

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 CORPORATIONS 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 the <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.
- *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.
- *Utility Management* works to develop and initiate energy-saving programs 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/> for more information.

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

- *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.

Visit <http://www.fresnostate.edu/police/index.shtml> to learn more about their services.

TECHNOLOGY SERVICES supports the critical hardware, software, and wired and wireless network infrastructures that keep the university running in the 21st century. Technology services provides resources students use, such as Blackboard, the Google Apps system, and the MyFresnoState portal, and assists faculty and staff by maintaining the Zimbra Collaboration suite and PeopleSoft, as well as the technology in classrooms and offices throughout campus. Visit <http://www.fresnostate.edu/technology/> for a complete listing of services provided. Visit <http://www.fresnostate.edu/technology/> to learn more about their services.

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