

2017/2018 Holiday Schedule for Administration, Finance and Senior VP Operations Areas

Area/Department Name	Contact Information
VP for Administration	Closed 12/25 through 1/1. Emergency calls – John Wilhelm (402) 677-0942
Bookstore & FanAttic	Access the website for holiday hours: https://www.bkstr.com/creightonstore/store-info-contact-us
Card Services	Closed 12/25 through 1/1. Voice mail at (402) 280-4700 will be monitored daily. On Call – Brenda Hovden (402) 699-4648.
Central Receiving	Closed 12/25 through 1/1 except for Friday, Dec 29 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 John Baxter (402)-510-1998.
Mail Services	Closed 12/25 through 1/1 except for Friday, Dec 29 from 8 am to noon. P.O. Box pickup and deliveries to the Medical Dean's Office, Jesuit Community and University Relations only. All other departments must pick up mail before noon on Friday, Dec 29. 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 Friday, December 15 at 5 p.m. and resume Wednesday, 1/10 at 7 a.m. Voice mail at the following numbers will be monitored daily: Mark Simanek (402) 680-5061 or Mike Willey (402) 650-7610
VP for Finance Office	Closed 12/25 through 1/1. Email at lauramann@creighton.edu will be monitored daily.
Accounting Services	Closed 12/25 through 1/1. Email michonbowen@creighton.edu with emergencies. This email will be monitored regularly.
Associate VP Finance (Treasury and Endowment Management)	Closed 12/25 through 1/1. Email for John Jesse (johnjesse@creighton.edu) will be monitored daily.
Budget, Planning & Analysis	Closed 12/25 through 1/1. Email at taramcquire@creighton.edu will be monitored daily.
Business Service Center (BSC)	Closed 12/25 through 1/1. The BSC will monitor the same voice mail daily at 402-280-2920. Will respond to items that need attention before January 2.
Insurance	Closed 12/25 through 1/1. Email for Katie Booton (kbooton@creighton.edu) will be monitored daily.
Strategic Sourcing (Purchasing)	Closed 12/25 through 1/1. Leave a voice message at 402-280-2920, which will be monitored daily. We will only respond to items that need attention before January 2.
Senior VP for Operations	Closed 12/25 through 1/1. Voice mail at (402) 280-2131 will be monitored.
Child Development Center	Closed 12/25 through 1/1.
Human Resources/Payroll	Closed 12/25 through 1/1. Emergency situations, contact Janel Allen (402) 670-8279, Molly Billings (402) 981-7236 or Tom Drzacic (402) 215-5774.
Internal Audit	Closed 12/25 through 1/1.
University Communications and Marketing	Closed 12/25 through 1/1. For emergencies contact: Jim Berscheidt at (402) 490-0416.
Operations Continuous Improvement	Closed 12/25 through 1/1.

NOTE: In situations where voice mail is being monitored by a department, only those items that require attention prior to January 2, 2018 are ensured a response. Non-emergency needs and requests may be deferred until after the holiday break.