

2016/2017 Holiday Schedule for Administration, Finance and Senior VP Operations Areas

Area/Department Name	Contact Information
VP for Administration	Closed 12/24 through 1/2. Emergency calls – John Wilhelm (402) 677-0942
Bookstore	Access the website for holiday hours: http://www.bkstr.com/creightonstore/
Card Services	Closed 12/24 through 1/2. Voice mail at (402) 280-4700 will be monitored daily. On Call – Brenda Hovden 402-699-4648.
Central Receiving	Closed 12/24 through 1/2 except for Friday, December 30 from 8 am to noon. No deliveries. All departments must pick up packages. Emergency contact: Brenda Hovden 402-699-4648.
Facilities Management	<u>Facilities Management</u> – Call (402) 280-2780 - the message will direct you to Public Safety for emergency service only. <u>Environmental Health and Safety</u> – On call: Justin Burgett (402) 510-2032 or Curt Tate (402)-510-5881.
Mail Services	Closed 12/24 through 1/2 except for December 30 from 8 am to noon. P.O. Box pickup and deliveries to the Medical Dean's Office, Jesuit Community and University Relations only. <u>All other departments must pick up mail before noon on December 30.</u> Emergency contact: Brenda Hovden 402-699-4648.
Public Safety	Open throughout the holidays. Call (402) 280-2104 for business calls. Emergency calls (402) 280-2911.
Shuttle/Fleet	Campus Shuttle routes cease December 16 at 5 p.m. and resume Wednesday, 1/13 at 7 a.m. CUMC Shuttle will operate on 12/24 through 1/2, except for 12/25 and 1/1. Voice mail at the following numbers will be monitored daily: Mark Simanek (402) 680-5061 Mike Willey (402) 650-7610
VP for Finance Office	Closed 12/24 through 1/2. Voice mail at (402) 280-4093 will be monitored.
Accounting Services	Closed 12/24 through 1/2. Email michonbowen@creighton.edu with emergencies. This email will be monitored regularly.
Associate VP Finance (Treasury and Endowment Management)	Closed 12/24 through 1/2. Email for John Jesse (johnjesse@creighton.edu) will be monitored daily.
Budget, Planning & Analysis	Closed 12/24 through 1/2. Email at taramcquire@creighton.edu will be monitored daily.
Business Service Center (BSC)	Closed 12/24 through 1/2. The BSC will monitor the same voice mail daily at 402-280-2920. We will only respond to items that need attention before January 3.
Insurance	Closed 12/24 through 1/2. Email for Katie Booton (kbooton@creighton.edu) will be monitored daily.
Purchasing	Closed 12/24 through 1/2. Leave a voice message at 402-280-2920, which will be monitored daily. We will only respond to items that need attention before January 3.
VP for Information Technology	The DoIT Service Desk is closed from 12/24 to 1/2. DoIT will have staff on call to handle emergencies and will continue to monitor critical systems. Please call 402-280-1111 (option 4) for emergency after-hours support. Please visit the DoIT website for more information (http://doit.creighton.edu/).
Print Center and Medical Copy Center	The Print Center and the Medical Copy Center are closed 12/24 through 1/2.
Canon Fleet Printers	Contact the DoIT Service Desk at (402) 280-1111 option 5 for emergencies.
Senior VP for Operations	Closed 12/24 through 1/2. Voice mail at (402) 280-2131 will be monitored.
Child Development Center	Closed 12/24 through 1/2.
Human Resources/Payroll	Closed 12/24 through 1/2. Emergency situations, contact Janel Allen at 402-670-8279.
Internal Audit	Closed 12/24 through 1/2.
Marketing and Communications	Closed 12/24 through 1/2. Cindy Workman will be on call for media inquiries and for emergencies: 402-637-1142.
Operations Continuous Improvement	Closed 12/24 through 1/2.

NOTE: In situations where voice mail is being monitored by a department, only those items that require attention prior to January 3, 2017 are ensured a response. Non-emergency needs and requests may be deferred until after the holiday break.