



**OFFICE OF THE VICE CHANCELLOR –  
RESOURCE MANAGEMENT & PLANNING**

December 16, 2008

**ALL ACADEMICS AND STAFF AT UCSD (excluding UCSD Medical Center)**

**SUBJECT:**Resource Management and Planning Holiday Schedule (including Policy and Records Administration)

During the holiday season, UCSD Campus (excluding the hospitals and clinics) will officially be closed December 24, 2008 through January 1, 2009. Closures for Resource Management and Planning (RMP) divisions and operations are as follows:

- AVC Office - Campus Planning – Closed 12/24/08-1/1/09 – in Emergency call (858) 534-3059
- Capital Planning – Closed 12/24/08-1/1/09 – in Emergency call (858) 337-4681
- Community Planning – Closed 12/24/08-1/2/09 – in Emergency call (619) 972-0312
- Financial Analysis Office – Closed 12/24/08-1/1/09 – in Emergency call (858) 349-7799
- Institutional Research – Closed 12/24/08-1/2/09 – in Emergency call (858) 349-1173
- Physical Planning – Closed 12/24/08-1/1/09 – in Emergency call (858) 395-5721
- Planning Data & Systems – Closed 12/24/08-1/1/09 – in Emergency call (858) 534-0692
- Audit & Management Advisory Services – Closed 12/24-26/08 – Open with reduced hours and staffing 12/29-30/08 – Closed 12/31/08-1/1/09 – Open with reduced hours and staffing 1/2/09 – in Emergency call (858) 534-3617
- Campus Budget Office – Closed 12/22/08-1/2/09 – in Emergency call (858) 534-8553
- Facilities Design & Construction – Open
- Policy and Records Administration – Closed 12/24-25/08 – Open weekdays 12/26/08-30/08 – Closed 12/31/08-1/1/09 – Open 1/2/09 – in Emergency call (858) 534-3393
- Real Estate – Open with reduced staffing 12/23/08 – Closed 12/24/08-1/1/09 – Open with reduced staffing 1/2/09 – in Emergency call (858) 534-1488
- Vice Chancellor's Office - Closed 12/24/08-1/2/09 – in Emergency call (858) 344-2145 or (858) 583-9086

Resource Management and Planning staff wish you all a happy and safe holiday season!

Gary C. Matthews  
Vice Chancellor –  
Resource Management and Planning