



# Student-Community Liaison Committee

Cal Poly · Cuesta College · City of San Luis Obispo · County of San Luis Obispo

## **Memorandum of Understanding Between California Polytechnic State University Associated Students, Inc. of Cal Polytechnic State University, the Associated Students of Cuesta College, the City of San Luis Obispo, and the County of San Luis Obispo Regarding the Student Community Liaison Committee**

April 14, 2016

This Memorandum of Understanding is entered into between Associated Students, Inc. of California Polytechnic State University, San Luis Obispo (ASI), the Associated Students of Cuesta College (ASCC), the City of San Luis Obispo (City) and the County of San Luis Obispo (County).

### **Background**

The Student Community Liaison Committee (SCLC) was formed in the spring of 1987 to address issues regarding the community and Cal Poly students. It was envisioned that the chair should be the Cal Poly student body president to demonstrate parity between students and city officials. In 1988 SCLC was expanded to include representation from Cuesta College. Thanks to the support from a number of areas (City Departments, Chamber of Commerce, Residents for Quality Neighborhoods and other Cal Poly organizations), SCLC was acknowledged as a key link in communication between students and the City & County of San Luis Obispo.

### **Term**

The term of this Memorandum of Understanding shall be from January 1 through December 31, and will be automatically renewed annually for the period of January 1 through December 31 unless written notice of either party is given requesting termination.

### **Purpose**

The purpose of this Memorandum of Understanding is to define the relationship between Associated Students, Inc., the Associated Students of Cuesta College, the City of San Luis Obispo and the County of San Luis Obispo as represented by the SCLC.

### *Mission:*

The mission of the SCLC is to serve as a mechanism for communication between Cal Poly State University, Cuesta College, the City and County of San Luis Obispo and community

organizations, and to proactively engage in discussions and actions to promote positive relations, mutual respect and improved quality of life for all citizens of San Luis Obispo.

*Representation:*

Voting members shall include representatives from Cal Poly, Cuesta College, City of San Luis Obispo, San Luis Obispo County, and Residents for Quality Neighborhoods.

The Chair shall be the Cal Poly ASI President.

The Vice Chair shall be the Cuesta College ASCC President.

SCLC shall:

- Educate student and non-student residents in the community about cooperative methods to improve neighborhood relations.
- Promote the positive aspects of campus and community co-existence and interaction.
- Encourage increased participation, collaboration and involvement in activities on campus and in the community.
- Serve as a public forum on student/community related issues.
- Advise City government bodies or other community organizations on City issues through consultative review.
- Explore and implement solutions to pertinent problems.

ASI shall:

- Provide chairperson for SCLC, in the form of the elected ASI President, and an additional student-at-large.
- Provide the following additional voting representatives: ASI Executive Director and ASI Student Government Executive Cabinet Secretary of Community Relations.
- Coordinate monthly meeting schedule for the SCLC, plus appropriate workshops, subcommittee meetings, etc. as necessary.
- Provide basic administrative support for meeting minutes, handouts, and other committee documents.
- Coordinate annual workshops in support of SCLC mission including goal setting.
- Participate in education of community about improving student/community relations.

ASCC shall:

- Provide the vice chair for SCLC, in the form of the elected ASCC President, and an additional student-at-large.
- Provide the following additional voting representatives: ASCC Advisor and Vice President of Student Services,
- Work with, and support the functions of, the SCLC Chair in coordinating meetings, subcommittees, and annual workshops, such as transition, as needed.
- Participate in education of community about improving student/community relations.

City of San Luis Obispo shall:

- Provide meeting space for monthly meetings at City Hall.
- Provide two City Council representatives, including the mayor and, by rotation, a councilmember.
- Provide the following additional voting representatives: City Manager, Police Chief and Neighborhood Outreach Manager.
- Participate in education of community about improving student/community relations.

County of San Luis Obispo shall:

- Provide at least one Supervisor, or representative from his/her office, whose district includes the City of San Luis Obispo
- Provide other County staff as available through the office of the participating Supervisor
- Participate in education of community about improving student/community relations.

### Annual Budget

In order to carry out the mission of SCLC and its endeavors, each representative shall contribute to the SCLC budget, to be administered by Cal Poly ASI. The budget shall be used for but not limited to: SCLC marketing materials, annual events and meeting supplies. Budget funds not used in one fiscal year will rollover to the next fiscal year.

California Polytechnic University - \$500

California Polytechnic State University

Associated Students, Inc. - In Kind

Cal Poly, Administrative support

Cuesta College

Cuesta College, Associated Students  
Cuesta College

City of San Luis Obispo - \$500

City Council/Mayor, City Administrator,  
San Luis Police Department

County of San Luis Obispo - \$500

Two members of the Board of  
Supervisors

In witness whereof, this Memorandum of Understanding has been executed by the parties hereto as of the date first above written.

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Owen Schwaegerle  
President  
Associates Students, Inc.  
California Polytechnic State University  
San Luis Obispo, CA

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Marcy Maloney  
ASI Executive Director  
Associates Students, Inc.  
California Polytechnic State University  
San Luis Obispo, CA

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Daniel Cadwell  
President  
Associated Students of Cuesta College  
San Luis Obispo, CA

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Dr. Sandee McLaughlin  
Vice President of Student Services  
Associated Students of Cuesta College  
San Luis Obispo, CA

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Kathleen McMahon  
Dean of Students  
California Polytechnic State University  
San Luis Obispo

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Jan Marx  
Mayor  
City of San Luis Obispo  
San Luis Obispo

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Katie Lichtig  
City Manager  
City of San Luis Obispo

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Debbie Arnold  
County of San Luis Obispo  
San Luis Obispo, CA



# Student-Community Liaison Committee

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## SCLC Organizational Structure

### **Mission Statement:**

The mission of the Student Community Liaison Committee (SCLC) is to serve as a mechanism for communication among Cal Poly State University, Cuesta College, City and County of San Luis Obispo, and community organizations and to proactively engage in discussions and actions to promote positive relations, mutual respect, and improved quality of life for all citizens of San Luis Obispo.

### **I. Objectives:**

In order to achieve our mission, SCLC will:

- Educate student and non-student residents in the community about cooperative methods to improve neighborhood relations.
- Promote the positive aspects of campus and community co-existence and interaction.
- Encourage increased participation, collaboration, and involvement in activities on campus and in the community.
- Serve as a public forum on student/community related issues.
- Advise city government bodies or other community organizations on city issues through consultative review.
- Explore and implement solutions to pertinent problems.

### **II. Membership**

#### **A. Voting Members\***

##### *1. Cal Poly*

- a) ASI President
- b) Student-at-Large ( Secretary of Community Relations appointed by ASI President
- c) Dean of Students
- d) ASI Executive Director

##### *2. Cuesta:*

- a) ASCC President
- b) Vice President of Student Services
- c) Student-at-Large, appointed by ASCC
- d) ASCC Advisor

##### *3. City of San Luis Obispo*

- a) Mayor

- b) Police Chief
- c) City Manager
- d) City Neighborhood Services Manager

4. *Community:*

- a) SLO Solutions/Creative Mediations
- b) Non-student Community member-at-large (nominated and voted on by voting members)
- c) Geographic neighborhoods association representative
- d) Residents for Quality Neighborhoods Representative
- e) Greek Student Representative (either IFC or Panhellenic President)

5. *San Luis Obispo County:*

- a) Board of Supervisors Representative

**B. Non-Voting Members\***

- 1. Cal Poly Off Campus Coordinator
- 2. University Chief of Police
- 3. City Council Representatives
- 4. Other Cuesta College Designees
- 5. Director of Community Development/Building Official
- 6. County Drug & Alcohol Services
- 7. Cal Poly Director of Student Rights and Responsibilities
- 8. Cal Poly Orientation Programs Staff Representative

All voting members will be at the table with name cards provided. No proxy allowed for voting members.

**III. Officers**

**A. Chair**

- 1. Shall be the President of ASI at Cal Poly
- 2. Shall run the SCLC meetings and work with subcommittee chairs
- 3. Shall provide an agenda and minutes for each meeting
- 4. Appoint subcommittee chairs in conjunction with the Chair
- 5. Silent roll call will be taken at each meeting

**B. Vice Chair**

- 1. Shall be the President of ASCC
- 2. Assume Responsibility for Chair in his/her absence

**IV. Meetings**

- A. Shall be held the third Thursday of each month annually, unless otherwise noted in annual calendar or at the discretion of the Chair.

**V. Sub Committees**

- A. Marketing & Outreach
- B. Ad Hoc Committees created annually dependent on relevant action items.

## **VI. Sub-Committee Chairs**

### **A. Qualifications**

1. Must be a student at Cuesta College or Cal Poly

### **B. Duties**

1. Shall convene sub-committee meetings as needed
2. Shall execute duties of sub-committee as outlined in Section IV

## **VII. Sub-Committee Membership**

### **A. Selection**

1. Shall be appointed by SCLC Chair and Vice Chair in consultation with the committee.

## **VIII. Reports and Agenda Format**

- A.** One minute brief report from each voting member of the committee
- B.** Updates from Ad hoc Committee and Marketing and Outreach Committee

Approved by SCLC on March 10, 2016