

Good afternoon, USC!

Here are your updates for the week of October 12th-15th

Important Information:

Coffee and Tea: We are excited to announce that starting Wednesday, the Wellness Program will be providing free coffee and tea in the lunchroom for full time staff. We encourage you to bring your own mug to enjoy your beverage during the day! Please be mindful of Covid Procedures when enjoying your drink, and allowing one person at a time to enter the lunchroom. The coffee, sugar/sweetener, and stir sticks will be out on the counter, and there will be dairy & non-dairy options available in the fridge (it will be labelled "Wellness"). The Executive Assistants will be in charge of making the coffee and keeping the condiments stocked. Please be patient while they all learn to use the machine, and feel free to inform them if anything is running low.

Discount Stickers: Discount sticker pickup for full time staff will now be available from the EA's at the entrance of room 340! Use the promo code **USCSTAFF21/22** to receive your 15% discount for online purchase at the Purple Store.

Purple Lanyards: A new purple lanyard has arrived to differentiate full time staff from members of the CIA team. This will help our EA at the front desk know whether or not you are required to use the IPad to swipe in. In addition, you will receive an email on how these lanyards can make the process of utilizing our conference rooms even easier. Please make sure to switch to the new lanyards once you have received it.

Office Supplies: All office supplies (including computer paper and toner) can be received through the Executive Assistant at the front desk. Please do not go into Finance for the key to the supply cupboard. The EA will track and inform Karen of any items that may need to be restocked. Please continue to contact Karen directly if you have specific supplies that you wish to order.

Departmental Updates:



The Purple Store

Lululemon has arrived at The Purple Store!

We are excited to announce our newest partnership. Starting this week, we will be offering a clothing line exclusive to The Purple Store. Visit us [online](#) to check it out!

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>

FINANCE

For those who require access to the Accounting Department please knock. This will alert the Accounting Staff (specifically Tanee) that you are entering and give her time to mask. Remember to CHECK your USC mailbox (340 Suite) for incoming AP invoices. Also, please drop off your AP and AR details in the same (340 Suite) mailbox. Sept 2021 GL detail has been distributed, we are still adjusting entries for September, please review.

Please reach out to the Finance team regarding deposits and payments. We will do our best to accommodate your financial needs in a timely manner. AP club cheques for pick up will be available at the Info Source.

INFORMATION SYSTEMS:

October is Cyber Security Awareness Month.

More than 1 in 4 Canadians don't feel prepared to face cyber threats, and 44% believe you can never really protect yourself online. There are a few simple things you can do, however, to keep yourself safe from hacks, ransomware, and identity theft. All statistics from *Get Cyber Safe Awareness Tracking Survey, EKOS Research 2020*.

1. Use complex passwords. 30% of Canadians don't.
2. Use different passwords for each site. 41% of Canadians don't.
3. Use multi-factor authentication where possible. 47% of Canadians don't.
4. Know what to look for in typical scam emails. 54% of Canadians don't.
5. Share your knowledge of good cyber hygiene habits with everyone in your household.

Here's a link to a good site on how to talk to your kids about this topic --

<https://www.getcybersafe.gc.ca/en/blogs/cyber-security-kids-how-parents-can-talk-their-c>

[children](#) -- and for the older adults in your life --

<https://www.getcybersafe.gc.ca/en/blogs/how-help-older-adult-your-life-get-cyber-safe>

PRODUCTIONS:

With the introduction of proof of vaccination requirements across many spaces, please remember that this will mean additional staffing is needed to cover events and space bookings. As we welcome CIAs back into the office, and with the increasing amount of interest in holding in-person events, please remind those who you may work with to plan events to be prepared to consider how to implement contact tracing, proof of vaccination, and capacity monitoring.

Additionally, as in-person events resume, please remember that it takes time to book staff to service events; requests for staffing should be made no later than one week prior to the date of the event (preferably two weeks so that we are not scheduling staff on short notice).

Conference Room bookings will now be subject to vaccination verification in accordance with provincial rules as we open up the possibility of external visitors to the space with CIA bookings allowed, so please remember your proof of vaccination and government ID if you are visiting a Conference Room.

INFOSOURCE:

Club Membership Registration: Students are able to register for clubs at InfoSource. They will need to present their student ID and will need to provide their uwo email address for registration. A confirmation email is sent to the student and lists which clubs they joined.

CIA Hot Desk: Last week we started the check-in and check-out process for card access for the CIA and it has been smooth. CIA can book a space through EMS Web or at InfoSource to book a hot desk.

Curbside Pick-up: We now have a new system for curbside pickup for merchandise and prizes. A curbside pickup request form will be available on the USC staff hub. If you have items that will be dropped off at InfoSource, please fill out this request and we will send you a document template to fill out. This will ensure that we have the information required when students pick up their items or prizes and can document what is being picked up.

Courier and deliveries: For deliveries to InfoSource, use Room 173 UCC Atrium in your address. Karen will notify you when packages arrive.

If you have any questions, please feel free to email us at infosource@westernusc.ca.

Government Services:

At the August meeting of Council, Council approved a number of changes to the Legislative Calendar, including a revised election cycle and a new AGM date. The AGM will now be at the end of May, in line with the USC's fiscal year and the executive changeover.

Old Dates		New Dates	
Nominations Open	January 4	Nominations Open	February 15, 2022
Nominations Close	January 11	Nominations Close	March 1
Polling	January 24-25	Polling	March 10-11
Results	January 27	Results	March 14
VP Nominations Open	February 4	VP Nominations Open	February 28
VP Nominations Close	February 28	VP Nominations Close	March 15
VP Voting	March 6	VP Voting	March 31-April 1
AGM	March 6	AGM	May 25

Beginning in January 2022, Council will also begin meeting twice a month (the last two Wednesdays of each month). Meetings will continue into April, extending the term for the current Council.

If you want to see all of the changes to the Legislative Calendar, [click here](#)

If you have questions, talk to Melissa!

RESERVATIONS & BUILDING SERVICES:

UCC will be open 24 hours starting August 30th.

SwipedOn: Now that everyone is returning to the building, please remember to sign into SwipedOn when you arrive and update with messages as you move through the day ie - gone for lunch, in a meeting, unavailable. You have the option of creating a customized message such as "Text me on my cell - 519-661-4444". This is an important step to help Karen at

InfoSource to be able to see at a glance on the SwipedOn Dashboard what your status is at any time. Visitors who sign in on the Main Office iPad will receive these messages as well. We are effectively replacing the physical sign in/out board with a virtual one.

Conference Rooms & EMSWeb: We are limiting the booking of conference rooms to USC Internal only for at least the month of September. We ask that you reserve them through EMSweb. Here is the link <http://129.100.145.115/emswebapp/> Your username is the first part of your westernusc.ca email and your password is set to your extension. Feel free to reset your password once you have logged on.