Free Document Shredding

University Services has hired Cintas Document Management, Northwestern’s Preferred Vendor for document destruction, to offer paper shredding in July to help you safely dispose of confidential paperwork in an environmentally responsible way. Cintas will have document drop-off trucks posted at convenient locations on each campus for you to bring sensitive materials from your department/school for free shredding. All shredded paper is recycled into secondary paper products such as paper towels and tissue to help protect natural resources.

Materials must be from a Northwestern department or school. Personal documents will not be accepted. Please review the NU Retention of University Records policy.

July 15: Chicago Campus
11:00 am-12:45 pm Rubloff Dock
1:15-3:00 pm Tarry Dock

July 16: Evanston Campus
11:00 am-12:45 pm 720 University Pl. (outside Human Resources)
11:00 am-12:45 pm 2031 Sheridan Rd. (outside Shanley Hall)
1:15-3:00 pm Hogan Dock
1:15-3:00 pm Norris University Center Dock

Note: Materials may or may not be shredded on-site, depending on drop-off location and truck type.

If you have more frequent shredding needs, contact Cintas Document Management at 708-345-8392 to arrange regular service at a competitive rate. For questions, please contact purchasing@northwestern.edu.

Why Shred?

REDUCE RISK
Comply with University guidelines regarding confidential information and prevent consumer fraud and identity theft.

SPRING CLEANING
Clear out your office!

CONSERVE PAPER
100% of shredded paper is recycled and reused.

Mark Your Calendar for Bike-to-Work Week

Chicago’s Bike Week will take place June 13–20, celebrating biking as a healthy and sustainable way to get to work, school, and everything in between. Northwestern University will kick off our Bike-to-Work Week on Monday, June 16, with commuter stations on each campus to help bikers with everything they’ll need to get rolling, including bike locks, safety checks, snacks, and prizes! Please save the date and be on the lookout for further details.
Invitation to Chicago Campus Faculty and Staff: Volunteer with Chicago Cares Serve-a-thon

If you work on the Chicago campus and are looking for a good way to volunteer within the Chicago community, Northwestern Medicine has graciously offered to include Northwestern University volunteers under its sponsorship umbrella of the annual Chicago Cares Serve-a-thon.

Serve-a-thon is the largest single day of community service in Chicago. This year’s event will take place Saturday, June 7. Registration opens at 7:30 am in Daley Plaza (50 W. Washington St.). Buses will be available to drive participants to and from Northwestern Memorial Hospital (corner of Huron and Fairbanks) and Northwestern Lake Forest Hospital. You can also meet at Daley Plaza.

To learn more and to register, visit Chicago Cares Serve-a-thon and follow these steps:

- Click on “Register Now” and you will be taken to Step 1—Event Role & Additional Details page. When completing the page, choose “Sponsor Volunteer.” You can then create your own team or choose to join one called Northwestern Medicine.
- Under the pull-down menu for the company with which you are participating, choose Northwestern Medicine.
- At Step 3—Billing Details, click on the passcode link and enter SP14 so there is no cost to you.

You will need to sign and return a Northwestern Medicine waiver to participate (in addition to the electronic waiver you will see on the Chicago Cares website). To receive an e-waiver, please send a request to b-peters2@northwestern.edu.

For questions about the event, contact Emma Partridge at epartrid@nmh.org or 312-926-4364.

Evanston Campus Faculty and Staff:

If you work on the Evanston campus, please note that we are planning an Evanston Day of Caring in partnership with the City of Evanston, NorthShore University HealthSystem, Rotary International, and First Bank & Trust. This volunteer event will take place in the fall.

Thank You for Attending the 2014 Vendor Expo

Over 400 faculty and staff members attended each campus Expo! Additionally, thanks to the event staff—including Norris Center Event Management, Northwestern Catering, and Facilities Management—who helped make this event a success.

Looking for a company you met at the Expo? Check out the list of participants:

Chicago Campus
- Lurie Atrium - All Vendors
- Evanston Campus
- Pancoe Pavilion - Lab Vendors
- Norris Center - All Other Vendors

Vacation Plans?

University Services can help you save time and money both on and off the clock!

PASSPORT PHOTOS

If you need to renew your passport or get one for the first time, you can have your passport photos taken right on campus. The Evanston and Chicago WildCARD offices offer passport photos for just $12 for the first set (two photos) and $3 for each additional pair of the same picture. Our new image system is capable of producing standard format passport photos in three minutes, and this service is available for faculty, staff, students, and their families.

CAR RENTAL DISCOUNT

National Car Rental and Enterprise Rent-A-Car offer discounted rates for NU faculty/staff for both business AND personal use. Visit Car Rental to learn more.

WILDCARD ADVANTAGE DISCOUNTS

- Park Ride and Fly USA: 10% off airport parking when you book a minimum 3-day stay
- Six Flags Great America: Discounted tickets
- Sporting goods shops: From hiking shoes and tents to snorkels and swimwear, our WildCARD Advantage Partners have everything you need for your upcoming adventure.
Transportation News

CHILDREN ON UNIVERSITY SHUTTLES

The NU shuttle system is intended to transport faculty, staff, and students, and our highest priority is to ensure passenger safety on every trip. Due to space constraints and safety concerns, we discourage use of the shuttles to transport children, but we understand it may be necessary on occasion. We encourage parents to be considerate of other riders and adhere to these rules when traveling with children:

- Children must be accompanied by an adult with a valid ID/shuttle pass. The adult must remain with the child for the duration of the trip.
- Children must remain seated for the duration of the trip.
- All strollers must be folded before boarding the bus and strollers must be kept clear of aisles, doorways, and emergency exits. Strollers may not be placed on the bus dashboard.
- Large strollers are prohibited during commuting hours due to crowding. Before 9:30 am and between 4:00-6:30 pm, only compactly folded strollers (e.g., umbrella strollers) are allowed.
- Priority seating areas are intended for seniors and customers with disabilities. If these seats are not in use, the area may be used for riders traveling with strollers. Please yield this space if a senior or a customer with disabilities wishes to board.

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

TAKE ADVANTAGE OF PRE-TAX TRANSIT AND PARKING SAVINGS

PayFlex

If you take public transportation to work and/or pay for parking, you can lower those costs by as much as 10-39% by paying transit and parking expenses with pre-tax dollars.

HR recently partnered with PayFlex to administer the University’s Commuter Pre-Tax Transit & Parking Programs. (The campus parking programs administered by the Evanston Parking Office and by University Services for the Chicago Campus are not included because they are handled through different payroll processes.) The program includes CTA, Metra, and Pace and offers the following benefits:

- A monthly payroll deduction covering the total of all your transit deductions;
- Monthly train and shuttle passes sent directly to your home;
- Ability to enroll for pre-tax commuter parking benefits for parking at commuter train station parking lots;
- No paper forms to complete and submit. Everything is done online through the PayFlex portal.

Visit Human Resources to learn more and to enroll.

DOUBLEMAP OFFERS IMPROVED SHUTTLE TRACKING

If you’re a University shuttle rider, don’t forget to check out our new bus tracking application. The system, called DoubleMap, delivers real-time information via GPS tracking. DoubleMap shows the location of the shuttles on each route and provides estimated wait times for shuttle stops. The beta version is live and available for use at northwestern.doublemap.com. DoubleMap also offers free apps for Android and iPhone as well as a mobile version of the web app for use on other mobile devices.

You can access DoubleMap in the following ways:

- Visit northwestern.doublemap.com
- Download the iPhone app from Apple’s App Store
- Download the Android app from Google Play
- For mobile users without an Android or iPhone, simply visit northwestern.doublemap.com. A version of the web application designed specifically for a mobile browser will load.
WildCARD Advantage Spotlight

WILMETTE JEWELERS
Wilmette Jewelers provides the Wilmette Illinois community with fine jewelry and exceptional service at affordable prices.

Location:
1149 Wilmette Avenue
Wilmette, IL 60091
847-251-1061
www.wilmettejewelers.com
Wilmette Jewelers on Pinterest

Discount: 10% off most in-stock merchandise, including installed watch batteries.

Visit our website for the full list of participating businesses:
wildcardadv.northwestern.edu
Follow us on Twitter for the latest updates:
@NU_WildCARD

Looking for an NU graduation gift? Present your WildCARD at Wilmette Jewelers to receive 10% off most in-stock items, including Northwestern University jewelry.

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Procurement Best Practice

On March 26, the seventh annual Northwestern Best Practices Forum brought together over 200 staff, faculty, and administrators to share practical examples of successful technology, process, and people solutions throughout the University. Jim Konrad, Director of Purchasing, gave a presentation addressing the benefits of collaborating on the Request for Proposal (RFP) process.

As the presentation explained, the overall goal of the RFP process is to gather the necessary information that puts the department or school in the best possible position to make the most informed decision. Furthermore, it is an efficient use of department and school personnel time, leads to improved service levels, can generate significant cost savings, and minimizes risk to the department, school, and University. Attendees also heard first-hand experiences from NUIT, Kellogg, and Facilities Management regarding how they benefited from partnering with Purchasing Resource Services.

Visit the Best Practices Forum website to view the Procurement Best Practice presentation along with the other 2014 presentations. For more information about partnering with Purchasing Resource Services on the RFP process, contact Jim Konrad at 847-491-8121.

US Bank ATM Upgrades

The US Bank ATMs at the following locations were upgraded in April to offer envelope-less deposits and deposit imaging:
- Norris Center Food Court
- Tech Institute
- Abbott Hall
- Shepard Hall (on University Pl.)

Charter Services

Booking transportation through University Services is a convenient, cost-effective option for University departments and schools that require special transportation for business or school-related trips. Charter services are provided by our pre-screened transportation vendors, who offer competitive pricing, a variety of vehicles, and outstanding customer service.

To learn more, call 312-503-4147 or visit Bus Service & Special Trips.
**Travel Program News**

**ORBITZ FOR BUSINESS HOTEL DIRECT BILLING**

Orbitz for Business offers thousands of Orbitz Business Advantage and NU Preferred hotels that accept direct billing to a Northwestern University chart string, making it easy for you to book and pay for travel arrangements. Additionally, there are a small number of hotels—including Club Quarters, DoubleTree Chicago Magnificent Mile, and Hilton Garden Inn Chicago North Shore/Evanston—that offer Northwestern-specific rates and payment options, requiring travel arrangers to select additional details when using a chart string.

Please follow these steps to bill hotel bookings directly to your chart string:

1. Search for a hotel.

2. On the “Select trip purpose” page, select “Yes, charge this booking to my chart string.”

3. Review your selected hotel’s cancellation policy to make certain it offers any flexibility you need.

4. If a drop-down menu is included in the Billing Information section, be sure to click “Request direct bill for this room” and select your billing option. If this option is not selected, a credit card will be required at check-in.

If you have any questions regarding direct billing, please contact Jeff Levin, Travel Program Manager, at 847-491-5993 or Salem Marrougi at 847-467-0662.

**TRAVEL AGENCY COMPARISON CHART**

In order to meet the unique needs of our travelers and traveler arrangers, Northwestern University has established relationships with three travel agencies: Orbitz for Business, Travel 100 Group, and Intra World Travel. Each agency is able to assist with flight, hotel, and car reservations. To compare these agencies’ fees, office hours, and services side by side, please review the Compare Travel Agencies Chart (log-in required). Approved Travel Agencies also contains detailed contact information.
Best Wishes to Eugene Sunshine

Eugene Sunshine, Northwestern University’s senior vice president for business and finance, will retire this June. Since 1997, Gene has been the chief administrative, business, financial and personnel officer of the University. Throughout his tenure he has been a champion of University Services, supporting our department as we work to provide high-quality and cost-efficient products and services to the Northwestern community. Gene was particularly instrumental in the expansion of our shuttle program and support for making Purchasing Resource Services the single point of contact for centralized procurement activities. University Services extends our sincere thanks to Gene for 17 years of thoughtful and steadfast leadership.

Staff Additions

Kim Li has joined Purchasing Resource Services as Procurement Administrator. Kim joins PRS from Harvard University, where she served as Financial Associate and Purchasing Specialist for the Stem Cell Department. Her previous procurement category experience includes laboratory purchasing, IT, and construction contract management. Kim will work extensively with the research community at NU.

Rachel Sova has joined University Services as Marketing Assistant. Previously Rachel worked as a Content Specialist for PR Newswire in Cleveland, where she edited news releases and counseled clients in communications targeting and content marketing. Additionally, she served as Chair of the company’s charitable giving board. Rachel will support overall marketing efforts for University Services, focusing on the WildCARD Advantage program, the United Way campaign, and other special events.

Carl Spencer has joined Mail Services as a Vehicular Delivery Worker. Carl has held numerous positions with Facilities Management at Northwestern, ranging from landscaping services to custodial services. In his current position, Carl will support the timely and efficient delivery and receipt of internal and external mail for faculty and staff.

Staff Recognition

Several University Services employees are celebrating milestone anniversaries this year. Please join us in congratulating the following staff members:

- Christine Borchers, Mail Room, 20 years
- Anthony Taylor, Mail Room, 20 years
- Agatha Collins, Printing & Duplication, 25 years
- Ellery Hampton, Mail Room, 25 years
- Eric Middleton, Lab Services, 25 years
- Bobby Jo Slusher-Grant, Motor Pool, 25 years
- Sheila Watkins, Purchasing, 25 years
- Theresa McClain, Business Office, 35 years

Thanks for your significant contributions to the Northwestern community!