

## Chico State Enterprises Announcements Tuesday, April 18, 2023

## **Updated Information for CSE Administration**

Based on feedback from the April 5, 2023 Open Forum, and in view of recent new hires and revised staff assignments, Chico State Enterprises (CSE) has updated the department and contact information for members of our administrative team. Effectively immediately, you will find the following on the CSE Home Page:

- A link to an updated staff telephone and email address directory by department.
- A new page <u>"Services, Resources and Contacts"</u> with description of department services and a general department contact.
- As previewed at the Open Forum, a link to our new <u>Policies</u>, <u>Procedures and Forms search tool</u>.

Many thanks to the 170 people who participated in the Open Forum! To be announced shortly is an upcoming workshop on accessing and navigating CSE's financial management system, ONESolution.

## **Manage Email Preferences**

All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.

- If you are no longer an active CSE employee, please notify <u>CSE Human Resources</u> via email.
- If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email <a href="#">CSE Announcements</a> with appropriate instructions.
- CSE Announcements can also be accessed via the <u>CSE News and Information page</u>.