

The title of the report, "Division of Administration and Finance 2023-2024 Annual Report", is centered in a white box. The first part is in dark blue, and the second part is in red.

**Division of
Administration and Finance**
2023-2024 Annual Report



Message from Deborah S. Adishian-Astone, Vice President for Administration and Chief Financial Officer



Dear Fellow Colleagues,

I am pleased to share our 2023-24 Annual Report. Our Division has contributed in so many ways in the work we do every day to support our campus community. I am honored to work alongside each of you and recognize the pride and commitment that is exhibited in how we approach our work.

Please take some time to review the many accomplishments and highlights made possible by you and your fellow colleagues. I know we are already looking ahead to the upcoming academic year, but it is important to reflect on what we were able to accomplish together and in collaboration with other Division colleagues this past year.

I would like to highlight some of the major accomplishments. A joint team from Accounting Services and Procurement led the successful implementation of Procure to Pay (P2P). Our campus was the very first CSU campus to go live with P2P and led the way in developing processes that guided the implementation at other sister campuses. Facilities Management worked tirelessly to maintain our aging buildings and our grounds are getting restored with fences and trenching coming to an end. They started and completed many construction projects and our Building Services team has worked diligently with the Central Utility Plant Replacement (CUPR) developer (BIG) and this project should be completed later this summer. Congratulations to the Public Safety team for their International Association of Campus Law Enforcement Administrators (IACLEA) reaccreditation. Environmental Health and Safety/Risk Management continues to provide resources and training and ongoing support to keep our campus and employees safe. Human Resources supported a large number of recruitments, payroll processes (thank you for processing all of those GSI increases!) and I am so very pleased we were able to reinstate Organizational Development within Human Resources. A big thanks to our amazing President for his continued support by bringing back STAR Day at the Save Mart Center. Our Title IX Office was restructured to the Office of Compliance and Civil Rights and I am grateful to our campus iTeam for their work on the Title IX/DHR campus implementation plan. Auxiliary Services successfully opened three new dining concepts in the Resnick Student Union and has since served over 14,929 burgers and 4,400 milkshakes. The Kennel Bookstore's Immediate Access E-books program continued to grow, saving students 20% to 60% off the traditional price of a new textbook.

Together, we have a lot to be proud of and it wouldn't have been possible without all of you. We have a challenging road ahead with the budget for the next few years, but I know as a Division we will continue to move forward on many important initiatives and projects and we will do everything we can to continue to be efficient and lean. I appreciate and value your dedication, commitment, and collaboration.

With much gratitude,

A handwritten signature in black ink that reads "Debbie". The signature is written in a cursive, flowing style.

Deborah S. Adishian-Astone

Vice President for Administration and Chief Financial Officer

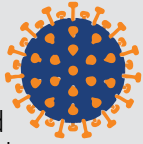


Table of Contents

2023-2024 Division Fast Facts	1
High Five Awards	2
Staff Highlights and Accomplishments	3
Service Awards	5
Accounting Services	7
Auxiliary Services	9
Environmental Health and Safety/Risk Management	11
Facilities Management	13
Human Resources and Payroll	17
Procurement and Support Services	19
Public Safety	21
Title IX and Clery Compliance	23

459

cases of COVID-19 exposures investigated by Environmental Health, Safety and Risk Management



3,926

police calls for service



1,268

safety escorts provided by Public Safety



10.52

tons of metal recycled by University Property and Warehouse



Over 200

Title IX reports responded to



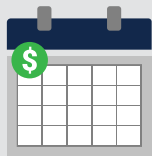
40,021

Fetch mobile orders processed



71,866

payroll checks processed



48,820

vendor payments processed by Accounting Services



80,000

pounds of hazardous waste removed and disposed of by Environmental Health, Safety and Risk Management



2,174

events catered by University Catering



1.4 MILLION

square feet of space cleaned daily by Facilities Management



272,598

pieces of mail processed by Mail Services



\$8.1 MILLION

in textbook cost savings for students through Kennel Bookstore's Immediate Access e-books



5,230

purchase requisitions processed by the procurement team



33,684

packages received by University Warehouse



225

acres of lawn mowed every week by Facilities Management



143

public record requests processed



1,804

Organizational Development workshop attendees



7,559

work orders completed by Facilities Management



11,095

Bulldog ID Cards printed by Accounting Services



14,165

student inquiries responded to by Accounting Services



High Fives

Goes Above and Beyond

Anna Andalon
Gary Barragan
Jessica Bravo-Mendoza (2)
Tiffany Burmeister
Antoinette Castanon (3)
Elaine Champion
Esmeralda Cruz
Marie Cuningham (2)
Ernest Escalante (2)
Louie Galvez
Robert Gomez

Esther Gomez
Alix Gonzales (2)
Celia Gonzalez
Esther Gonzalez
Cynthia Hanks (2)
Julie Irwin
Kelley Kitzmiller
Jeannie Leanos
Victoria Lee (2)
Virginia Nevarez
Eva Owens

Frank Romo
Joseph Ruiz
Kelly Sabroe (2)
Greg Saldate
Casey Schramm
Gina Tamez
Chris Tift
Amador Toscano
Randy Villalobos
Towisha Yancy
Joe Zavala



Department High Fives

Goes Above and Beyond

Accounting Services (3)
Police Dispatch
Traffic Operations

Provides Excellent Customer Service

Facilities Management
Human Resources

Saved My Bacon

Accounting Services
Procurement and Support Services

Models the Principles of Community

Antoinette Castanon
Racheal Freeman

Provides Excellent Customer Services

Brian Alley (2)
Tiffany Burmeister
Eva Carmona
Antoinette Castanon (6)
Lisa Chavez
Andrew Corea
Charlene Cornell
Esmeralda Cruz (2)
Marie Cuningham (2)
Juanita Gonzales
Alix Gonzales
Cynthia Hanks (2)

Melody Hughes
Sukhpreet Kaur
Kelley Kitzmiller
Victoria Lee
Iris Levesque
Ryan Lowry
Rico Lozano
Leiah Reed
Kelly Sabroe
Sue Shaw
Joshua Webster

Saved My Bacon

Brian Alley
Marc Cardenas
Oleg Chern
Nancy Cortez
Paul Johnson
Sukhpreet Kaur
James Lopez
Cheryl Loyko
Rico Lozano
Amy Luna

Eva Owens
Denise Percy
Debra Penner
Casey Schramm
Oscar Solis
Chris Tift
Ted Vetter
Eddie Zenteno



Staff Highlights and Accomplishments

Congratulations to all employees listed below, as well as those we may have missed. We appreciate your commitment to ongoing professional development.

Education

- Dillon Griffith:** completed Facilities 101 Training
- John Hung:** completed Risk Management Practitioner class
- Juan Mendoza:** completed 2023 Law of Design and Construction
- Marylou Mendoza Miller:** completed her Masters in Organizational Psychology Thesis
- David Sawyer:** completed CSU Leadership Academy
- Christy Velasquez:** completed CSU 101 Training

Licenses, Certifications

- Corporal Robert Bergman:** Driver Training Instructor training
- Marc Cardenas:** Qualified Applicators Certificate
- Corporal Charlene Cornell:** updated training for Field Training Officer
- Corporal Michael Couto:** updated training for Field Training Officer
- Officer Joseph Evans III:** Traffic Collision Investigations training and POST Intermediate Certificate
- Mike Frick:** Qualified Applicators Certificate and Pest Control Advisor License
- Fortunato Garcia:** Qualified Applicators Certificate
- Dillon Griffith:** Certified Educational Facilities Professional
- Officer Alma Hernandez:** Traffic Collision Investigations training and POST Advanced Certificate.
- Bruno Junnila:** Niagara 4 (HVAC control) Certification
- Leo Mancinas:** Asbestos Certification
- Sgt. Isaac Martinez:** Advanced Arrest and Control Instructor training and POST Supervisory Certificate.
- Lori Pardi:** Certified Office Ergonomics Evaluator.
- Alfonzo Pasillas:** Backhoe Loader Certificate (Level 1).
- Shane Peal:** Asbestos Certification
- Corporal Carter Pittman:** updated training for Field Training Officer
- Corporal Joseph Pulido:** updated training for Field Training Officer
- Jerry Robertson:** Asbestos Certification
- Sgt. Terry Schneider:** Advanced Arrest and Control Instructor training
- Louie Trujillo:** Backflow Tester
- Randy Villalobos:** Forklift Certification
- Brian Visher:** Fire Inspector I Certification
- Sgt. Todd Williams:** POST Supervisory Certificate
- Ted Woods:** Qualified Applicators Certificate
- Eddie Zenteno:** Qualified Applicators Certificate

Recognitions

- Christy Cee-Sumner** was recognized as a Regional Dispatcher of the Year for our campus.
- Paul Forte** was awarded a Central Valley Trailblazer award from the African American Historical and Cultural Museum.



Service Awards

5 Years

Jose Alcaraz	Facilities Management
Marc Cardenas	Facilities Management
Jorge Casillas	Public Safety
Bill Costa	Public Safety
Mariah Gonzalez	Parking - Traffic Operations
Jaime Horio	EH and S, Risk Management
Cheryl Loyko	Procurement and Support Services
Silvestre Martinez	Public Safety
Jerrlyn Mayberry	Facilities Management
Raymond Sandoval	Facilities Management
Oscar Solis	Facilities Management

10 Years

Joseph Ambrecht	Facilities Management
Elaine Champion	Facilities Management
Rolando Coria	Facilities Management
Joseph Forestiere	Procurement and Support Services
Esperanza Hardwick	Facilities Management
Michael Martinez	Facilities Management
Nestor Munoz Bello	Facilities Management
Shane Peal	Facilities Management
Denise Percy	Procurement and Support Services
Victor Ramos	Facilities Management
Dustin Reeves	Facilities Management
Noe Rodriguez	Facilities Management
Gregory Saldate	Facilities Management
Casey Schramm	Facilities Management
Kevin Taloza	Procurement and Support Services
Jessica Torres	Facilities Management
Ger Vue	Facilities Management
Michael White	Facilities Management

Service Awards

15 Years

Brian Cotham	Procurement and Support Services
Marie Cuningham	Accounting Services
John Gavel	Public Safety
Matthew Gunn	Public Safety
Addison Lee	Public Safety
Michael Nourian	Facilities Management
Joseph Pulido	Public Safety
Pete Serrato	Facilities Management
Cherie Weber	Accounting Services
Terrance Wilson	Accounting Services

20 Years

Tatevos Manucharyan	Public Safety
Paul Soligian	Accounting Services

25 Years

Esther Gonzalez	Office of VP for Administration
Marina Sanchez	Public Safety
Gina Tamez	Accounting Services

35 Years

Debbie Adishian-Astone	Office of VP for Administration
-------------------------------	---------------------------------

Retirees

Juanita Aguilar	Human Resources
Gary Barragan	Facilities Management
Richard Best	Public Safety
Robert Curtis	Facilities Management
Celia Gonzalez	Procurement and Support Services
Ella Hamilton	Facilities Management
Ben Hylton	Accounting Services
Lisa Kao	EH&S/Risk Management
Lora Kutka	Accounting Services
Arthur Nino	Facilities Management
Gabriel Valencia	Facilities Management
James Watson	Public Safety
Lorrie Westcott	Procurement and Support Services

Accounting Services

Accounting Services includes:

- Accounts Payable
- Accounts Receivable
- Bulldog Card and Imaging
- General Accounting and Financial Reporting
- Perkins and Nursing loans
- Student Financial Services



Highlights

- Responded to **14,165** student inquiries
- Processed **34,019** 1098T forms
- Processed **19,778** non financial aid manual refunds totalling \$18,060,725
- Printed **11,095** Bulldog ID Cards
- Reviewed over **970** P2P account overrides
- Issued **5,410** checks
- Transmitted **7,137** EFT/ACH payments
- Generated **2,831** Accounts Receivable invoices
- **31,683** invoices were paid
- Received **162,467** payments totalling \$132,588,203

Accounting Services

Major Department Milestones and Accomplishments

- Accounts Payable and Accounts Receivable increased efficiencies by transitioning to paperless processes for completing billing, payment and pay cycles.
- Accounts Payable moved to a paperless system for Procards, resulting in better auditing capabilities to identify fraudulent and prohibited charges in a more timely manner.
- Accounts Payable, in conjunction with Procurement, implemented CSUBUY Procure-to-Pay (P2P). We were the first campus in the CSU system to implement the program. The team was instrumental in the development of customizations, practices, policies, and testing during this process so that future campus onboarding will have a seamless experience.
- Accounting Services accepted the role of processing changes to Delegations of Authority for P2P, including process development to ensure departmental submissions are streamlined.
- Tuition fee calculation process was streamlined so students are now able to view tuition and charges on their accounts shortly after registering for classes, allowing them more time to budget accordingly.
- In collaboration with multiple departments on campus, we implemented tuition and fee charges for stateside summer semester.
- Accounting Services completed their office remodel.

Department Goals for Upcoming Year

- Evaluate all accounting reconciliations for the further expanded use of the Oracle Reconciliation Tool.
- Implement Mobile Credential for Students (to replace ID cards).
- Complete the remodel of the Cashiering Office.
- Implement eRefund for students to receive refunds more timely.
- Digitize Accounting Services forms.



Auxiliary Services

Auxiliary Services includes:

- Kennel Bookstore
- Student Housing
- University Dining Services
- Auxiliary Human Resources
- Auxiliary Information Technology

In addition, the Association provides administrative support to six University auxiliary organizations including: The Agricultural Foundation of California State University, Fresno; Associated Students, Inc.; California State University, Fresno Association, Inc.; Fresno State Programs for Children, Inc.; the Athletic Corporation; and the Fresno State Foundation.



Highlights

- Processed **35,765** payroll checks
- Processed **29,864** accounts payable checks
- Processed **1,340** new and/or rehired employees
- Processed **40,021** Fetch mobile orders
- **279,686** Resident student meals served in the Dining Hall
- **2,045** Crave Cookies sold in the spring semester (when we began offering them on campus)
- **2,229** Catering events served
- **14,929** Charburgers sold at Habit Burger (since opening on November 13, 2023)
- **4,486** Milkshakes sold at Habit Burger (since opening on November 13, 2023)

Auxiliary Services

Major Department Milestones and Accomplishments

- University Dining Services:
 - successfully opened The Habit Burger Grill, Toss-N-Chop, and Taco Bell in the Lynda and Stewart Resnick Student Union (RSU).
 - launched a Smart Fridge vending program in Student Housing and the Learning Center in the Library to provide freshly made meals and other snack related items.
 - refreshed the Subway dining concept (new signage, paint, paneling, equipment, and menu boards), bringing a fresh updated look to the operation.
- The University Catering kitchen was relocated to the newly finished RSU kitchen facility, allowing Dining Services to better serve the campus community.
- Kennel Bookstore continued to grow the Immediate Access (IA) E-books Program in the academic year with positive results. Immediate Access sales increased to \$3.92 million compared to the previous year's total of \$3.65 million. Student savings for the academic year totaled over \$6.8 million compared to physical books and over \$1.3 million compared to digital books. Students saved anywhere from 20% - 60% off the traditional price of a new textbook.
- Student Housing:
 - residents maintained a GPA of 3.1 (with 74% maintaining a 3.0 GPA or better).
 - completed phase one of the Baker Restroom Modernization project and continued upgrades throughout the halls to enhance the living areas for our students.
- Auxiliary IT started the project to upgrade our JDE World 9.3 system. This included the purchase and configuration of new servers to support JDE E1, and the configuration of a new reporting system that will be used by both systems.

Staff Recognition

- Linda Christian was promoted to Associate Director, Post Award Administration.
- Kelly Maravilla (Foundation Financial Services) was promoted to Grant Analyst II.
- Becky Martinez (Foundation Financial Services) was promoted to Accounting Analyst.

Department Goals for Upcoming Year

- Complete the upgrade of JDE World 9.3 to the latest release of JDE EnterpriseOne (E1).
- Refresh the point-of-sale hardware and system used by Dining Services in Paws-N-Go, Subway, Panda Express, USU Snack Bar, and The Bucket.
- Explore implementing the acceptance of the Bulldog Card at existing Pepsi and canteen vending machines.
- Obtain a SNAP Retailer permit allowing us to accept CalFresh/EBT at authorized campus retail dining locations.
- Upgrade the University Dining Hall service and student dining areas including new flooring and updated lighting.
- Continue to improve the academic success of our residential students by working with the academic advising centers within the different colleges and the tutoring center. This will be evidenced by increasing the average GPA to 3.25 and improving retention rates.
- Continue progress on the Affordable Housing Student Project which will add an additional 228 beds and include family units. Expected opening is Fall 2026.

Environmental Health and Safety/Risk Management

Environmental Health and Safety/ Risk Management includes:

- Environmental Management
- Safety
- Risk Management



Highlights

- Approximately **459** cases of confirmed or suspected COVID-19 exposures investigated
- **108** fume hoods tested
- **45** employees authorized to use respiratory protection (each requires respirator fit test, training and medical clearance)
- Removed and disposed of more than 80,000 lb of hazardous waste
- **1,064** driving authorizations completed
- **1,273** fire extinguishers checked on a monthly basis. 15,276 fire extinguishers checked in the last year/12 months
- **162** eye wash stations checked on a monthly basis. 1,944 eye wash stations checked in the last year/12 months
- **142** safety showers checked on a monthly basis. 1,704 safety showers checked in the last year/12 months
- **59** foreign travel insurance requests processed stateside

Environmental Health and Safety/Risk Management

Major Department Milestones and Accomplishments

- Transitioned leadership and onboarded multiple new staff.
- Developed strategies to handle increased regulatory review and compliance requirements.

Staff Recognition

- John Hung: completed the Risk Management Practitioner class.

Department Goals for Upcoming Year

- Completion of Youth Protection audit.
- Publish guidelines for drone use.
- Develop new and updated programs to keep up with many Cal OSHA changes.



Facilities Management

Facilities Management includes:

- Energy and Utility Management
- Facilities Operations
- Facilities Services
- Planning, Design and Construction
- Service Center and Facilities Information Systems



Highlights

- **7,559** work orders completed
- **60,662** parts ordered for service requests
- **580** leaks repaired
- **2,782** light bulbs replaced
- **1,378** plan sets archived and filed
- **4** new fire hydrants added
- **12** new bottle fill stations installed
- **140** ADA furniture requests completed
- **518** temperature calls addressed

Facilities Management

Major Department Milestones and Accomplishments

- Completed Music building window replacement project.
- Completed the EMBA space at Campus Pointe.
- Completed the Agriculture Commodity Barn.
- Completed the Student Health and Counseling Center Zen Den project.
- Commenced schematic design of the new Concert Hall project.
- The Central Utility Plant Replacement project underground piping was substantially completed as well as the ground restoration. Of 358 trees identified to be removed, 246 trees were successfully protected or saved; 112 trees were removed and 135 young trees were planted in accordance with the Arboretum Committee's Tree Restoration Plan. As a result of the Central Utility Plant Replacement project:
 - Over 9,000 lighting fixtures have been replaced with energy efficient LED fixtures and lamps connected to a lighting control system contributing to an annual energy savings of 4,852,428 kBtu.
 - New Energy Management Systems and HVAC items have been installed and are in final commissioning. This element of work is delivering savings of circa 11,000,000 kBtu's per year.
 - The boiler plant is fully operational with low emission boilers requiring less monitoring by the Air Quality Commission whilst delivering 35,000 MBH of hot water generation.
 - The chiller plant has four chillers operational delivering 4,200 tons of chilled water capacity.
 - The Heat Recovery Chiller, a central feature of the plant, is awaiting final commissioning.
 - The solar array has been fully installed providing 1,500 covered parking bays. This will generate 4.85 MW of DC power (enough to power 800 homes) pending final acceptance from PG&E.

Staff Recognition

- Marc Cardenas: Qualified Applicators Certificate.
- Mike Frick: Pest Control Advisor License and Qualified Applicators Certificate.
- Fortunato Garcia: Qualified Applicators Certificate.
- Dillon Griffith: Certified Educational Facilities Professional and Facilities 101 Training.
- Bruno Junnila: Niagara 4 certification (HVAC control certification).
- Leo Mancinas: Asbestos Certification.
- Juan Mendoza: 2023 Law of Design and Construction.
- Lori Pardi: Certified Office Ergonomics Evaluator.
- Alfonzo Pasillas: Backhoe Loader Certificate (Level 1).
- Shane Peal: Asbestos Certification.
- Jerry Robertson: Asbestos Certification.
- Louie Trujillo: Backflow Tester.
- Christy Velasquez: CSU 101 Training.
- Randy Villalobos: Forklift Certification.
- Brian Visher: Fire Inspector I Certification.
- Ted Woods: Qualified Applicators Certificate.
- Eddie Zenteno: Qualified Applicators Certificate.

Facilities Management

Department Goals for Upcoming Year

- Continue the campus-wide rekeying effort to enhance physical assets.
- Modernize six campus elevators (Agricultural Science, Joyal, Peters Business Building, Kennel Bookstore, University Center, Baker Hall).
- Complete the Conley Art Canopy and Site Improvement, which accommodates ceramic kiln activities and a new fire lane.
- Complete the McLane High-Impact Performance labs, which support a flexible arrangement of stations or multi-mode for a lab environment.
- Complete the East Engineering New Student Center, which includes renovating the existing covered patio and interior lobby into a gallery and student center to create a functional space.





Human Resources and Payroll

Human Resources includes:

- Benefits Health and Wellness
- Labor and Employee Relations
- HRIS Operation/Classification and Compensation
- Organizational Development
- Payroll Services
- Workers Compensation and Ergonomics
- Discrimination, Harassment and Retaliation



Highlights

- **71,866** payroll checks processed
- **11,706** payroll transactions processed into the State Controller's Office database
- **5,249** W-2's distributed
- **613** fee waivers processed
- **426** benefits open enrollment transactions processed
- **100** employees were assisted with their retirement process
- **98.78%** compliance rate with the Affordable Care Act requirements
- **304** leaves (all types) processed
- **80** New Hire Welcome Baskets delivered
- **168** staff and 29 MPP searches conducted
- **28** recruitments advertised via LinkedIn
- **200** staff/manager positions filled
- **168** requests for In Range Progression and salary increases processed
- **29** requests for reclassification and in-class progressions processed
- **162** stipend and bonus requests processed
- **98%** on time reporting for all Fresno State Workers' Compensation claims
- **105%** closing ratio of Workers' Compensation claims
- **61** employees supported through a Workers' Compensation claim
- **154** ergonomic assessments conducted
- **73** employees were provided accommodation support
- **1,804** attendees at various on-campus, virtual, and partner-provided workshops and trainings
- **2** new Principles of Supervision Training Facilitators trained

Human Resources and Payroll

Major Department Milestones and Accomplishments

- **Restructure of Organizational Development into the HR Department:**

In January 2024, we transitioned the Office of Organizational Development to Human Resources to align strategic plan initiatives related to enhancing personal well-being and professional fulfillment for staff and managers. Since February 2024, Organizational Development has hosted an employee mixer highlighting on-campus resources employees can access/benefit from; begun establishing a standard for tracking workshop data in CSU Learn for real-time review and attendance reporting; conducted informal needs assessments; encouraged and improved ease of access to the resources within the CSU Learn system (including the creation of curated playlists on managing stress, burnout and mental health and leadership); and launched a month-long Master your Mental Health in May Challenge Google calendar that could be subscribed to that offered daily actions to make small changes.

- **STAR Day:**

STAR Day (Staff Training and Recognition) returned to the original full-day programming event, filled with opportunities for personal and professional development for our staff, a service award luncheon, VIP exception, and a keynote address focused on prioritizing health to enhance service and interactions in both personal and professional spheres. We welcomed over 800 attendees at the Service Award luncheon and 548 participants in various professional fulfillment and well-being workshops. This was made possible thanks to the funding support from President Jiménez-Sandoval and the support of a campus-wide planning committee and volunteers.

- **Benefits and Wellness Expo:**

We brought back the annual Benefits and Wellness Expo in fall 2023, reconnecting campus with our diverse range of benefits, health and wellness vendors in an in-person setting.

Staff Recognition

- Paul Forte, Jr. received a Central Valley Trailblazer award from the African American Historical and Cultural Museum.
- Marylou Mendoza-Miller completed a Masters in Organizational Psychology thesis titled “The Impact of Trustworthiness on Psychological Safety.”

Department Goals for Upcoming Year

- Establish the Organizational Development Resource Center to serve as a hub to provide resources, support and guidance for staff. The center will provide space for connection and collaboration as well as initiatives to enhance job satisfaction, employee engagement and sense of belongingness.
- Launch the new Manager’s Road Map Training Series, featuring the highly requested Principles of Supervision and new MPP 101 programs, guiding campus supervisors through essential topics like communication, motivation, performance management, and compliance – to equip them with the skills to navigate the CSU and effectively lead their teams success.
- Revitalize the department website to provide employees with meaningful information and resources.
- Convert employee personnel files to an electronic record retention management system.
- Review position descriptions and the step compensation system for applicable staff units.



Procurement and Support Services

Procurement and Support Services includes:

- Procurement
- Mail Services
- Print Services
- Warehouse



Highlights

- **5,230** Purchase Orders processed
- **3,479** Print Services work orders processed
- **272,598** pieces of mail processed by Mail Services
- **33,684** packages received and delivered by the University Warehouse
- **10.52** tons of metal recycled by University Property
- **15.2** tons of E-Waste recycled by University Property
- **4,505,167** pieces printed and also **69,874** sq. ft. of sign material produced by Print Services
- **\$48,504.96** volume discounts to the campus provided by Print Services
- **439,260** promotional pieces processed by Print Services

Procurement and Support Services

Major Department Milestones and Accomplishments

- Successfully implemented CSUBUY Procure to Pay (P2P); the first campus in the CSU system to implement CSUBUY P2P.
- Fresno State's Procurement Benefits, which are cost savings, cost avoidance, and generated revenue in regard to negotiation and contracting, resulted in a total of \$1,703,096
- Successfully bid and awarded the Affordable Student Housing project to Quiring General.
- Participated in the Fresno County Small Business Administration panel on "How to do Business with Fresno State"

Staff Recognition

- David Sawyer completed the CSU Leadership Academy.

Department Goals for Upcoming Year

- Continue to train the campus on CSUBUY P2P.
- Help make enhancements to CSUBUY P2P.
- Print Services: create a promotional products website for ease of product selection, quotes and ordering.
- Provide Public Works training for Procurement and Facilities Management departments.
- Conduct outreach to local contractors to increase the number and competitive contractor bids.



Public Safety

Public Safety includes:

- Police (Patrol Operations)
- Traffic Operations



Highlights

- **3,926** police calls for service
- **974** police reports written
- **1,268** safety escorts provided
- **7,364** doors opened
- **3,275** doors secured
- **175,290** Fax rides recorded
- **1,700** V-Line rides recorded

The Fresno State Police Department is committed to providing a safe and secure environment that fosters collaborative partnerships and trusting relationships. Our 27 sworn officers have full peace officer powers in the State of California. Public Safety is comprised of two operational areas: Patrol Operations (responsible for the department's law enforcement functions) and Traffic Operations (responsible for the department's parking and traffic management functions).

Public Safety

Major Department Milestones and Accomplishments

- Received Re-Accreditation confirmation from the International Association of Campus Law Enforcement Administrators (IACLEA).
- Awarded Gold Standard status from Lexipol for excellence in policy management.
- Safely and efficiently managed false bomb threat to the campus in September 2023.
- Provided law enforcement support to CSU Humboldt during their spring 2024 building occupation and encampment incident.
- Upgraded the Police Vehicle Rugged tablets and replaced the server that supports them.
- Collaborated with Technology Services on the analog phone lines cutover from Avaya to Zoom with relation to Fire Alarms, Intrusion Alarms, and Emergency Phones.
- Collaborated with Facilities Management on improved communications of Fire Alarm Systems and addressing Fire Systems in need of service/repair.
- Coordinated Police Department Fire System installation and building improvements.
- Installed and activated eight ChargePoint EV charging stations.

Staff Recognition

- Detective Francisco Ceballos: selected as new detective in the Investigations Unit
- Christy Cee-Sumner: recognized as Dispatcher of the Year
- Officer Joseph Evans III: completed Traffic Collision Investigations training and was awarded a POST Intermediate Certificate
- Officer Alma Hernandez completed Traffic Collision Investigations training and was awarded a POST Advanced Certificate.
- Sergeant Isaac Martinez completed Advanced Arrest and Control Instructor training and was awarded a POST Supervisory Certificate.
- Jesus Sanchez promoted to Community Service Specialist II.
- Sergeant Terry Schneider completed Advanced Arrest and Control Instructor training.
- Sergeant Todd Williams was awarded POST Supervisory Certificate.
- Updated Field Training Officer training completed by:
 - Corporal Robert Bergman
 - Corporal Michael Couto
 - Corporal Charlene Cornel
 - Corporal Carter Pittman
 - Corporal Joseph Pulido

Department Goals for Upcoming Year

- Conduct protest/encampment Tabletop Exercise for campus administration.
- Implement new Fire/Intrusion Alarm Monitoring System.
- Upgrade Security Camera Video Monitoring System/Software.
- Upgrade 911 System.
- Implement IPS virtual parking permit and enforcement system by January 2025.
- Launch the Alternative Transportation Committee to conform with CSU policy.

Title IX and Clery Compliance

Title IX and Clery Compliance includes:

- Title IX
- Clery Compliance
- Gender equity in athletics



Highlights

- Over **22,000** students completed sexual violence prevention training and education
- Nearly **50** pregnant students were provided assistance with accommodations
- More than **20** Title IX presentations were facilitated for the campus community
- Responded to over **200** reports

The Office of Title IX and Clery Compliance monitors and oversees the overall implementation of Title IX compliance, as well as the Annual Security Report. This includes the coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the campus community regarding Title IX related issues. The office also oversees gender equity in athletics, including training and education programs and responding to concerns. We also coordinate compliance with the Clery Act, to disclose campus security policies and crime statistics.

Title IX and Clery Compliance

Major Department Milestones and Accomplishments

- Title IX and DHR merged to form The Office of Compliance and Civil Rights.
- Worked with Implementation Team to create Implementation Plan detailing steps taken in response to Cozen O'Connor assessment and CA State audit.
- New Office of Compliance and Civil Rights website launched.
- Effectuated new initiatives from Chancellor's Office, including reporting structure, intake and initial assessment, and case documentation.

Staff Recognition

- Maxwell Hill appointed as Deputy Title IX Coordinator.

Goals for Upcoming Year

- Implement the new Title IX regulations and update processes to adhere to new Nondiscrimination Policy.
- Transition Student Violence Prevention Training to CSU Learn.
- On-board new Assistant Vice President for Compliance and Civil Rights.



FRESNO STATE®

Administration and Finance