

# FIRST CHOICE

*University Services, Northwestern University*

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## NORTHWESTERN'S RIDESHARE PROGRAM

Northwestern University, in conjunction with PACE, recently implemented a rideshare program for all full-time employees.

Carpooling is an economical, convenient and environmentally friendly way to commute to work. By joining the rideshare program you'll reduce your gas, toll, maintenance and insurance costs; help reduce traffic congestion; conserve energy and improve air quality; and reduce stress by sharing driving responsibilities.

Full-time Northwestern employees who plan on carpooling at least 3 times a week and live outside the parking boundaries\* for their campus are eligible for the program.

Northwestern has also created an Emergency Ride Home Program (ERH) for registered PACE Rideshare participants from NU in the event of a personal and urgent emergency. Qualified ERH reimbursements will cover taxi rides and single Metra, Pace, or CTA tickets home.

Sign up today by visiting the "Commuter" link at:  
[www.northwestern.edu/userservices/transportation/commuter/rideshare.html](http://www.northwestern.edu/userservices/transportation/commuter/rideshare.html).

\*Parking Boundaries - Chicago: North of North Ave, West of Halsted and South of Congress / Evanston: North of Central, West of Ridge and South of Lake

## MCGAW SHUTTLE SERVICE DISCONTINUED

The McGaw Shuttle service has been discontinued. Shuttle service between Northwestern's Chicago Campus, Lincoln Park and Children's Memorial Hospital will no longer be offered. Take advantage of these alternative commuting options:

1. If you need to travel between Northwestern's Chicago campus and Children's Memorial Hospital, CMH has expanded its shuttle service. View the CMH shuttle schedule for details at:  
[www.northwestern.edu/userservices/docs/transportation/cmh.pdf](http://www.northwestern.edu/userservices/docs/transportation/cmh.pdf).  
If you have questions about CMH's shuttle service, contact Luiz Duarte at 773-880-3056 or [lduarte@childrensmemorial.org](mailto:lduarte@childrensmemorial.org).

2. The CTA also has numerous public transportation options available in the area, for more information visit [www.transitchicago.com](http://www.transitchicago.com).

If you have unused McGaw tickets, you may obtain a refund at University Services Chicago Office, Abbott Hall, Room 100. If you have any questions about refunds, please contact us at [shuttle@northwestern.edu](mailto:shuttle@northwestern.edu) or 3-8129.

## MORE TRANSPORTATION NEWS

### NEED A SHUTTLE PASS FOR A GUEST?

Now there are two ways to obtain shuttle privileges for NU guests:

1. Buy up to 10 wristbands at a time for \$2 a piece. Each wristband is good for one day and can be used from 9:30am to 4:00pm and after 6:30pm. This is a great option for prospective students. Passes can be requested in advance and distributed by departments/schools. Forward requests to [shuttle@northwestern.edu](mailto:shuttle@northwestern.edu).

2. Obtain a shuttle pass in advance at no charge. Send a request to [shuttle@northwestern.edu](mailto:shuttle@northwestern.edu). Provide

guest's name, date of usage, campus destinations and reason for request. Passes must be used for University business. This is a great option for guest speakers. After requests are approved, passes can be picked up in the WildCARD offices.

### ADDITIONS TO THE INTERCAMPUS SHUTTLE

Additional runs and shuttle stops are being added to the Intercampus shuttle schedule:

#### New Runs:

Departing from Ward to the Evanston Campus: 5:05 pm

Departing Ryan Field to the Chicago Campus: 4:55 pm and 5:55 pm

#### New Stops:

Sherman/Simpson  
Sherman/Emerson  
Emerson/Maple (WB)  
Ridge/Garnett  
Ridge/Noyes

**Stops being removed** include 2020 Ridge, Research Park, and Englehart Hall.

These changes will go into effect on Monday, August 31, 2009.

View shuttle schedules and maps at: [www.shuttle.northwestern.edu](http://www.shuttle.northwestern.edu).

### NU'S UNITED WAY CAMPAIGN KICKS OFF

NU's United Way campaign is in full swing. Donor forms were recently mailed and contributions are coming in everyday.



During these difficult economic times, our donations are more important than ever. We hope that you will join us in our efforts to reach our campaign goal of \$300,000 to help those in need.

Return your donor form or contribute online via credit card by August 31st to receive a coupon for two tickets to either the September 12th Eastern Michigan or October 10th Miami (Ohio) football game. Returning your donor form by the 31st also enters you into the Early Bird raffle. Win great prizes like gift cards, event tickets, Northwestern items, and much more! Visit

[www.univsvcs.northwestern.edu/uw/prizes.html](http://www.univsvcs.northwestern.edu/uw/prizes.html) for a complete listing of raffle items. Your donation can also boost your

department or school's chance to win a cash prize for participation:

1st place: \$1500  
2nd place: \$1000  
3rd place: \$750  
4th place: \$500  
Most improved: \$250

Visit [www.univsvcs.northwestern.edu/uw](http://www.univsvcs.northwestern.edu/uw) to donate or learn more about the campaign.

### UNIVERSITY SERVICES WELCOMES NEW EMPLOYEES

#### David Zohfeld, Procurement Analyst

David graduated with a degree in Business Administration from Illinois Wesleyan University in 2004. He most recently worked as a supply

chain analyst for North American Corporation. David's analyst knowledge and technical skills will lend themselves well to his new role with PRS.

#### Lori Lehnhardt, Procurement Analyst

Lori brings 10 years of purchasing experience to her new position with PRS. She has held several purchasing positions, including managing the P-Card program at U.S. Cellular and Navteq. PRS is excited to benefit from Lori's expertise.



Catch up on the latest Purchasing Resource Services' news at: [www.northwestern.edu/userservices/purchasing/newsletter.html](http://www.northwestern.edu/userservices/purchasing/newsletter.html)



Learn about *iBuyNU Enhancements*  
*Discounts at Barnes & Noble*  
*New Contracts*  
*...and more!*

## TRAVEL TIDBITS

### TIPS ON GROUP HOTEL CONTRACTS

Reserving a block of hotel rooms for a Northwestern event? Here are a few pointers to help you navigate group hotel contracts:

1. Before you accept the agreement, look carefully at the attrition clauses (the amount you will have to pay if you do not meet the number of rooms you have committed to). The terms vary from property to property.
2. If this is an event that you have hosted before, review past attendance to help you better estimate the number of rooms you need. Do not ask for more rooms than you expect to fill.
3. Pay attention to the deadline for when the hotel will accept a reduction in reserved rooms.

4. Frequently check the rooming list and promptly inform the hotel of any changes.

Save money by using one of the hotels on our program. View [www.northwestern.edu/userservices/travel](http://www.northwestern.edu/userservices/travel) for more information on NU's recommended hotels.

### LAST MINUTE AIRLINE FLIGHT CANCELLATIONS

If you are unable to take a scheduled flight you may cancel up to approximately 2 hours before departure time and reuse the ticket price toward a future flight with a change fee. Travel must be completed within one year from the date the original ticket was purchased. Please keep your original itinerary with the ticket number for the exchange. Consult your travel agency or airline for updated ticketing rules.

### SECURE FLIGHT

The next time you book a flight you may be asked to give more information than previously required. TSA is implementing the Secure Flight program, which will require travelers to provide their date of birth, full name and gender when booking a flight. This information will be used by TSA to prescreen passengers against government watch lists. To learn more information about Secure Flight, please visit:



[www.tsa.gov/what\\_we\\_do/layers/secureflight](http://www.tsa.gov/what_we_do/layers/secureflight).

### COMPASS ONLINE WAIVES SERVICE FEE

Compass has waived its service fee through December 31, 2009. Visit [www.northwestern.edu/userservices/travel](http://www.northwestern.edu/userservices/travel) and click on "Approved Travel Agencies" for more information.

## QUESTIONS ABOUT A TRANSACTION?

Have a question about a specific transaction charge and not sure who to call? Below is a list of common transaction areas and their appropriate contacts:

Federal Express	Jackie Nelson	7-3240	<a href="mailto:jlorraine-nelson@northwestern.edu">jlorraine-nelson@northwestern.edu</a>
Mail & UPS	Sherry Spencer	1-3565	<a href="mailto:s-spencer@northwestern.edu">s-spencer@northwestern.edu</a>
Motor Pool	B.J. Grant	1-5075	<a href="mailto:b-slusher@northwestern.edu">b-slusher@northwestern.edu</a>
Copier Mgt Program	Tom Luczkowiak	1-8411	<a href="mailto:t-luczkowiak@northwestern.edu">t-luczkowiak@northwestern.edu</a>
Duplicating	Aggie Collins	3-8502	<a href="mailto:a-collins2@northwestern.edu">a-collins2@northwestern.edu</a>
Printing	Tom Luczkowiak	1-8411	<a href="mailto:t-luczkowiak@northwestern.edu">t-luczkowiak@northwestern.edu</a>
VWR lab supplies	Ellen Barnes	1-3274	<a href="mailto:e-barnes@northwestern.edu">e-barnes@northwestern.edu</a>
Gas Cards	Ellen Barnes	1-3274	<a href="mailto:e-barnes@northwestern.edu">e-barnes@northwestern.edu</a>
Equip Maint. Program	Ellen Barnes	1-3274	<a href="mailto:e-barnes@northwestern.edu">e-barnes@northwestern.edu</a>
Mettler Toledo calibrations	Ellen Barnes	1-3274	<a href="mailto:e-barnes@northwestern.edu">e-barnes@northwestern.edu</a>
Travel Services	Jeff Levin	1-5993	<a href="mailto:jhlevin@northwestern.edu">jhlevin@northwestern.edu</a>
Lab Services	Eric Middleton	3-8828	<a href="mailto:e-middleton@northwestern.edu">e-middleton@northwestern.edu</a>
Internal Moves (Chicago only)	Linda Stakenas	3-8129	<a href="mailto:l-stakenas@northwestern.edu">l-stakenas@northwestern.edu</a>
Shuttles (charters)	Zenobia Robinson	3-4147	<a href="mailto:z-robinson@northwestern.edu">z-robinson@northwestern.edu</a>
Discounted Chicago Parking	Andrea DeJesus	3-1103	<a href="mailto:a-dejesus@northwestern.edu">a-dejesus@northwestern.edu</a>
All other Chicago Parking	Linda Stakenas	3-8129	<a href="mailto:l-stakenas@northwestern.edu">l-stakenas@northwestern.edu</a>

## WILDCARD ADVANTAGE MEMBER: COLD STONE CREAMERY

There are still a handful of summer days left to enjoy some ice cream outdoors before it's once again icy outdoors. WildCARD Advantage member, Cold Stone Creamery, at 1611 Sherman Avenue in Evanston, offers various cold treats, including premium ice cream, milk shakes, smoothies, and gourmet ice cream cakes.

According to owner Tushar Vaidya, during the warm months, Northwestern faculty, staff and students like to take their Cold Stone ice cream to-go and head over to the outdoor seating by the Evanston fountain to enjoy their frozen treats in the sun.

Vaidya says that Coldstone's new ice cream cupcakes are their biggest hit this summer, with their "Birthday Remix Cake" following close behind.

Show your WildCARD at Coldstone to receive 10% off any purchase or \$3 off any Cold Stone Cake.

To view a complete listing of WildCARD Advantage discounts, visit [www.wildcardadv.northwestern.edu](http://www.wildcardadv.northwestern.edu).



### University Services Directory

**University Services**  
1801 Maple Ave, Suite 2300  
Evanston, IL 60201-3150  
Phone: 847.491.7569  
Email: [userservices@northwestern.edu](mailto:userservices@northwestern.edu)  
[www.northwestern.edu/userservices](http://www.northwestern.edu/userservices)

*Brian Peters, Director 1-8420*

#### Chicago Campus Fitness & Recreation

*Jeff Levin 1-5993*

#### Laboratory Supplies

*Chicago Stockroom 3-7520*

*Evanston Stockroom 1-8621*

*Stockroom Billing, Ellen Barnes 1-3274*

*Alcohol, Gasses & Dry Ice 3-8828*

*Calibration Services, Ellen Barnes 1-3274*

#### Mail & Shipping

*Tom Luczkowiak 1-8411*

#### Marketing & Communications

*Sara Schapmann 7-2491*

#### Moving Services

*Chicago Campus 3-8129*

*Evanston Campus, Facilities Management 1-5201*

#### Office Supplies & Equipment

*Copier Mgmt. Program, Tom Luczkowiak 1-8411*

*Equipment Maintenance Program, Ellen Barnes 1-3274*

*Surplus Property Exchange, Sara Schapmann 7-2491*

*Computer Recycling Program, Ellen Barnes 1-3274*

#### Printing, Duplicating, & Copyright Clearance

*Tom Luczkowiak 1-8411*

*FedEx Office Evanston 1-3113*

*FedEx Office Chicago 3-8995*

#### Purchasing Resource Services

*Jim Konrad 1-8121*

*iBuyNU, Keith Paddy 7-6963*

#### Shipping & Receiving

*Chicago 3-8500*

*McCormick 1-5424*

#### Trademark Licensing

*Ellen Barnes 1-3274*

#### Transportation

*Shuttles, Marge Grzeszczuk 3-5445*

*Motorpool, Tom Luczkowiak 1-8411*

*Chicago Campus Parking 3-1103*

#### Travel Services

*Jeff Levin 1-5993*

#### WildCARD

*Art Monge 7-3135*

*Evanston Campus 7-6843*

*Chicago Campus 3-0548*

#### WildCARD Advantage Program

*Sara Schapmann 7-2491*

#### Vending

*Ellen Barnes 1-3274*

*Editor: Sara Schapmann  
s-schapmann@northwestern.edu*