

Good afternoon, USC!

Here are your updates for the week of Oct 26th-30th

Important Dates: Thursday, October 29th: Harvest Breakfast at 9:00 am

Departmental Updates:

PEOPLE AND DEVELOPMENT:

EAP: As per the email you should have received last week from Andrea, please be advised that the Employee Assistance Program intake phone number changed on October 22nd to the following number - 1-844-864-8343. Please find attached the new FSEAP poster that contains this information as well as a new FSEAP pamphlet that details the services provided by our EAP program. Also attached is information regarding the myFSEAP Mobile App that is available to all staff free of charge. Also a reminder to any managers that have part-time staff that are temporarily using this service to please contact these employees with this information as soon as possible.

Associate Vice-Presidents' (AVP'S) Return to the Office

The AVP's will be returning to the office on Monday, October 26th in the AVP workspace in room 318. They will be following health & safety protocols which include staggered stints in the office, defined office hours, and accessing the space through the main doors into 318. A composite for all of our student leaders will be ready shortly so you can put faces to names.

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 Send your Dept's October close documents ASAP. Included is PT Payroll submissions for OCT 16-30. We need your help to close OCT 2020 with all entries posted. Thank you in advance. Budget season is just around the corner!!

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

Time to wrap up another October Cyber Security Awareness Month....

Statistics Canada just [released some results](#) from a [survey](#) they had sent out to investigate how the pandemic has impacted Canadian's cyber security and online behaviours. Here are a few highlights...

- More than 4 out of 10 Canadians (44%) indicated that they had spent more money online on technology, including computers, laptops, smartphones and tablets, since the onset of the pandemic.
- Just over 4 in 10 respondents are spending more time on social media and messaging services (41%) since the onset of the pandemic, while only 3% spent less time. Young Canadians aged 15 to 34 (57%) were most likely to have increased their use of social media and messaging services, while seniors aged 65 and older (18%) were the least likely to have done so. Almost half of Canadians (46%) have increased their use of free streaming video services such as YouTube.
- Just over 4 in 10 Canadians (42%) experienced at least one type of cyber security incident since the beginning of the pandemic, including phishing attacks, malware, fraud and hacked accounts.
- Just over one-third of respondents (34%) received phishing attacks since the start of the pandemic, while 14% of respondents reported at least one phishing attack related to COVID test results, a potential cure for the virus, or about the Canada Emergency Response Benefit.

- Just over one-third (36%) of those reporting at least one cyber security incident experienced a loss as a result of the incident. Among those who experienced a loss, the most common were a loss of time (87%), followed by loss of data (13%) or financial loss (13%).
- Just over one-fifth (21%) of Canadians said they had increased restricting or refusing access to their geographic location or refused the use of personal data for advertising purposes since the onset of the pandemic. Of those Canadians that restricted access to their geographic location, the majority (77%) did so because of a greater awareness of cyber security risk, not as a result of work directives or advice from friends and family.
- Canadians also took specific steps to protect themselves when they were shopping online. Of those that shopped online, almost half (47%) did not allow websites to remember credit card information.
- With the increased reliance on technology during the pandemic, many Canadians have found themselves helping others navigate new technology to communicate or access resources. Younger Canadians were most likely to provide assistance, with almost two-thirds of those aged 15 to 34 (63%) and 35 to 49 (64%) helping someone navigate digital technologies.
- About 12% of Canadians helped young children under the age of 11 navigate digital technologies, while 23% helped someone over the age of 65.
- Over one-third of Canadians who helped others with technology stressed the importance of strong passwords or passphrases (37%), keeping passwords or passphrases private (35%), spotting phishing attempts (36%) and avoiding misinformation (37%).

RESERVATIONS & BUILDING SERVICES

Requests for Services

To better streamline the process of submitting general work requests such as fixing environmental issues (lights, heating, cleaning) with your office, having something put up your office or department, requesting items to be built, moved or disposed of etc., we have set up an email - workorders@westernusc.ca. That way your requests can be better triaged, tracked and work assigned to the appropriate personnel or department. Please email Sue with any questions.

University Drive Bridge Closure - November 3rd

A heads up that the University Drive Bridge will be closed from 6 a.m. to 5 p.m. on November 3rd.