

**LAMAR UNIVERSITY**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Campus Operations**  
**AREA: General**

**Mission, Roles, and Responsibilities**

**MAPP 02.01.01 (FO)**

**I. POLICY**

- A. Lamar University's (LU) Office of Campus Operations encompasses several departments that provide critical support to University operations. Committed to LU faculty, staff, students, and the broader LU community, Campus Operations seeks to deliver services that are efficient, accessible, inclusive, and distributed across a range of University operations and constituents.
- B. The Office of Campus Operations has oversight of environmental health and safety and risk management for the University; manages administrative matters that include certain non-procurement-related contracts, real estate, and other administrative/operational matters that fall under its purview; coordinates contracts, scheduling, and facilities for select events at designated University venues; fosters sustainable practices on campus; manages Freedom of Information Act (FOIA) requests; manages distribution services (postal, shipping/receiving) for the University; and has oversight of campus parking regulations and maintenance.

**II. PURPOSE AND SCOPE**

- A. This policy defines the mission of the LU Office of Campus Operations, the roles and responsibilities of University administrators who have oversight of this office, and the roles and responsibilities of the departments under Campus Operations.
- B. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations and the Texas Education Code, Title 3.

**III. ROLES AND RESPONSIBILITIES OF UNIVERSITY ADMINISTRATION**

- A. **President.** The University's key decision-maker on campus operations. The LU President sets the agenda for University operations and is responsible for this agenda to the TSUS Board of Regents and State of Texas. The President is also responsible for ensuring that all operational requirements of the TSUS Board and State are met. The President delegates day-to-day management of operations to the Chief Operations Officer.
- B. **Chief Operations Officer (COO).** Head of the University Division in which the Office of Campus Operations is located. The COO reports directly to the LU President and assists the President in setting the operational agenda for the University. The COO ensures that this agenda is

implemented smoothly and efficiently across the University. The COO's decisions are subject to the direction and approval of the President.

- C. **Executive Director of Campus Operations.** Head of the Office of Campus Operations, the Executive Director reports directly to the COO. The Executive Director has oversight of departments within Campus Operations, with all department heads reporting directly to the Executive Director. Subject to the direction and approval of the COO, the Executive Director works with department heads to set realistic operational goals for their departments.

#### IV. ROLES AND RESPONSIBILITIES OF CAMPUS OPERATIONS DEPARTMENTS

- A. **Campus Sustainability.** To develop, implement, and support initiatives that foster a culture of sustainability campus-wide. Through these efforts, to assist the campus community in managing resources sustainably, in ways that address current environmental challenges and enable future generations to benefit from stewardship of the natural world.
- B. **Contract Management (OCM).** To create and maintain administrative controls that assure fiduciary responsibility when executing **non-procurement-related contracts (including revenue and general contracts)** on behalf of the University. OCM is responsible for the planning, development, review, and approval of non-procurement-related contracts prior to a contract being signed by the appropriate delegated authority. OCM also reviews contracts under its purview to determine the necessity of any amendments, renewals, or extensions.
- C. **Distribution Services.** To support the campus by providing efficient distribution services. The University Mail Center is dedicated to the timely processing and delivery of inter-department and intra-campus mail and related services. The Office of Shipping & Receiving receives packages and equipment on behalf of LU's departments and accurately delivers these packages to their intended campus destinations. Shipping & Receiving also provides furniture- and equipment-moving services to University departments.
- D. **Environmental Health & Safety (EHS) and Risk Management.** To develop, implement, and maintain comprehensive risk management programs. These programs address loss control and guidelines in order to reduce property loss, liability, and workers' compensation or risk exposures. EHS and Risk Management aims to:
- a. minimize exposures to financial loss;
  - b. protect physical assets;
  - c. reduce the frequency and severity of accidents;
  - d. provide a reasonably safe environment for employees and the public; and
  - e. minimize interruptions of services provided to the public.

EHS and Risk Management houses the **Office of Emergency Management**, which administers a campus-based comprehensive emergency management program in partnership with LU academic departments, operating units, staff, administration, and neighboring jurisdictions in order to save lives, protect property, and safeguard the LU Community.

E. **Event Management.** To administer the process of reservations and appropriate usage at select campus venues and to support the missions of the Office of the President and the Division of University Advancement by planning and executing sponsored events.

F. **Parking.** To install, maintain, and regulate the University’s parking infrastructure. The Parking Office establishes regulations for University parking, traffic, and related permits; disseminates these regulations and other parking-related information; manages the permitting and citation process; and coordinates parking lot repairs and maintenance. In its actions, the Parking Office abides by Texas laws that govern the use of motor vehicles.

**V. REVIEW AND RESPONSIBILITY**

Responsible Party: Chief Operations Officer

Review: Every three years on or before September 1

**VI. APPROVAL**

Dr. Robert H. Wagner	04/27/2022
Chief Operations Officer	Date
Dr. Jaime R. Taylor	04/27/2022
President	Date

**REVISION LOG**

Revision Number	Date	Description of Changes
1	09/28/2021	Version created.
	11/22/2021	Version approved by President.
2	04/21/2022	Revised to reflect current structure of Campus Operations (current departments & their roles/responsibilities).
	04/27/2022	Version approved by President.

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