

Good afternoon, USC!

Here are your updates for the week of October 25th-29th

Important Dates:

Oct 28th: Harvest Breakfast 9am-10:30am

Join us in the Wave for our annual Harvest Breakfast. There will be an option to bring your food back to your office and join us on Zoom if you would prefer!

Important Information:

Coffee and Tea: Coffee and Tea are available in the lunchroom! 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:

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

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. Please submit your October entries, billings, month end items, PT payroll, AP invoices. Needed Monday Nov 1st! Thank you.

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.

...and the dreaded “B” word **BUDGET** ... yes, budget season is rapidly approaching ... more info in the upcoming weeks

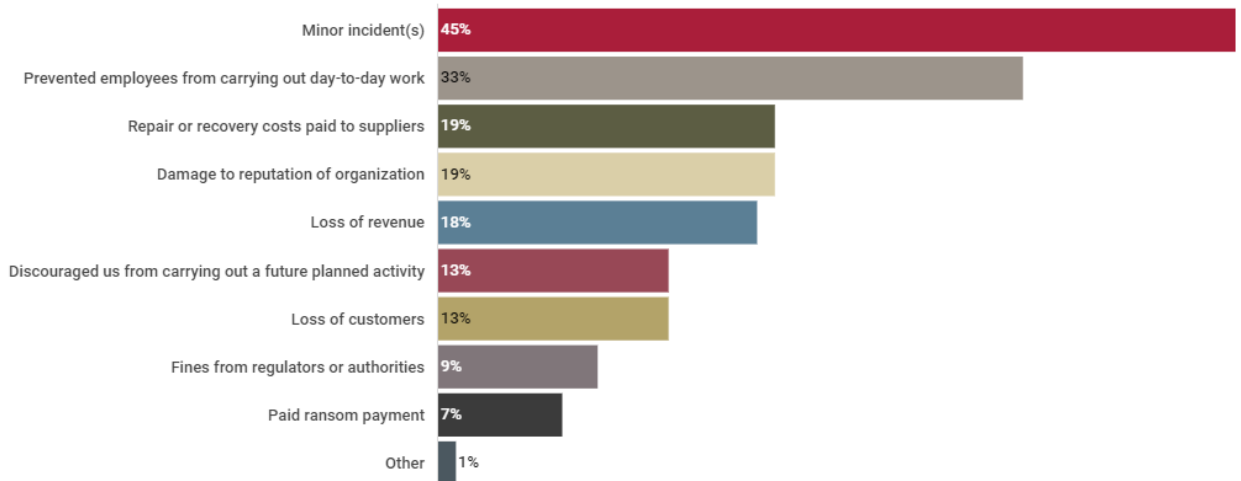
INFORMATION SYSTEMS:

October is Cyber Security Awareness Month.

For the last few years the Canadian Internet Registration Authority (CIRA) has been surveying the state of Cybersecurity among Canadian organizations. While most statistics are interesting only to IT, here are a few highlights from this year’s report which I think give some sense of the scale of the problem facing organizations today.

- 79% of organizations experienced at least some kind of cyber security incident in 2020.
- Of those, more than half (57%) reported that the incident had a negative impact on the organization.
- The most common impacts of cyberattacks are tying up employees’ time and/or preventing them from working (33%).
- Mentions of reputational damage are up over time (19% in 2021, up from 6% in 2018).
- One-quarter (26%) indicate that their organization has been targeted by a COVID-19 themed cybersecurity incident.
- 17% of Canadian organizations who participated in the survey reported being hit by ransomware. Of those, 69% paid a ransom to recover the data.
- Seven-in-ten (69%) say they were required to work from home as a result of COVID-19. Only 45% of organizations provided staff with equipment, and less than 1/3 reimbursed employees for home office upgrades or extra WFH costs.

Most common impacts of cyber attacks



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 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).

Please remember your purple lanyard when using the conference rooms so that our staff do not have to ask for vaccination verification. We eagerly await the implementation of the provincial QR code vaccine passport.

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.

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.