



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Campus Operations
AREA: General

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-m 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 TSble for t t t Th

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

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- 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

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