

# Administrative Services

**ADMINISTRATIVE SERVICES** plays a critical role in ensuring stewardship of the university's financial, physical and human resources. We are engaged in many exciting Initiatives & Activities, including sustainability efforts for our campus and region, the comprehensive Campus Master Plan and enhancing our services. As employees and public stewards we provide support services that impact learning, teaching, and research. We follow our division's common Mission, Vision, Values and Goals in support of the University's Plan for Excellence IV and believe each Administrative Services employee is an essential part of overall campus operations.

## Functional Areas

**AUXILIARY SERVICES** provide direct and indirect services for Fresno State students. The Auxiliary Corporations are nonprofit public benefit entities organized and operating pursuant to California Education Code Section 89900, et seq., for the purpose of assisting California State University, Fresno in the attainment of its educational mission. Visit <http://www.auxiliary.com/> for more information.

**FACILITIES MANAGEMENT** plans, builds, maintains, renovates, and upgrades the critical physical infrastructure and buildings of the campus. The department includes several service areas. Visit <http://www.fresnostate.edu/facilitiesmanagement/> for more information.

- *Facilities Planning* is responsible for designing and building new structures on campus, as well as remodeling and renewing existing spaces.
- *Plant Operations and Grounds* maintain campus facilities and landscaping on a day-to-day basis. They are often the first point-of-contact for any member of the campus community when something needs to be built, modified, or repaired.
- *Utility Management* works to develop and initiate energy-saving programs throughout the campus.

**ENVIRONMENTAL HEALTH AND SAFETY AND RISK MANAGEMENT** are responsible for maintaining campus compliance with Federal, state, and local environmental regulations, as well as protecting the campus community from injury or illness. Visit <http://fresnostate.edu/adminserv/ehsrn/> for more information.

**HUMAN RESOURCES** administers the campus' employment, payroll and benefit services as well as our employee assistance, and workers comp programs. Visit <http://www.fresnostate.edu/hr/> for more information.

**ORGANIZATIONAL EXCELLENCE** improve organizational resilience, capacity and engagement using learning strategies and professional development opportunities designed to support human potential and promote a culture of innovation. Visit <http://www.fresnostate.edu/adminserv/learning/> for more information.

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**PUBLIC SAFETY** is committed to providing a safe and secure environment that fosters collaborative partnerships and trusting relationships. The University Police department is divided into two primary service areas. Visit <http://www.fresnostate.edu/police/> to learn more about their services.

- *Patrol Operations* is dedicated to maintaining a safe, secure campus 24 hours a day, 7 days a week. In addition, Patrol Operations includes numerous community liaison programs to provide additional training and protection to the community.
- *Traffic Operations* manages traffic flow and parking throughout the campus.

**FINANCIAL SERVICES** provides vital infrastructure and support to students, employees, and the campus itself. Students utilize Financial Services to pay for tuition and parking and to manage financial aid. For employees, Financial Services handles, among other things, procurement, travel, and invoice processing. Financial Services also provides students, faculty, and staff with the Bulldog Card. Finally, Financial Services handles all general accounting and maintains the University's financial statements. Visit <http://www.fresnostate.edu/financialservices> to learn more about their services.

For more information regarding Administrative Services, please visit:  
<http://www.fresnostate.edu/adminserv/>