

Kent State University
Departmental Holiday Schedule
Winter 2015

Division	Unit	2015-16 Normal Operations	2015-16 Partial Coverage	2015-16 Operations Suspended	Comments/ See Website for Schedule
University Relations	Office of the VP and Chief Officer for Marketing, and Communications			X	
	Center for Corporate & Professional Development			X	
	University Communications and Marketing			X	Media relations personnel will be on call for emergency communications.
	WKSU-FM		X		Sr. Receptionist & On-Air Announcer must report
Human Resources	Office of the VP			X	
	Affirmative Action and Compliance			X	
	Benefits			X	
	Communications			X	
	Compensation			X	
	Employee Relations			X	
	HR Staffing			X	
	Labor Relations			X	
	Outreach and Initiatives			X	
	Records			X	
	Talent Acquisition			X	
	Training and Development			X	
Student Affairs	Office of the VP			X	
	Center for Adult & Veteran Services			X	
	Center for Student Involvement			X	www.kent.edu/csi/contact-us
	Dean of Students and Student Ombuds			X	
	Flash Technology Center			X	
	Flashcard Office			X	
	Ice Arena	X			www.kent.edu/icearena/PublicSkate.cfm
	Kent Student Center			X	www.kent.edu/kentstudentcenter/visit
	Recreational Services	X			www.kent.edu/sites/default/files/srwc-building-hours-2014-15.pdf
	Residence Services/Residential Communities			X	www.kent.edu/housing
	Student Accessibility Services			X	www.kent.edu/sas
	Student Conduct			X	
	University Bookstore			X	www.kentstateshop.com
	University Dining Services		X		www.kentstatedining.com
	University Health Services		X		www.kent.edu/uhs
Diversity, Equity, and Inclusion	Office of Diversity			X	
	Faculty Recruitment/Retention			X	
	LGBTQ Center			X	
	Pre-College Programs			X	
	Special Projects and Initiatives			X	
	Strategic Planning Assessment and Research Management			X	
	Student Multicultural Center			X	
	Upward Bound			X	
	Women's Center			X	
President	Office of the President			X	
	Intercollegiate Athletics		X		Open/staffed for practices, games, events, and team travel as needed.

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	Government & Community Relations			X	

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	Office of General Counsel			X	
Business and Finance	Office of the Senior VP			X	
	Accounts Payable			X	
	Airport		X		Closed December 25 and January 1. Open limited hours on remaining days
	Bursar's Office			X	
	Business and Administration Services			X	
	Controller's Office			X	
	Environment & Health Safety			X	
	Facilities Planning & Operations			X	
	Financial Reporting & Cash Mgmt.			X	
	Fire Safety			X	
	Internal Audit			X	
	Mail Services		X		9:00 a.m. to 11:00 a.m. on December 28, 29, 30 & 31.
	Occupational Health & Safety			X	
	Office of University Architect		X		If essential construction projects warrant
	Parking Services			X	
	Payroll			X	
	Police	X			Normal holiday schedule.
	Power Plant	X			
	Procurement			X	
	Risk Management & Real Estate			X	
	Sustainability Office			X	
	University Budget & Financial Analysis			X	
	University Facilities Management	X			Normal holiday schedule.
Institutional Advancement	Office of the VP			X	
	Advancement Services		X		
	Alumni Relations			X	
	Annual Giving		X		
	Central Gift Programs				
	Constituent Programs			X	
	Corporate and Foundation Relations			X	
	Donor Services and Special Events			X	
	Foundation			X	
	Gift and Estate Planning			X	
	Leadership Gifts			X	
	Office of Institutional Advancement			X	
	Prospect Management			X	
Information Services	Office of the VP			X	
	Application Services		X		All services monitored 24 x 7. On call*
	Business Services			X	
	Client Infrastructure		X		All services monitored 24 x 7. On call*
	Communications			X	
	Data Center		X		On-site, modified schedule based on coverage needed.
	Educational Technology			X	Possible need to come in to do special project.
	End User Support		X		On-call in all areas*
	Systems Development Services		X		All services monitored 24 x 7
	Help Desk	X			
	IT Infrastructure Services and Support		X		All services monitored 24 x 7. On call*

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	Network & Telecommunication Services		X		All services monitored 24 x 7
	Security and Access Management		X		All services monitored 24 x 7. On call*
	Server/Storage Support		X		All services monitored 24 x 7. On call*
	Shared Services BF			X	
	Shared Services SA		X		Health Svc Tech/Rec Services Tech employees working.
	Shared Services HR			X	
	Shared Services IA			X	
	Tech Spot			X	
	<i>*Note: IS units with partial coverage may be reached on-call via the Data Center. (330-672-2552)</i>				
Academic Affairs	Office of the Provost			X	
	AAL			X	
	Academic Affairs			X	
	Academic Personnel			X	
	Career Services Center			X	
	Faculty Affairs			X	
	Faculty Professional Development Center			X	
	First Year Experience			X	
	Institutional Research			X	
	Office of Continuing/Distance Education			X	
	Office of Global Education			X	
	Operations and Administration			X	
	Regional Campus Office			X	
	School of Digital Sciences			X	
	University Ceremonies			X	
	University College			X	
	University Press			X	
	Strategic Enrollment Management				
	Admissions			X	
	Student Financial Aid			X	
	College of Architecture & Environmental Design				
				X	
	College of the Arts				
	Dean's Office			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
	College of Arts and Sciences				
	Dean's Office			X	
	Animal Lab Technician	X			
	Anthropology			X	
	Biological Sciences			X	
	Biology Animal Lab		X		
	Biomedical Sciences			X	

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	Chemical Physics		X		
	Chemical Physics Lab		X		
	Chemistry			X	
	Computer Science (Main Office)			X	
	CS Systems Office			X	
	Development Office			X	
	English			X	
	Geography			X	
	Geology			X	
	Graduate Affairs Office			X	
	History			X	
	Integrated Life Sciences			X	
	Mathematical Sciences			X	
	Modern and Classical Languages			X	
	Pan-African Studies			X	
	Philosophy			X	
	Physics			X	
	Political Science			X	
	Psychology			X	
	Sociology			X	
	Undergraduate Advising			X	
	Wick Poetry/NEOMFA			X	
	College of Business Administration				
	Dean's Office			X	
	Accounting			X	
	Career Services Office			X	
	Computer Lab			X	
	Economics			X	
	Finance			X	
	Graduate School of Management			X	
	International Programs Office			X	
	Management and Info. Services			X	
	Marketing			X	
	Undergraduate Programs			X	
	College of Communication and Information				
	Communication Studies			X	
	Journalism & Mass Communication			X	
	Library and Information Science			X	
	Teleproductions			X	
	Visual Communication Design			X	
	College of Education, Health and Human Services				
	Health Sciences			X	
	Foundation, Leadership & Admin			X	
	Lifespan Development & Ed Sciences			X	
	Teaching, Learning, & Curr Studies			X	
	College of Nursing				
				X	
	College of Podiatric Medicine				
				X	
	College of Public Health				
				X	
	College of Applied Engineering, Sustainability, and Technology				
				X	
	Honors College				
				X	

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	Graduate Studies				
	University Registrar			X	
	Research and Sponsored Programs				
				X	
	University Libraries				
	Bldg. (Circulation Desk) & Computer Lab		X		Building open-Circulation services available except for closure 12/25 & 12/26/2015 and 1/1 & 1/2/2016
	Budget Office			X	
	Communications Office			X	
	Dean's Office			X	
	Reference Services			X	
	Student Multi-Media Area			X	
Regional Campuses					
Kent State University at Stark	Dean's Office			X	
	Admissions/Registration			X	
	Bookstore		X		
	Business Office			X	
	Conference Center			X	
	External Affairs			X	
	Facilities			X	
	Fine Arts			X	
	Library			X	
	Maintenance			X	
	Network Services			X	
	Physical Education			X	
	Security		X		
	Student Affairs			X	
	Student Services and Academic Success			X	
Kent State University at Trumbull	Bookstore			X	
	Maintenance		X		Checking Periodically
	Security		X		
	All Other			X	
Kent State University at Tuscarawas				X	
Kent State University at Ashtabula				X	
Kent State University at East Liverpool				X	
Kent State University at Salem	Campus			X	Checked periodically
	Salem City Center		X		Salem City Center will be open with partial coverage from 12/24-12/31, 9-5:00pm. Maintenance/Custodial will be on-call in case of snow or other emergency.

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	Twinsburg Regional Academic Center			X	