please share your Zoom personal meeting room ID with Karen!

Visit <https://westernuniversity.zoom.us/> and login with your @uwo.ca account

Under Meetings, click on "Personal Meeting Room"
Click on "Copy Invitation"

The screenshot shows the Zoom Personal Meeting Room interface. On the left is a navigation menu with options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the menu are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area has tabs for 'Upcoming Meetings', 'Previous Meetings', 'Personal Meeting Room' (selected), and 'Meeting Templates'. A 'Start Meeting' button is in the top right. The meeting details are as follows:

Topic	Geoffrey Pimlatt's Personal Meeting Room			
Time	Add to	Google Calendar	Outlook Calendar (.ics)	Yahoo Calendar
Meeting ID	509 603 2371			
Security	× Passcode × Waiting Room			
Invite Link	https://westernuniversity.zoom.us/j/5096032371		Copy Invitation	

Paste this link in an email to Karen so it can be included on the Staff Phone List. An updated version of this list will soon be available in the Full Time Staff Resources shared drive.

You should also save this link so you can easily share it when responding to meeting requests.

NEW & IMPROVED INTERNAL STAFF DIRECTORY

Please see the updated [USC Staff Internal List](#). This will now be a live document housed in the Full-time Staff Resources folder under the Shared Drives. We will update this list in real time and all staff have a cell/home phone number listed so they can be contacted if working from home.

Departmental Updates:

PEOPLE AND DEVELOPMENT:

Wellness: ** Extended one week Please submit all tips by the end of the week!**

We know the effects of Covid have been quite difficult on our physical and mental health. We are hoping to put together a USC Wellness Tips Sheet on how to get through these incredibly tough times. If you have tips that you would like to contribute to this sheet please send to Kate by the end of the week. We know everyone has adapted to different ways of doing things and taking care of themselves and we thought it might be helpful for others to hear some of these ideas!

Benefits Update:

Please be advised that BPA will not process payments for service provider (i.e. vision care) invoices that have not been fully paid. Please ensure that you have completely paid for the service in advance of sending in your claim for reimbursement. As always, please contact Andrea if you have any questions or you can contact the London BPA office directly at 519-453-3340.

COVID-19 Information: SwipedOn: If you do not have a cell phone that supports the Swipedon app, we wanted to let everyone know that you can also login on the iPads located in the new USC InfoSource or outside the main office.

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>

FINANCE Please submit your AP and AR requests promptly. Any GL adjustments regarding your accounts, let us know.

Office Supplies:

Employees working from home that require office supplies are asked to fill in a request form. The fillable form on the USC Hub can be completed and submitted to their manager for approval. Supplies can be sent directly to a home address. [Office Supply Form Link](#)

PROMOTIONS PRINT PRODUCTIONS:

Promotions Print Production is now open and will be available Monday through Thursday, 10AM to 4PM. We are closed Fridays. Print Production will continue servicing USC staff and operations, faculty councils, and USC ratified clubs. Pickup will be located within USC InfoSource, and payment can be processed using account lines or our e-commerce portal.

Please email print@westernusc.ca for all your printing needs!

Poster Patrol is still accessible through our [website](#).

COMMUNICATIONS

We have created a dedicated team to support the Communications' Portfolio. The team will assist with the PR and Corporate communication functions. The purpose for this new department is to allow the Communications Portfolio to create and disseminate messaging and campaigns in a very short period of time.

This team will consist of:

- Communications Officer
 - Sets the vision and strategy for all messaging and student advocacy
 - Determines the priorities as it relates to corporate communications
 - Oversight of all USC Social Media (Facebook, IG, Twitter)

- Senior Manager
 - Assist the Communications Officer with the creation and dissemination of all PR and corporate messaging
 - Manage the workflow and Social Media Strategist

- Social Media Strategist
 - Create Social Media Strategies to support ongoing communications
 - Manage the workflow and support the interns
 - 3 x Graphic Designs Interns
 - 2 x Social Media Interns

Promotions will continue to:

- Create video and photography content
- Produce marketing material (posters, rave, etc.)
- Assist with the overflow & corporate needs (operations & department Managers)
 - Graphic design
 - Social media content
- Create campaigns when necessary

Campaigns initiated by the Executive, or reflect the organization at large, will be requested at: comteam@westernusc.ca

INFORMATION SYSTEMS

October is Cyber Security Awareness Month, and as usual I will take this opportunity to pass on news, tips and tricks/treats.

To start off, take this Get Cyber Safe Checkup, provided by the Canadian Centre of Cyber Security... <https://www.getcybersafe.gc.ca/en/resources/research/take-get-cyber-safe-checkup>

RESERVATIONS & BUILDING SERVICES

Deliveries

We have added a trial to test the SwipedOn Deliveries Addon so that all deliveries can continue to be received at the main office. Couriers will be able to log in deliveries through the iPad outside the main office. If a delivery is specifically for you, then you will receive a notification that a package has arrived at the main office for you. A notification will also go out to a staff member in the office to be able to meet the courier at the door. All deliveries will be stored in the main office for pick up. If a package comes “general delivery” you will receive a separate email (not from SwipedOn) that you have something in the main office.

Building and Office Cleaning

Sue and Nick V met with our new Facilities Building Supervisor, Corinne Ellis, who took over from Jeff Bruyee, to go over what additional measures are being taken to clean and sanitize the building and the cleaning schedule for our offices and space. We wanted everyone to be aware of the following:

UCC Building

The touchpoints around the building (door handles, railings, elevator panels, fountains etc.) will be sanitized a minimum of 4 times a day. The washrooms will have either full or partial cleanings 4 times a day. The study carrels on the 3rd floor will also be sanitized up to 4 times per day.

USC Offices and Space

The chart below shows the rooms, frequency and day of cleaning. Clarrisa, who is taking over from Doug, will be our Caretaker. Cleaning of the space will include removal of garbage and recycling, sweeping, mopping, if required, and light dusting. If you require any additional cleaning over and above this, please contact Sue.

Cleaning will be done between the hours of 3:30 p.m. and Midnight.

Room	Frequency	Day
340 Suite	1 per week, Bi-Weekly	Tuesday
O-Staff Hub - 301	1 per week, Bi-Weekly	Wednesday
Offices - 308,309, 310	1 per week, Bi-Weekly	Thursday
AVP Hub - 318, 318 A-F, 303,305, 307, 311, 312, 313, 316	1 per week, Bi-Weekly	Friday
Coordinator/Intern Hub - 315	1 per week	Thursday
Conference Rooms	1 per week	Monday
Gazette 262	1 per week	Wednesday
Gazette 263, 268, 268A	1 per week, Bi-Weekly	Monday
Rooms, 249, 251, 258, 260, A, A-1, B, C, D	1 per week, Bi-Weekly	Tuesday
CHRW	1 per week, Bi-Weely	Thursday