

AFD SNAPSHOT

The AFD Snapshot provides background on the Administration & Finance Division and its role within the university. The purpose of the document is to establish context for the strategic planning process.

VISION, MISSION & PRINCIPLES

Last revised, August 2007:

Mission:

“As stewards of the University resources, we provide high quality, efficient support and planning services as an integral part of the campus community in support of student learning.”

Vision:

“We strive to reflect the highest professional and ethical standards while demonstrating our principles, promoting individual growth and innovative means of delivering quality service while fostering a sense of community in support of the mission of the University.”

Principles:

Administration and Finance has identified principles that describe who we are collectively. Our challenge is to be sure that we reflect those principles each day in all that we do.

- Integrity
- Commitment
- Empowerment
- Creativity
- Collaboration
- Equity
- Trust
- Respect
- Communication
- Results-oriented

HISTORY

Cal Poly’s history dates back to 1901, when it was established as the California Polytechnic School to provide: “young people of both sexes mental and manual training in the arts and sciences, including agriculture,

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mechanics, engineering, business methods, domestic economy and other branches as will fit the students for non-professional walks of life.”

As the operating arm of the university, there has always been some semblance of the Administration and Finance Division (AFD) at Cal Poly. But the division has evolved significantly over the university’s history.

AFD, which was once called Business Affairs, was established as a planning and service division for Cal Poly. It provided services related to safety, financial and resource management, facilities planning, management and maintenance and logistical support. The division was renamed the Administration and Finance Division in the early 1990s, when Business Affairs and Facilitates Administration merged into one cohesive group.

Over the years, the division has undergone significant changes in its scope and responsibilities. For example, AFD used to operate a fire department on campus, but now contracts fire services out to the City of San Luis Obispo and Cal Fire. A decentralization of capital also marked a significant transformation for the division, when it assumed responsibility for capital funding and contracting – functions that were previously overseen by the CSU Office of the Chancellor. The addition of the Performing Arts Center was also a major milestone for AFD, representing a unique partnership between the university and the City of San Luis Obispo.

Currently, AFD is comprised of nine departments that fulfill major operational roles for the university. AFD is responsible for budgets and capital project planning, maintaining nearly 6 million square feet of space in the university’s 150 major buildings. In addition, AFD oversees the university’s human resources office, the campus police department and the Cal Poly Corporation – the university’s non-profit auxiliary organization.

CUSTOMER SEGMENTS

AFD’s customer base is comprised of two sectors: the Cal Poly campus community and the greater San Luis Obispo community.

The campus community includes approximately 21,000 Cal Poly students and more than 2,700 staff and faculty employees, making it one of the largest workforces in San Luis Obispo County.

The greater San Luis Obispo community includes the areas surrounding Cal Poly. In addition to the City of San Luis Obispo where the university is located, the local area includes Arroyo Grande, Atascadero, Avila Beach, California Valley, Cambria, Cayucos, Cholame, Creston, Edna Valley, Grover Beach, Harmony, Los Osos/Baywood Park, Morro Bay, Nipomo, Oceano, Paso Robles, Pismo Beach, Pozo, Ragged Point, San Miguel, San Simeon, Santa Margarita, Shandon and Templeton.

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KEY FUNCTIONS & SERVICES

Fiscal Services

Fiscal Services is overseen by the university controller and includes payroll services, student accounts, university campus programs, university cashier's office, GAAP reporting, and general accounting, which includes property and accounts receivables.

Budget & Finance

Budget & Finance is responsible for budget planning and daily budget decisions. The department oversees finance dashboard training, development and reconciliation consulting as well as advisement on Cal Poly and CSU business practices and long-range planning.

Public Safety/University Police Department (UPD)

The University Police Department is responsible for developing services, programs and strategies for maintaining a safe learning and living environment at Cal Poly. UPD is currently comprised of two divisions: Patrol and Business Services. It also oversees Parking and Commuter Services, the Department of Emergency Management and Business Continuity Services.

Cal Poly Corporation (CPC)

The Cal Poly Corporation is the non-profit auxiliary organization to Cal Poly, providing self-supporting, innovative and high-quality services to the university. Governed by a board of directors, the corporation is authorized by the university and its president to support various functions including comprehensive commercial services, research support, administrative services and funding resources. As an auxiliary organization, the corporation can retain earnings and put them to work for the university.

Performing Arts Center (PAC)

The Performing Arts Center is a state-of-the-art performance facility located on the Cal Poly campus. Opening in 1996, the Performing Arts Center incorporates two main venues: the Christopher Cohan Center, which includes Sidney Harman Hall, Philips Hall and the multi-purpose Pavilion space; and the Alex & Faye Spanos Theatre.

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Facilities Management & Development (FMD)

FMD provides, maintains and enhances the built environment in support of Cal Poly's academic mission. FMD consists of five departments dedicated to specific campus functions. FMD's Planning and Capital Projects department oversees new construction, renovations and small projects, campus maps, facilities accessibility, and campus and master planning. FMD's Operations department directs building and grounds maintenance, surplus and moving, and transportation and fleet management. FMD Customer and Business Services department administers the FMD Help Center, service requests, Campus Lost & Found, and FMD communications. FMD's Energy, Utilities, and Sustainability department manages all campus energy, utilities and sustainability programs. FMD's Environmental Health & Safety department facilitates employee safety programs and training, environmental compliance and workers' compensation.

Strategic Business Services (SBS)

SBS oversees contracting, purchasing, payment services (formerly known as accounts payable), distribution services, enterprise risk management and real estate. It performs functions that enable Cal Poly to meet traditional and emerging institutional business objectives. SBS delivers strategic support for the university's growing suite of entrepreneurial initiatives including public-private partnerships, off-campus real estate dealings, on-campus commercial and research activity as well as various collaborative/strategic purchasing efforts with public and private partners.

Human Resources (HR)

The Human Resources (HR) Department provides leadership and service in recruiting, developing, motivating and retaining a skilled, productive and diverse workforce. HR is responsible for staff recruitment and employment, benefits, classification, compensation, equity programs, training and development, education fee waivers and employee relations programs.

AFD Network & Technology Services (ANTS)

ANTS provides comprehensive technical support and manages IT systems for AFD departments and staff. It also provides services to the overall university including the alarm services connection for police dispatch, systems and emergency support. In addition, ANTS works closely with Cal Poly's Information Technology Services (ITS) and actively participates in campus technology projects.

LOCATIONS

AFD and its various departments are located on the Cal Poly campus in San Luis Obispo, California.

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ORGANIZATIONAL CHART

AFD Organization Chart

