



To: Institutions of Higher Education
From: Suchir Govindarajan, Special Assistant and Policy Analyst
Date: July 12, 2023
Subject: Reminder: Process for Updating Institution Points of Contact

As a reminder, please refer to the following guidance when notifying the Office of the Secretary of Higher (OSHE) of updated / new point of contact information for your institution.

1. **Email any future changes to the contact information for the individuals listed below to OSHE@oshe.nj.gov, Lauren.Banks@oshe.nj.gov, and Suchir.Govindarajan@oshe.nj.gov:**

- Presidents (and president’s office staff);
- Chief Academic Officers;
- Chief Financial Officers;
- General Counsel;
- Chief Student Affairs Officers;
- Chief Diversity Officers;
- Chief Human Resources Officers;
- Vice Presidents for Enrollment Management;
- Government Relations Officers;
- Communications Directors;
- Institutional Research Directors; and
- Financial Aid Directors.

2. Include the new contact’s name, title, email, and phone number.

OSHE will not be monitoring bounce-back emails/automatic replies or website updates for staffing changes. Effective November 23, 2022, any major communications from OSHE will be sent directly to institution Presidents, as well as any staff listed as “assistants” to the President. Emails received from OSHE can be shared internally with the appropriate individuals, at the discretion of each institution. OSHE will include other contacts when deemed necessary for specific topics or requests.

The biweekly OSHE broadcast will also be limited to the individuals listed above.