



## Office of the Vice President for Administration

The Division of Administrative Services plays a critical role in ensuring stewardship of the university's financial, physical and human resources. "Powering the New California" is a driver that shapes how we do our business. 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.

We provide critical functions to the University Community through our operational areas;

- **Auxiliary Corporations**
- **Facilities Management**
- **Financial Services**
- **Human Resources**
- **Office of Budget & Treasury Management**
- **Public Safety**
- **Risk Management and Sustainability (DRMS)**
- **Technology 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 III** and believe each Administrative Services employee is an essential part of overall campus operations.

### Mission

The Division of Administrative Services is a collaborative team that provides essential services to support the university community.

### Vision

Together with the campus community, Administrative Services is a powering the New California as a premier regional engaged university.



## Values

- **Honesty, Integrity, Ethical Behavior** - We act with honesty and integrity in all actions.
- **Leadership, Motivation** - We encourage success and lead by example.
- **Creative Teamwork** - Together we find innovative ways to make it work.
- **Accountability** - We take personal responsibility in the delivery of our services.
- **Efficient Timely Service** - We respond quickly and reliably to meet the needs of others.
- **Fiscal Responsibility** - We manage our resources wisely to meet the goals of the university.
- **Create a Positive Workplace** - We are collegial and encourage an enjoyable workplace that fosters open and regular communication.

## Our Goals

The university's strategic plan, **The Plan for Excellence III** outlines eight main goals. The Division of Administrative Services will work to help meet these goals with its own supporting goals.

- Advance the Plan for Excellence by supporting the needs of the Fresno State campus community.
- Demonstrate innovative business practices that improve service to the university community.
- Maintain institutional fiscal accountability; transparency; and enhance alternate funding sources.
- Support a safe, environmentally responsible campus that promotes sustainability.
- Implement the University's Master Plan.
- Foster an environment that supports diversity, student success and quality campus life.
- Enhance employee programs that encourage recognition, professional development and personal growth.
- Leverage technology to achieve the goals of the university.

More information regarding the Office of the Vice President for Administration may be viewed at the following link:

<http://www.csufresno.edu/adminserv/>