Northwestern University’s 2014 United Way Campaign Kicks Off October 7

As we approach the time of year when many of us consider making charitable gifts to organizations that support causes of importance to us, we hope that you will consider a contribution to Northwestern University’s United Way Campaign. As one of the largest employers in the area, Northwestern University’s contributions make a positive difference in the lives of our neighbors in need. Last year, the University community donated more than $314,000, exceeding our goal of $300,000.

Northwestern University’s 2014 United Way campaign kicks off Tuesday, October 7, and we hope again to raise $300,000. You can direct your donation to the United Way or a different charity of your choice. We’re excited to announce a few changes to the annual campaign:

- **New Donation Website:** Online giving will be an option for this year’s campaign. United Way’s user-friendly eWay website saves paper and streamlines the giving process. It’s an easy and secure way to make your pledge to the United Way or the charity of your choice via credit card, check, or payroll deduction. On October 7, NU faculty and staff will receive an email with a link to the website and log-in information. We encourage donors to use this site, but paper forms will still be available for donors who prefer them.

- **Shortened Campaign Timeline:** Instead of our usual August through December donation period, the 2014 campaign will run from October 7 to December 19. This timeline is more common for campaigns of this type and will enable us to sync up all payroll donations with the start of the calendar year, which will be helpful for donors.

- **Game Day Tickets:** In the past, we’ve offered pre-conference football tickets as an incentive to donate. Due to the new campaign timeline, we were unable to do so this year. However, we’re happy to offer coupons to the February 21, 2015, NU vs. Penn State men’s basketball game. Details for receiving the coupon will be available as part of the donation process. Thanks to NU’s Department of Athletics and Recreation for their generosity!

The generosity of the Northwestern University community in the 2013 campaign made a tremendous impact throughout Chicagoland. We look forward to another successful year.

If you have any questions about the United Way campaign, please contact Rachel Sova, University Services Marketing Assistant, at 847-491-7568 or rachel.sova@northwestern.edu.

Evanston’s Day of Caring
OCTOBER 25 - SIGN UP NOW!

Volunteers of all ages are invited to have fun while helping out local organizations throughout the city as part of the United Way Evanston Day of Caring volunteer event on Saturday, October 25, 2014, from 8:30 a.m. to noon. Join us by volunteering at District 65 schools, Y.O.U., Connections for the Homeless, the City of Evanston, and more! Register for a volunteer project today at VolunteerEvanston.org.

The United Way Evanston Day of Caring event is co-sponsored by the City of Evanston, Northwestern University, Rotary, NorthShore University Health System, and First Bank & Trust.

Silent Auction
OCTOBER 31 TO NOVEMBER 7

Don’t miss your chance to bid on great prizes donated by businesses. The annual online NU United Way auction offers a variety of items, including tickets to sporting events, hotel stays, brewery tours, electronics, memorabilia, and gift cards. Keep an eye out for future announcements!
NEW SHUTTLE ROUTES, STOPS, AND SCHEDULES FOR 2014-2015

Northwestern University shuttles have resumed their academic year schedules. Nearly all of our shuttle routes have been altered in response to feedback from the University community, local residents, and the City of Evanston. Please be sure to check out the updated shuttle brochures to familiarize yourself with the new routes, stops, and schedules:

- Intercampus Shuttle
- Campus & Evanston Loop
- Ryan Field Shuttle

If you have questions or comments, please contact NU Shuttles at 312-503-8129 or shuttle@northwestern.edu.

UPDATED NORTHWESTERN UNIVERSITY MAPS WEBSITE

University Relations recently launched an updated version of the interactive online campus maps. The new interface provides easy access to layers, which let you select which types of locations to display (e.g., buildings, parking, bike racks, etc.). The shuttles layer includes the new 2014-2015 routes and the real-time location of tracked shuttles. Clicking on a map pin will show scheduled times for that stop. Visit maps.northwestern.edu to check it out.

RENEWABLE BIODIESEL NOW FUELING NU SHUTTLES

Another NU Shuttles change for the new school year: biodiesel! Northwestern University partnered with Loyola University and Chicago Biofuels, a local company, to collect vegetable oil from university dining halls and convert it into renewable fuel. The Free Enterprise System, which operates the NU Shuttles, received the first 300 gallon batch of biodiesel last week and is now using it as a fuel supplement. They anticipate the 300 gallons will last approximately three weeks and they will continue to receive regular shipments as part of our ongoing partnership with Loyola and Chicago Biofuels.

NEW NAMES FOR CHICAGO CAMPUS PARKING FACILITIES

In preparation for the opening of the new NMH Outpatient Pavilion at 259 East Erie St., and as the result of recommendations to the Northwestern Chicago campus for patient/visitor wayfinding, the letter designations for some University garages have been renamed.

The new Outpatient Pavilion parking facility will be referenced as Parking B. The following Northwestern University parking facilities will be now referenced as:

- Abbott Lot (Formerly A Lot)
  710 N. Lake Shore Drive
- Huron Superior (Formerly C Lot)
  Parking A
  222 E. Huron Street
- Erie Ontario (Formerly D Lot)
  Parking C & D
  321 E. Erie Street
- 275 East Chestnut (Formerly E Lot)
  275 E. Chestnut Street
- 441 East Ontario
  441 E. Ontario Street

For an area map and detailed permit information, please download the updated Chicago campus parking brochure.
Purchasing Resource Services Updates

NEW PREFERRED VENDOR FOR INTERNAL MOVING SERVICES

As announced in its summer newsletter, Purchasing Resource Services (PRS) recently established a new contract for Internal Moving Services: Reebie Storage & Moving Co. is now our Preferred Vendor for on-campus moves. Reebie will provide better management of all moving requests by implementing new processes that will improve communication, create efficiencies, and allow for more robust scheduling that will drive cost savings to the University.

Please note:

• All internal moves on and between the Chicago and Evanston campuses will now be managed by Reebie. Facilities Management no longer handles moves that are not related to a repair, renovation, or new construction project.
• We have developed an online form to streamline the moving request and scheduling process. Effective immediately, departments and schools on the Evanston and Chicago campuses can submit requests directly to Reebie using the Moving Service Request Form.
• It is important that you submit your requests with as much advanced notice as possible.
• Departments/schools are required to provide a chart string and will be charged by University Services via the central bill process.

Bob LoBianco, NU’s Reebie representative, can be reached at 708-307-2107 or rlobianco@reebieallied.com.

If you have any questions regarding the contract, contact Sheila Watkins, Procurement Administrator, at 847-491-8125 or s-watkins@northwestern.edu.

NEW CONTRACT AWARDED TO CDWG FOR COMPUTER SUPPLIES AND PRINTING

After a competitive bid process that included a committee of IT representatives from across campus, PRS selected CDWG as the new NU Preferred Vendor for computer peripherals, supplies, and desktop printers. Within the next few weeks, the TIG and HP punchout catalogs in iBuyNU will be deactivated. CDWG’s iBuyNU catalog, which currently hosts our contract for Lenovo computers, will be updated to include peripherals and other supplies. There will also be a dedicated section for HP printers within the CDWG catalog. The new contract will offer extremely competitive pricing, faster shipping times, and an improved overall shopping experience in iBuyNU.

PRS expects these changes to occur in early October. In the meantime, end users are encouraged to continue to purchase through the TIP and HP catalog in iBuyNU.

For questions about these changes, or to provide feedback, contact Dave Zohfeld, Procurement Administrator, at 847-491-8122 or d-zohfeld@northwestern.edu.

Lab Services

SAVE TIME AND MONEY WITH CALIBRATION WEEK
REGISTER BY OCTOBER 30

Mettler-Toledo’s quarterly Calibration Week will take place November 3-7. Preventative maintenance includes balance/scale/pH meter cleaning, calibration, adjustments, and minor repairs. Mettler-Toledo can service a variety of models: please visit Lab Services News to see the complete list.

Taking advantage of Calibration Week saves you time and money! Service is $75 per unit and is conveniently billed to your department/school chart string. In contrast, any work that is completed outside of the scheduled quarterly events is billed at $150/hr (plus $144/hr for travel time) and is invoiced directly to your department.

Register by October 30 by completing the online Calibration Request Form. Upon receipt of the registration form, a technician will contact you to schedule an appointment. For questions about these services or scheduling, contact Ellen Barnes at e-barnes@northwestern.edu or 847-491-3274.
**WildCARD Advantage Spotlight**

**LYFE KITCHEN**
LYFE Kitchen is a unique restaurant built on the philosophy that great tasting food can be good for you, the environment, and the community.

**Location:**
1603 Orrington Ave.
Evanston, IL 60201
847-563-8242
restaurant.lyfekitchen.com

**Discount:** 10% off breakfast orders. Breakfast served daily until 11 a.m.

**DUXLER COMPLETE AUTO CARE**
Owned by the Moak Family, Duxler has been serving the Evanston community since 1983. They offer certified technicians, complimentary loaner cars and local shuttle, children’s play area, refreshments, Wi-Fi and TV.

**Location:**
2620 Green Bay Rd.
Evanston, IL 60201
847-869-3200
www.duxlerautocare.com

**Discount:** $20.95 oil change and 5% labor discount

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**FOR MORE INFORMATION**
Visit our website for the full list of participating businesses:
wildcardadv.northwestern.edu

Follow us on Twitter for the latest updates:
@NU_WildCARD

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**Travel Program Updates**

**ORBITZ FOR BUSINESS AGENT-ASSIST**
NU's customized Orbitz for Business website was developed to help the University manage travel costs, reduce transaction fees, and streamline travel booking processes. The $5 Orbitz for Business online booking fee is paid by the Travel Program and is not charged to University travelers. In addition to their online booking tool, Orbitz for Business also offers agent-assisted booking for $26/transaction. Travelers or travel arrangers who call an Orbitz for Business agent for general customer service assistance after booking travel themselves online are not charged an extra fee. However, if the call requires an Orbitz agent to open the reservation (in order to make changes, cancellations, confirm trip details, etc.) a $20 fee will be charged because the online transaction has become an agent-assisted booking. Please note that there are no additional fees beyond the initial $20 if further agent assistance is needed.

To compare the Orbitz for Business, Travel 100 Group, and Intra World Travel fees, office hours, and services side by side, please review the Compare Travel Agencies Chart (log-in required).

If you have any questions regarding University travel, please contact Jeff Levin, Travel Program Manager, at 847-491-5993 or jhlevin@northwestern.edu.

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**ORBITZ LEISURE SHARE FOR PERSONAL TRAVEL**
Northwestern University’s Orbitz for Business website is for University-related travel only. For personal travel, faculty and staff can enjoy exclusive benefits from Orbitz through their Leisure Share program. These money-saving promotional deals will change a few times per year – the current deal is a $30 discount on your next 3+ night flight and hotel package. The coupon has no blackout dates, so you can even redeem it for a vacation over holidays. Visit the Orbitz listing on the WildCARD Advantage site for the promo code and full details.
VENDING SERVICES

Vending Services provides the University community with quality food and beverages and reliable, convenient machines.

- Hungry or thirsty? (Or, even worse, hungry and thirsty?) Check out the vending machine locations on the Evanston campus or the Chicago campus.
- Need a refund? All of our machines are serviced regularly by Canteen and Coca-Cola but occasionally a refund is necessary. If you lose money in a University vending machine, you can receive reimbursement from a refund bank location. Visit Vending Refunds for address and contact information.
- Department relocating? Don’t forget your vending machine! If your department is vacating its current location because of building construction or renovation, please notify Ellen Barnes, Vending Manager, at least three weeks prior to your scheduled move (e-barnes@northwestern.edu or 847-491-3274). We will coordinate with Canteen and/or Coca-Cola to relocate the machine at no expense to you. You can also contact Ellen if you have a suggestion for a new vending machine location.

Vending Services welcomes your comments regarding vending locations, products offered, machine repairs, and more. Printed comment cards are attached to many machines and online comment card is also available.

MAIL SERVICES

University Services’ Mail Services team delivers and receives internal and external mail for faculty and staff. They are also a resource for supplies and information for all of your mailing needs.

- If you plan to do a bulk or nonprofit mailing, complete instructions on preparation and design restrictions can be obtained by calling Pearl Adewusi at 847-491-7227.
- Pearl can also assist you with FedEx, UPS, and US Postal Service supplies. Call 847-491-7227 to place an order; the supplies will be delivered with your campus mail.
- Bar codes and Request for Mail Services Forms can be requested by filling out this form.
- Mail Services personnel will pick up your outgoing FedEx or UPS packages with your outgoing mail. If you have something to go out after your mail pickup, call Mail Services in Evanston before 4:15 for a special pickup. Please have the package ready at the time of your call. (Due to staff availability, special pickups are not available on the Chicago campus.)
- If you would like to become a registered user of the FedEx and/or UPS online shipping tools, email James Harrell at j-harrell@northwestern.edu to request a username and password.

For detailed information about shipping and mailing at Northwestern University, visit the Mail Services website. To provide feedback, please fill out an online comment card.

SURPLUS PROPERTY EXCHANGE

The Surplus Property Exchange is an online bulletin board where NU faculty and staff can post University assets that a department/school no longer needs.

- University departments are the primary participants. University employees and students may bid on items for personal use only after the item has been listed for more than 30 days. (Automobiles are not subject to the 30 day waiting period.)
- Personal items will not be listed.
- Payments between departments may be made with a check or chartstring. Personal payments to a department must be by check, payable to the offering department.
- Please help us keep the Surplus Property Exchange up-to-date by notifying Holly Golcher (holly.golcher@northwestern.edu) once an item is sold.
Picture-Perfect Wildcats

This year’s Wildcat Welcome saw a big change to the university ID rite of passage: for the first time, all incoming freshmen were strongly encouraged to submit their WildCARD photos online before arriving on campus. 87% of the Class of 2018 chose to take advantage of this option, allowing the WildCARD Office to print nearly 1,900 freshmen ID cards before the start of the school year. Approximately 500 graduate students also submitted photos. This new process reduced WildCARD Office wait times for faculty, staff, and students alike.

To read about University Services’ collaboration with NUIT on this project, see “New WildCARD Photo Upload Option is a ‘Win-Win-Win’ for Students, Faculty, and Staff” in the Spring 2014 eCommunicator.

Start Your Saturday Ritual with Dick’s Sporting Goods

This football season, fans are encouraged to go to www.saturdayritual.com and enter for a chance to win one of four great prize packs valued up to $1,500 in Northwestern merchandise from Dick’s Sporting Goods. The Saturday Ritual program will be at Dick’s Sporting Goods until late November with the promotion running through November 15. Fans can also share their Saturday Ritual on Instagram and Twitter using #SaturdayRitual.

Local Dick’s Sporting Goods carry a wide range of Northwestern University apparel and accessories. Visit their website to find a store.

Staff Additions

Julie Maul has joined Purchasing Resource Services as a Procurement Administrator. Previously Julie worked with LifeSource Blood Services as a Senior Buyer specializing in process improvement and standardization in product procurement. She is also Six Sigma certified. Prior to LifeSource, Julie held purchasing positions with a residential builder and a nursing home company.

Shaun Bryce has joined Mail Services as a Vehicular Delivery Worker. He has served in this role for the past three months as a temporary employee. In his current position, Shaun supports the timely and efficient delivery and receipt of internal and external mail for faculty and staff.

University Services

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