

Good afternoon, USC!

Here are your updates for the week of Oct 19th-23rd

Important Updates:

Harvest Breakfast and USC Mask Distribution: Please fill out this very important form to indicate your Harvest Breakfast and mask preferences. We kindly ask that you fill out the form no later than Friday at 4:30. Form link: <https://westernusc.forms-db.com/view.php?id=289797>

Departmental Updates:

PEOPLE AND DEVELOPMENT:

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 October brings us closer to budget time. We will need you to have your department revenues and expenses for OCTOBER submitted ASAP. Keep this in mind as we approach October 31st!! Your help is appreciated and will enable us to provide accurate financial reports as we prepare for the budget season.

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

Continuing the October Cyber Security Awareness Month news, tips and tricks/treats....

Did you know that 2 in 5 Canadians have had malware on their computer? (*Get Cyber Safe Awareness Tracking Survey, EKOS, 2020*) Although 94% of malware comes from emails, you can also become infected by using illegal downloads or clicking on suspicious links on websites.

Signs your computer might be infected include freezing and crashing, poor or unusually slow performance, and unwanted pop ups or browser toolbars. Sometimes you may not know it is there until it is too late! Protect your computer by installing antivirus software, making sure it and your computer's operating system are up-to-date, and making regular backups. Find out more at <https://www.getcybersafe.gc.ca/en/blogs/what-malware-how-protect-yourself>

RESERVATIONS & BUILDING SERVICES

Conference Room A/V Upgrades

The conference rooms are in the last stages of upgrading the A/V to allow for wireless content sharing and video conferencing. As with everything new, there are still a few bugs to iron out but we hope to have everything running smoothly soon.

Rooms 365, 369, 371, 373 and 377 will have the capability for wireless content sharing and video conferencing.

Rooms 370 and 379 will have wireless content sharing only.

We have also replaced the projectors in Rooms 373, 377 and 379 with screens.

It should be mentioned that we have removed extra chairs in each room to accommodate social distancing. Therefore, each room is about half the original capacity and will now accommodate meetings from 5 up to 10 people.

You will no longer need to sign out an A/V kit to connect to the screens in the rooms. You will need to download the Solstice App to connect to the Solstice Pod in each room. The process is fairly simple and here is a link for information on how to download the app and connect to the screens. <https://www.mersive.com/go/> Each room will have printed instructions on how to connect. You can also download the App on your phone and use it to share content or as a wireless pointer and to mark up the displayed content. The Pod allows for multiple people in the room to connect and share content at once.

You will be able to connect whatever video conferencing solution (Zoom, Teams, Google Meets, Slack) you use and use the in room camera to stream the whole view of the room so not all in room participants need to be logged into the video meeting - there just needs to be one host. Any participant in the room will be able share content to the meeting by connecting to the Solstice Pod and not directly into the meeting.

Here is are the instructions on how to use Solstice Conference

<https://documentation.mersive.com/content/topics/solstice-conference-how-to-use.htm>

And a video 8 minute demonstration of how it works -

https://www.youtube.com/watch?v=XzgKKUCA2pc&list=PLblQAuomS_18Py-B5esKBklducBqeGDM7&index=2

A big shout out to Andy (and team), Noah and Geoff for getting this all installed and up and running!!!

SwipedOn

We have been advised that the updates to SwipedOn to allow for different locations to choose when you sign in through the Pocket App is on its way.

In the meantime, if you are working remotely, you can still use the app to let visitors know where you are and how to reach you. Just sign into the app, answer no to the Covid Assessment question and then sign out with a message "Working Remotely". You can customize your message to include your cell number and/or email address to contact you at. This message will show up as a choice the next time you sign out so you only have to customize once. This message is seen by the visitor at the iPad in the building when they try to sign in to see you.

UCC Loading Dock Closure - November 3 - 6

The UCC Loading Dock will be closed to traffic from November 3rd to the 6th to facilitate some drainage repairs. Hand and Fridge carts will be allowed down the ramp but no vehicles. Please advise any of your suppliers or delivery people accordingly.