

## Office of the Chancellor

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**From:** Office of the Chancellor  
**Sent:** Thursday, December 20, 2018 9:22 AM  
**Subject:** Message from Chancellor Jordan

Dear Colleagues,

I regret that the USC System Board meeting was scheduled on the 18th and conflicted with the Faculty/Staff holiday luncheon. It made it impossible for me to join you in celebration of the completion of another academic semester and the end of 2018. Thank you for all you do!

Before the university suspends regular operations, please remember to set “away messages” on your email and office telephones. If anyone in your department plans to take time off before 5:00 pm on Friday, please ensure you have adequate staff coverage until our official closing time.

Wishing you and yours a Happy Holiday!

**Sandra Jordan**  
Chancellor