

December 21, 2011

As previously announced, most college operations will be closed between December 24th and January 2nd.

Dining

All operations will be closed from December 24th through January 2nd. Refer to the “Winter Break Operating Hours” on the [Dining website](#) for operating hours for the remainder of the break.

Facility Hours

[Athletic Facilities Holiday Hours](#)
[Bowdoin Bookstore/College Store](#)
[Museum of Art](#)

Heating

In an effort to conserve energy, heating controls in most buildings will be set back to an average of 60 degrees. A list of buildings that will remain open and heated for all or a portion of this period is located [here](#).

We do not expect many employees to work during this time period. However, if you must come to your office, please dress accordingly as heating systems will not be adjusted on an individual basis. On January 2nd, we will begin the process of turning the heat back up in order to be ready for normal operation on January 3rd.

Here’s what you can do to help. Please turn off your computer, unplug all appliances, and close any open windows. You don’t need to adjust your thermostats or heating systems. We discourage the use of space heaters. If you do have a space heater, please unplug the heater prior to the closure.

Human Resources

Please refer to the online [Special Days Off guidelines](#) for reporting requirements. We understand that some offices will need to maintain some staff on those days. These Special Days Off are not considered “holidays” and special rules apply.

Payroll

Direct deposit for Support Staff employees and students will post to bank accounts on 12/23. Payroll checks for students not on direct deposit will be sent to Campus Services for delivery on 12/23. Payroll direct deposit for Faculty/Staff will post to bank accounts on 12/29.

OneCard

The OneCard office will have staff available on a limited basis to replace ID cards lost during the closure. For immediate access needs, contact Security at 725-3314. To request a replacement card, email onecard@bowdoin.edu. Requesters should plan to be at the OneCard Office at 5 p.m. that day to pick up the card or make prior arrangements to have the replacement card left at Security's Communications Center. The replacement service will be available on Dec. 26th - 31st and Jan. 2nd. Since a staff member will only come into the office at 5 p.m. upon receiving a request for a replacement card, please make sure to send the message to onecard@bowdoin.edu with enough lead time to make the 5 p.m. deadline.

Mail Center

With the exception of offices that must remain open, all campus services operations – copy center, lettershop and mail center – will be closed during the extended holiday break and will resume normal work schedules on January 3rd. Safety and Security will ONLY accept express packages. Perishables, oversized packages and any chemicals may be refused at the discretion of security personnel. Express items will be processed following the holiday break. If you are expecting an express package over the extended holiday break, you may contact Security at secure@bowdoin.edu and leave your contact information.

Security

Safety and Security will staff the campus 24/7 during this period and can be called in an emergency at 725-3500, or for routine business calls at 725-3314.

Here are some other people you may contact with questions:

Human Resources: Tama Spoerri: 725-3838, tspoerri@bowdoin.edu; Cindy Bessmer: 725-3911, cbessmer@bowdoin.edu

Payroll: Robin Saindon: 725-3584, rsaindon@bowdoin.edu; Lynne Toussaint, 725-3843, ltoussai@bowdoin.edu

Mail: Chris Taylor: 725-3534, ctaylor@bowdoin.edu

Heat: Jeff Tuttle: 725-3071, jtuttle@bowdoin.edu

One Card: Tony Sprague: 725-3530, onecard@bowdoin.edu

Student Emergencies: Dean on Call through Security, 725- 3500

This message will be saved on the [Administrative Services](#) page.