

University Holiday Closure Schedules 2018-2019

1. Click on your department/division tab below to review and update all information where needed, e.g. department/division name changes; contact info; closure criteria; comments, etc.

2. Confirm that you have completed reviewing/updating the schedule by adding a check mark ✓ in the designated column and rows.
(Click on the drop-down arrow in the designated column to access the mark.)

Please Note:

The holiday schedule will run from Sunday, December 23, 2018 at 10:30 p.m. through Tuesday, January 1, 2019.

Normal business operations will resume with the first shift on Wednesday, January 2, 2019.

Additional Holiday Hours of Operation & Locations												
			Dec 21, 2018	Dec 22	Dec 23	Dec 24	Dec 25 - 28	Dec. 29	Dec. 30	Dec. 31	Jan 1, 2019	Jan 2
Kent Student Center		CLOSES AT 6:00 PM										OPENS 7:00 AM
Student Recreation and Wellness Center												
Summit Street		9:00a-4:00p	9:00a-4:00p	9:00a-3:00p	CLOSED	7:00a-6:00p	9:00a-5:00p	9:00a-3:00p	CLOSED	7:00a-6:00p	Resumes normal hours	

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Academic Affairs	Office of the Provost			X				X		✓	Diana Boldon dboldon@kent.edu	
	Academic Affairs			X				X		✓		
	Academic Personnel			X				X	Office will be closed 12/23 thru 1/1/19	✓	Dani Zurschmit - dzurschm@kent.edu	
	Faculty Affairs			X				X		✓	Vanessa Courie - vcourie@kent.edu	
	Center for Teaching and Learning			X				X		✓	Phyllis Vair - pvair@kent.edu	
	First Year Experience			X				X		✓	Valoree Lee - vlee6@kent.edu	
	Office of Continuing/Distance Education			X				X		✓	Cathy Walsh - cwalsh9@kent.edu	
	Office of Global Education			X				X		✓	Amy Barr - abarr3@kent.edu	
	Operations and Administration			X				X		✓	Jennifer McDonough - jmcdono6@kent.edu	
	Accreditation, Assessment and Learning			X				X		✓	Marcia Kibler - mkibler1@kent.edu	
	Regional Campus Office			X				X		✓	Patty Schiffhauer- Perlberg - pschiff1@kent.edu	
	Institutional Research			X				X		✓	Wayne Schneider - wgschnei@kent.edu	
	University College			X				X		✓	Valoree Lee - vlee6@kent.edu	
	Career Exploration & Development			X				X		✓	Karen Steiner - ksteine1@kent.edu	
	University Press			X				X		✓	Susan Wadsworth-Booth, swadsw2@kent.edu	
	Admissions			X				X		✓	Susan Veppert	
	Student Financial Aid			X				X		✓	Mark Evans	
	College of Architecture & Environmental Design											
					X				X	Students and/or faculty may access building for project work	✓	Freida Boland, fboland@kent.edu
	College of the Arts											
	Dean's Office				X				X		✓	
	KSU Museum	10 a.m.-4:45 p.m. on 12/23, 12/26, 12/30, 1/2; 12-4:45 p.m. on 12/27 and 1/3 (always closed on Mon. & Tues.)	10 a.m.-4:45 pm on 12/31 (closing early, before 8:45 p. m.)	12/24, 12/25, 1/1	http://www.kent.edu/museum	12/23, 12/28, 12/29, 12/30			12/24, 12/25, 12/26, 12/27, 12/31, 1/1,	http://www.kent.edu/museum	✓	Gloria Tilenni, gtilenni@kent.edu
	College of Arts and Sciences											

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	- Dean's Office			X				X		✓	Elizabeth Colombo - ecolombo@kent.edu
	- Graduate Affairs Office			X				X		✓	
	- Undergraduate Advising			X				X		✓	
	- Development Office			X				X		✓	
	- Anthropology			X				X		✓	
	- Biological Sciences			X				X		✓	
	- Biology Animal Lab		X				X			✓	
	- Biomedical Sciences			X				X		✓	
	- Chemical Physics		X				X			✓	
	- Chemical Physics Lab		X				X			✓	
	- Chemistry			X				X		✓	David Hassler, dhassle1@kent.edu
	- Computer Science (Main Office)			X				X		✓	
	- CS Systems Office			X				X		✓	
	- English			X				X		✓	
	- Wick Poetry/NEOMFA			X				X		✓	
	- Geography			X				X		✓	
	- Geology			X				X		✓	
	- History			X				X		✓	
	- Integrated Life Sciences			X				X		✓	
	- Mathematical Sciences			X				X		✓	
	- Modern and Classical Languages			X				X		✓	
	- Pan-African Studies			X				X		✓	
	- Philosophy			X				X		✓	
	- Physics			X				X		✓	
	- Political Science			X				X		✓	
	- Psychology			X				X		✓	
	- Animal Lab Technician	X					X			✓	
- Sociology			X				X		✓		

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	College of Business Administration										
	- Dean's Office			X				X		✓	Mickey McGregor - mmcgrego@kent.edu
	- Accounting			X				X		✓	
	- Economics			X				X		✓	
	- Management and Info. Services			X				X		✓	
	- Marketing			X				X		✓	
	- Undergraduate Programs			X				X		✓	
	- Graduate School of Management			X				X		✓	
	- Finance			X				X		✓	
	- International Programs Office			X				X		✓	
	- Career Services Office			X				X		✓	
	- Computer Lab			X				X		✓	
	College of Communication and Information										
	- Communication Studies			X				X		✓	Peggy Laughlin - mllaughli@kent.edu
	School of Digital Sciences			X				X		✓	
	- Journalism & Mass Communication			X				X	In event of major breaking news event, JMC media students will need access to Franklin Hall for news coverage.	✓	
	- Library and Information Science			X				X		✓	
	- Teleproductions		X				X		Will be open for coverage of athletic games	✓	
	- Visual Communication Design			X				X		✓	
	College of Education, Health and Human Services										
	- Health Sciences			X				X		✓	Laura Taylor- letaylor@kent.edu
	- Foundation, Leadership & Admin			X				X		✓	
	- Lifespan Development & Ed Sciences			X				X		✓	
	- Teaching, Learning, & Curr Studies			X				X		✓	
	College of Nursing										

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				X				X		✓	Barbara Broome - bbroome1@kent.edu
	College of Podiatric Medicine										
				X				X	Operations suspended as well at Cleveland Foot & Ankle Clinic.	✓	David Dixon ddixon25@kent.edu
	College of Public Health										
				X				X		✓	Kim Yodice - kretherf@kent.edu
	College of Aeronautics and Engineering										
				X			X		Researchers using ATB weekdays during break	✓	Deb Terrill - dterrill@kent.edu
	Honors College										
				X				X		✓	Lori Michael - lmichae3@kent.edu
	Graduate Studies										
				X				X		✓	Jennifer Butto - jbutto@kent.edu
	University Registrar										
				X				X		✓	Gail Rebeta - grebeta@kent.edu
	Research and Sponsored Programs										
				X				X		✓	Peggy Kramer - pkramer@kent.edu
	University Libraries										
		Bldg. (Circulation Desk) & Computer Lab		X				X	UL closed 12/23 thru 1/1	✓	Anita Clary - aclary@kent.edu
		Dean's Office			X			X		✓	Pam Lemmons - plemmons@kent.edu
		Budget Office			X			X		✓	
		Communications Office			X			X		✓	
	Reference Services			X			X		✓		
	Student Multi-Media Area			X			X		✓		

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Diversity, Equity, and Inclusion	Office of Diversity			X				X		✓	Sonya Williams - swilli78@kent.edu
	Diversity & Inclusion Leadership			X				X		✓	
	LGBTQ Center			X				X		✓	
	Pre-College Programs			X				X		✓	
	Special Projects and Initiatives			X				X		✓	
	Inclusion & Success			X				X		✓	
	Student Multicultural Center			X				X		✓	
	Upward Bound Programs			X				X		✓	
	Planning & Assessment							X		✓	
	SRVSS Office							X		✓	
	Womens's Center			X				X		✓	

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Finance and Administration	Office of the Senior VP			X				X		✓	Shelley Capellman - singraha@kent.edu
	Business and Administration Services			X				X		✓	
	Bursar's Office			X				X		✓	
	Airport		X		Closed December 25 and January 1. Open limited hours on remaining days		X		Closed December 25 and January 1 and open with limited hours on remaining days. Snow would be a factor for staffing and schedule during remaining days since the runway must remain open	✓	
	Environmental Health & Safety			X				X		✓	
	Risk Management & Real Estate			X				X		✓	
	Fire Safety			X				X	Any emergency calls would be handled as necessary by Dennis Baden or Nick Bushek	✓	
	Police	X			Normal holiday schedule.	X			Normal Holiday Schedule	✓	
	Parking Services			X				X		✓	
	Payroll			X			X		Payroll will be open on 12/26 to process payroll	✓	
	University Facilities Management	X			Normal holiday schedule.	X			Normal Holiday Schedule	✓	
	Occupational Health & Safety			X				X	OHS is now EHS which is listed above	✓	
	Power Plant	X					X			✓	
	Office of University Architect		X			If essential construction projects warrant		X	If essential construction projects.	✓	
	Facilities Planning & Operations				X			X		✓	
	Sustainability Office				X			X		✓	
Procurement				X			X		✓		
Mail Services		X			9:00 a.m. to 11:00 a.m. on December 28, 29, 30, and 31.			X	✓		

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	Financial Reporting & Cash Mgmt.			X				X		✓	
	Controller's Office			X				X		✓	
	Accounts Payable			X				X		✓	
	Internal Audit			X				X		✓	
	University Budget & Financial Analysis			X				X		✓	

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Human Resources	Office of the VP			X				X		✓	Geraldine Hayes-Nelson - ghnelson@kent.edu
	Benefits			X				X		✓	
	Communications			X				x		✓	
	Compensation			X				X		✓	
	Employee Relations			X				X		✓	
	Affirmative Action and Compliance			X				X		✓	
	Labor Relations			X				X		✓	
	Outreach and Initiatives			X				X		✓	
	Records			X				X		✓	
	HR Staffing			X						✓	
	Talent Acquisition			X				X		✓	
Training and Development			X				X		✓		

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Information Services	Office of the VP			X				X		✓	Jacqueline Jackson - jjacks92@kent.edu
	Application Services		X		All services monitored 24 x 7. On call*		X		All services monitored 24 x 7. On call*	✓	
	Business Services			X				X		✓	
	Client Infrastructure		X		All services monitored 24 x 7. On call*		X		All services monitored 24 x 7. On call*	✓	
	Communications			X				x		✓	
	Data Center		X		On-site, modified schedule based on coverage needed.		X		On-site, modified schedule based on coverage needed.	✓	
	Educational Technology			X	Possible need to come in to do special project.			X	Possible need to come in to do special project.	✓	
	End User Support		X		On-call in all areas*		X		On-call in all areas*	✓	
	Systems Development Services		X		All services monitored 24 x 7		X		All services monitored 24 x 7	✓	
	Help Desk		X		Remotely monitor		x		Remote call centers active, 24x7. Services monitored. On site call center not staffed (service availability will be unimpacted due to remote call center).	✓	
	IT Infrastructure Services and Support		X		All services monitored 24 x 7. On call*		X		All services monitored 24 x 7. On call*	✓	
	Network & Telecommunication Services		X		On-call * All services monitored 24 x 7		X		On-call * All services monitored 24 x 7	✓	
	Security and Access Management		X		All services monitored 24 x 7. On call*		X		All services monitored 24 x 7. On call*	✓	
Server/Storage Support		X		All services monitored 24 x 7. On call*		X		All services monitored 24 x 7. On call*	✓		


				Health Svc Tech/Rec Services Tech employees working.				Health Svc Tech/Rec Services Tech employees working.	✓
Shared Services - SA		X				X			✓
Tech Spot / Service and Repair Center			X				X		✓
*Note: IS units with partial coverage may be reached on-call via the Data Center. (330-672-2552)									✓


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Institutional Advancement	Office of the VP			X				X		✓	Julie Rayl - jrayl4@kent.edu
	Foundation			X				X		✓	
	Annual Giving		X					X		✓	
	Phone Center							X		✓	
	Alumni Relations			X				X		✓	
	Advancement Services		X					X		✓	
	Central Gift-Programs			X	remove this-department			X			
	Constituent Programs			X				X		✓	
	Office of Institutional Advancement			X				X		✓	
	Gift and Estate Planning			X				X		✓	
	Leadership Gifts			X				X		✓	
	Prospect Management			X				X		✓	
	Donor Services and Special Events			X				X		✓	
	Corporate Relations							X		✓	
	Foundation Relations				X			X		✓	



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President	Office of the President			X				X		✓	Heather Link - hlink2@kent.edu
	Government Relations			X				X		✓	
	Office of General Counsel			X				X		✓	
	Research and Sponsored Programs			X				X		✓	
	University Ceremonies			X				X		✓	
	Intercollegiate Athletics		X			Open/staffed for practices, games, events, and team travel as needed.		X		Staffed when needed during games/events www.kent.edu/athletics	✓

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Student Affairs	Office of the VP			X				X		✓	Kendra Wilson - kwilso85@kent.edu
	Center for Adult & Veteran Services			X				X		✓	Joshua Rider - jrider@kent.edu
	Center for Student Involvement			X				X		✓	Rick Danals - rdanals@kent.edu
	Flashcard Office			X				X		✓	Michael OKarma - mokarma1@kent.edu
	Flash Technology Center			X				X		✓	Thomas Parsons - tparsons@kent.edu
	Ice Arena	X			Closed December 24 and 25. www.kent.edu/icearena/PublicSkate.cfm	X			https://www.kent.edu/recservices/public-skating	✓	Bill Switaj - wswitaj@kent.edu
	Kent Student Center			X				X		✓	Gretchen Julian - gjulian@kent.edu
	Recreational Services	X			https://www.kent.edu/recservices/facility-hours	X			https://www.kent.edu/recservices/facility-hours	✓	Lucy Atkinson - latkins8@kent.edu
	Residence Services			X	www.kent.edu/housing			X	www.kent.edu/housing	✓	Jill Jenkins - jcchurch@kent.edu
	Student Accessibility Services			X	www.kent.edu/sas			X	www.kent.edu/sas	✓	Amanda Weyant - awayant1@kent.edu
	Student Conduct			X				X		✓	Todd Kamenash - tkamenas@kent.edu
	University Bookstore			X	www.kent.bncollege.com			X	www.kent.bncollege.com	✓	Nikki Dech - ndech@kent.edu
	University Dining Services		X		www.kentstatedining.com			X	www.kentstatedining.com	✓	David Cummings - dcummi14@kent.edu
	University Health Services			x	www.kent.edu/uhs			X	www.kent.edu/uhs	✓	Julie Volcheck - jvolchec@kent.edu
Dean of Students and Student Ombuds			X				X		✓	Denise Evans - devans38@kent.edu	

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University Relations	Office of the VP and Chief Officer for Marketing, and Communications			X				X		✓	Judy Koerner - jkoerne5@kent.edu
	Center for Corporate & Professional Development			X				X		✓	
	University Communications and Marketing			X	Media relations personnel will be on call for emergency communications			X	Media relations personnel will be on call for emergency communications	✓	
	WKSU-FM		X		On-Air Announcer reports every day		X		On-Air Announcer reports every day	✓	

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Kent State University at Ashtabula	Campus			X				X	Checked Periodically		Rebecca Harvey - rharve10@kent.edu


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Kent State University at East Liverpool	Campus			X				X	Checked periodically		Kristin Balsley-Watson – kbalsley@kent.edu

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Kent State University at Geauga	Campus			X				X	Checked periodically by Dir. Of Business Services		John Granny - jgranny@kent.edu
	Twinsburg Center			X				X	Checked periodically by Dir. Of Business Services		John Granny - jgranny@kent.edu

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Kent State University at Salem	Campus			X	Checked periodically			X	Checked periodically	<input checked="" type="checkbox"/>	Kristin Balsley-Watson – kbalsley@kent.edu
	Salem City Center		X		Salem City Center will be open with partial coverage from 12/24-12/28, 12/31, 9-5:00pm. Maintenance/Custodial will be on-call in case of snow or other emergency.		X		Salem City Center will be open with partial coverage from 12/24-12/28, 12/31 (9-5:00pm). Maintenance/Custodial will be on-call in case of snow or other emergency.	<input checked="" type="checkbox"/>	

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Kent State University at Stark	Dean's Office			X				X		✓	Debbie Schneider - dschnei1@kent.edu
	Admissions/Registration			X				X		✓	
	Bookstore			X				X		✓	
	Business Office			X				X		✓	
	Conference Center			X				X		✓	
	Facilities			X				X		✓	
	Fine Arts			X				X		✓	
	Library			X				X		✓	
	Maintenance			X				X		✓	
	Network Services			X				X		✓	
	Physical Education			X				X		✓	
	Security		X				X			✓	
	Student Affairs			X				X		✓	
	Student Services and Academic Success			X				X		✓	
External Affairs				X				X	Media Relations Personnel will be on Call for Communications ✓		

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Kent State University at Trumbull	Bookstore			X				X		✓	Ken McElravy - kmcelrav@kent.edu
	Maintenance		X		Checking Periodically		X		Checking periodically	✓	
	Security		X				X			✓	
	All Other			X				X		✓	

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Kent State University at Tuscarawas	Campus			X				X	The campus will be checked periodically with a rotation of administrative personnel. Business operations will be suspended but there will be activities occurring on campus such as events, basketball games, Tolloty Incubator, etc. Minimal coverage of custodial staff will be present for scheduled activities.		Carla Barker – crbarker@kent.edu