

Good afternoon, USC!

Here are your updates for the week of August 15th-19th

Important Information:

Lunchroom: If you would like to eat in the lunchroom you are now welcome to do so :)

Health Facility - The [booking sheet](#) is live for spots this week in the Health Facility. Just a reminder that this space is located in UCC 149 across from the West Lounge entrance (the door still says “Purple Bikes”). Anyone is welcome to pop into the space and check it out without booking time. If your card does not allow you access, please let Sue McKone know.

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>

New USC Book Club:



We are excited to launch the USC Book Club. So how does it work?

1. Sign up by emailing Kate to receive a \$25 Indigo Gift Card to get you started.
 2. Select a book, read the book, and then post it on the shared document so others know it is available.
 3. Write a review/comments (if you want) about the book to help others select their next read!
 4. Contact a person on the list who has the book you'd like to read next. Read the book and then repeat steps 3-4.
- Optional ** Add other books you are willing to share to the list/ to watch our virtual library grow.

Brought to you by the USC Health and Wellness Program

USC Virtual Library:

<https://docs.google.com/spreadsheets/d/1PgsLgsa2vXjNCVSbGttPFral8xgk9Gpd7QQ-9ILgIH0/edit?usp=sharing>

FINANCE We are looking for your August AP and AR details with approval and account #'s listed. Continue to submit PT new hire details.

INFORMATION SYSTEMS:

The privacy worries of social media users have increased in recent years. Given the current social media privacy challenges and concerns, protecting your user data and personal information has never been more crucial. About forty-five percent of the world's population uses social networks today. Organizations like Meta/Facebook may collect enormous amounts of data that impact every area of our life thanks to AI and machine learning.

Let's take Instagram as an example. When a user clicks a link within the app, Instagram can follow all user interactions, text selections, and even text input, including passwords and private credit card information, on websites inside the app by default. Anybody skilled at conning social media accounts can break into them and do the same. Some examples of social media threats that you should be aware of are phishing attempts, malware, and data mining.

Ways to protect yourself on social media:

- On your social media app, go to Settings, find Privacy, and select Tracking. Make sure Allow Apps to Request to Track is switched off.
- Use a dedicated browser like Google Chrome or Safari instead of a built-in browser inside the Facebook/Instagram/Twitter app.
- Do not do online banking on social media applications unless necessary, and ensure you have two-factor authentication.
- Limit using the "sign in using Facebook" feature on websites you do not trust.

Usman

PRODUCTIONS:

If you are using a conference room, please remember to tidy up after yourself and clean up any spills or messes upon the conclusion of your meeting. We do not have staff actively patrolling the space due to reduced usage.

RESERVATIONS & BUILDING SERVICES:

UCC SUMMER HOURS:

Monday to Friday: 6:30 a.m.- 7:30 p.m.
Saturday/Sunday - Closed

NEW EMSWEB LINK AND EMS MODULES:

We have migrated our EMS booking software to the Cloud.

EMS Web: There is a new link to book rooms online - <https://usc.emscloudservice.com/web/>
Your Username will still be the first part of your westernusc.ca email and your password is your phone extension. Please let Sue know if you are having trouble logging in.

In the coming weeks we will be adding a **G-Suite module** to EMS which will allow you to search for available space directly from your google calendar when you are arranging meetings.

Now that we are in the Cloud we will also be implementing access to the **EMSMobile App** so you will be able to book space and manage reservations from your phone.

We will update you when these are available and provide the necessary training on how to use them.

INFOSOURCE:

With the latest new hires and office changes, check the latest staff phone list in the hub. Let Karen know if an update or revision is needed. Thank you for your patience as the revisions are a work in progress.

Please continue to use the office supply request form in the staff hub for any office supplies needed. <https://westernusc.forms-db.com/view.php?id=271262>