Roosevelt University

Club Quarters Policies and Procedures

Policy 5.2

Responsible Executive:
Assistant Vice President for Administrative Services

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CLUB QUARTERS POLICIES AND PROCEDURES

(updated 11-21-07, Kim Gibson-Harman)

INTRODUCTION:
Roosevelt University has an agreement with Club Quarters, a business hotel chain with properties located in Chicago and other locations as noted below. Club Quarters provides clean, comfortable, corporate style hotel facilities at extremely reasonable rates. Roosevelt University's agreement is with the Club Quarters located at 111 West Adams, approximately a six-block walk from the Auditorium Building.

CLUB QUARTERS LOCATIONS:
- **Chicago: 111 West Adams Street** (primary agreement location) (Central Loop)
- **Chicago:** 75 East Wacker Drive (Off Michigan)
- **Boston:** 161 Devonshire Street (New Post Office Square)
- **Houston:** 720 Fannin Street (Off Rusk and Main Street)
- **London, England:** 7 Gracechurch Street (In the "City")
- **London, England:** 24 Ludgate Hill (In the "City")
- **New York:** 40 West 45th Street (Midtown, Off Fifth Avenue)
- **New York:** 52 William Street (Downtown, Off Wall Street)
- **Philadelphia:** 1628 Chestnut Street (At 17th Street)
- **San Francisco:** 424 Clay Street (At Embarcadero Center)
- **Washington D.C.:** 839 17th Street, NW (On Farragut Square)
- [more locations may have been added—call to check on a city]

POLICIES:
- All university personnel are encouraged to use Club Quarters' locations whenever possible when traveling or arranging for travel that is eligible for reimbursement from the University.

- **Who may use Club Quarters?**
  - **On University Business:**
    - Roosevelt University Employees
    - Guests of Roosevelt University
    - Board of Trustees Members of Roosevelt University
    - Alumni Association Board of Governors of Roosevelt University

  - **To Attend University Sponsored Events:**
    - Roosevelt University Employees
    - Guests of Roosevelt University
    - Board of Trustees Members of Roosevelt University

- Alumni of Roosevelt University

- **On Weekend Personal Travel (cannot be direct-billed to RU):**
  - Roosevelt University Employees
  - Guests of Roosevelt University Employees
  - Board of Trustees Members of Roosevelt University
  - Guests of Board of Trustees Members of Roosevelt University
  - Alumni Association Board of Governors of Roosevelt University
  - Guests of Alumni Association Board of Governors of Roosevelt University

- **Which offices may request direct billing to the University?**
  - The President's Office
  - The Provost's Office
  - The Office of the Senior Vice President for Finance and Operations and Chief Financial Officer
  - The Office of the Vice President for External Relations
  - The Office of the Vice President for Enrollment & Student Services
  - The Office of the Vice President for Institutional Advancement
  - The Office of the Vice President for Information Technology
  - The Office of the Vice President for Human Resources
  - The Office of the Vice President and Dean of the Robin Campus
  - The Office of the Auditorium Theatre Executive Director
  - The Office of the Dean of the Chicago College of Performing Arts
  - The Office of the Dean of the College of Arts & Sciences
  - The Office of the Dean of the College of Education
  - The Office of the Dean of the Evelyn T. Stone University College
  - The Office of the Dean of the Walter E. Heller College of Business Administration
  - The Office of Special Events
  - The Office of the Associate Vice President for Operations
  - The Office of Administrative Services
  - The Office of Purchasing

PROCEDURES:

- **Reservations:**
  - On-line, at www.clubquarters.com. The on-line password is "Roosevelt University" – the password is not case sensitive, but the space between the words is necessary.
  - Phone, to the Chicago Central Loop location, 111 West Adams, at 312-601-3400
  - Phone, to the national reservation office for all Club Quarters facilities, at 212-575-0006.
  - University business groups of ten or more must go through the Office of Administrative Services. The office will then coordinate the block of rooms to be reserved with the New York Club Quarters office.
  - If the reservation is not be directly billed to the University, the traveler is to make the reservation on their own, using a personal credit card at the time of the reservation and for payment of the hotel charges, as is currently done with other travel vendors. Reimbursement, if applicable, will be done by submission of the appropriate travel expense documents.
  - All invoices for reservations made requesting direct billing to the University will be sent to and paid by Administrative Services. The hotel cost will then be recharged to the appropriate department.
  - When making a reservation that will be billed directly to the University, please email Kim Gibson-Harman at kgibsonh@roosevelt.edu with the following information
    - Name of the Guest
    - Location of Club Quarters Hotel
    - Dates of Stay
    - University account number to be recharged

FOR ADDITIONAL INFORMATION: Please contact Kim Gibson-Harman at 312-341-3581 or by email, kgibsonh@roosevelt.edu.

ROOSEVELT UNIVERSITY EMPLOYEES AUTHORIZED TO REQUEST CLUB QUARTERS DIRECT BILLING

Charles Middleton, President, 312-341-3800
Denise Bransford, Chief of Staff, 312-341-2040
Cheryl Gouldsby, Administrative Assistant to the President, 312-341-3801
Melinda Aguilera, Secretary, 312-341-3800

James Gandre, Interim Provost, 312-341-3615
Tania Clayborn, Secretary, 312-341-2440
Stephanie Gray, Secretary, 312-341-3615
Leticia Martinez, Secretary, 312-281-3135

John Allerson, Senior Vice President, Finance & Operations, 312-341-3580
Levi Branson, Secretary, 312-341-3580
Paul Reis, Associate Vice President of Operations, 312-341-6386
Kim Gibson-Harman, Assistant Vice President for Administrative Services, 312-341-3581
Laurie Cashman, Director of Administrative Services, 312-341-3518

J. Michael Durnil, Vice President for Governmental Affairs, 312-341-2322
Tom Karow, Senior Director of Public Relations, 312-341-3512
Denise Czuprynski, Director of Communication, 312-341-2113
Lisa Encarnacion, Director of University Outreach, 312-341-2343
Susan Muldowney, Web Director, 312-341-7140
Julie Sumner-Garibaldi, Secretary, 312-341-2026
Brigham Timpson, Executive Secretary, 312-341-2322

Mary Hendry, Vice President for Enrollment & Student Services, 312-341-3525
Julie Rave, Secretary, 312-341-3525

Thomas J. Minar, Vice President for Institutional Advancement, 312-341-3620
Lauren Chill, Executive Director of Special Events, 312-341-3617
Linda Sands, Secretary, 312-341-6360

Antonia Potenza, Vice President and Dean of the Albert A. Robin Campus, 847-619-7280
Bud Beatty, Acting Associate VP and Dean for Ed. Outreach, 847-619-7281
Yvette Joseph, Secretary, 847-619-7283

J. Bradley Reese, Vice President for Information Technology & CIO, 312-341-2030
Dianne Danielly, Secretary, 312-341-2030

Gretchen Van Natta, Vice President for Human Resources, 312-341-6952
Sabrina Elms, Secretary, 312-341-6952

John Cicero, Dean of the Evelyn T. Stone College of Professional Studies, 312-281-3126
Karen Holmes, Secretary, 312-281-3133

Rudy Marcozzi, Interim Dean of the Chicago College of Performing Arts, 312-341-3782
Bonnie Wedington, Secretary, 312-341-3783
Linda Berna, Associate Dean of CCPA & Director of the Music Conservatory, 312-341-3785
Joel Fink, Associate Dean of CCPA & Director of the Theatre Conservatory, 312-341-3719

George Olson, Interim Dean of the College of Education, 312-341-3701
Cathy Lymon, Secretary, 312-341-6480

Joseph Chan, Interim Dean of the Walter E. Heller College of Business Administration, 847-619-4885
Jennifer Roper, Secretary, 312-341-3342

Lynn Weiner, Dean of the College of Arts & Sciences, 312-341-2134
Sandra Chapman, Secretary, 312-341-3670
Lynnett Davis, Secretary, 312-341-3670

Mary Beth Riedner, University Librarian, 312-341-3640
Naomi Herman, Secretary, 312-341-3641

AUDITORIUM THEATRE:

Brett Batterson, Executive Director, 312-431-2391
Judi Moore Green, Chief Marketing and Development Officer, 312-431-2397
Margaret Walsh, Chief Financial Officer, 312-341-2366
Kathy Bliss, Assistant to the Executive Director, 312-431-2395