



Student-Community Liaison Committee

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

Volunteer Titles for Community Members-at-Large

Community Member-at-Large Representative

Geographic Neighborhoods Association Representative

Background:

The Student Community Liaison Committee (SCLC) was formed in the spring of 1987 to serve as a mechanism of communication among Cal Poly, the City of San Luis Obispo, the County of San Luis Obispo, and the San Luis Obispo community, to develop and strengthen University and Community (town gown) relationships 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 several 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.

Purpose:

SCLC is to serve as a mechanism for communication between Cal Poly, Cuesta College, the City of San Luis Obispo, the County of San Luis Obispo, and community organizations within San Luis Obispo. SCLC will serve to proactively engage in discussions and actions to promote positive relations, mutual respect, and improved quality of life for all members of the San Luis Obispo community.

Qualifications:

Must be a non-student resident of the City of San Luis Obispo

- i. At least one (1) and no more than five (5) voting community members-at-large selected from the following:
 1. A recognized City of San Luis Obispo Geographic Neighborhood Association/Group and/or
 2. A City of San Luis Obispo community member with an expressed interest, demonstrated impact, or in immediate proximity to either Cal Poly University or Cuesta College.
- ii. These members shall participate in education of community for strengthening student/community relations and the work and goals of SCLC in the SLO community.

Duties:

- Meetings: Shall be held monthly at a set and recurring time, except for December, June, and July, unless otherwise noted in the annual calendar or at the discretion of the chair. Provide an oral monthly report on community happenings.
- Serve as a representative on community related issues.
- Encourage dialogue between community members, Cuesta College, and Cal Poly.
- Bring forth ideas and projects aimed at enhancing community/student relations.
- Members shall participate in education of community for strengthening student/community relations and the work and goals of SCLC in the SLO community.

Approved by the SCLC on February 15, 2024



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Statement of Interest

Community Member-at-Large (or) Geographic Neighborhoods Association Representative

Name: _____

Email: _____

Phone Number: _____

Are you able to attend the scheduled meetings of the SCLC as noted in the annual calendar.”
[Student Community Liaison Committee Calendar](#)

Community Member-at-Large Representative

Geographic Neighborhoods Association Representative

Please respond to why you want to serve on the Student Community Liaison Committee below. A letter of reference is optional.

Please email your finished Statement of Interest to asistudentgovernment@calpoly.edu

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Memorandum of Understanding Between

California Polytechnic State University (Cal Poly),

Associated Students, Inc. of California Polytechnic State University at San Luis Obispo (ASI), the Associated Students of Cuesta College (ASCC), the City of San Luis Obispo, and the County of San Luis Obispo

Regarding the Student-Community Liaison Committee

2023-24

This Memorandum of Understanding is entered into between Cal Poly, the Associated Students, Inc. of California Polytechnic State University at 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 serve as a mechanism of communication among Cal Poly, the City of San Luis Obispo, the County of San Luis Obispo, and the San Luis Obispo community, to develop and strengthen town gown relationships 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 several 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:

This Agreement is effective on October 19, 2023, and will automatically renew each year successively unless terminated by either party upon written notice prior to the expiration of the then current renewal term. The agreement will be distributed prior to the first meeting of the new academic year and subsequently reviewed for changes annually at the first SCLC meeting of the academic year.

Purpose:

The purpose of this Memorandum of Understanding is to outline the structure of SCLC and responsibilities of all parties represented within the SCLC.

SCLC is to serve as a mechanism for communication between Cal Poly, Cuesta College, the City of San Luis Obispo, the County of San Luis Obispo, and community organizations within San Luis Obispo. SCLC will serve to proactively engage in discussions and actions to promote positive relations, mutual respect, and improved quality of life for all members of the San Luis Obispo community.

Objective of the SCLC:

In order to achieve our purpose, SCLC will:

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- 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.
- Share information about the campuses and community to strengthen relationships and enhance quality of life for all residents of San Luis Obispo.
- Problem solving through collaborative exploration and implementation of meaningful solutions to pertinent issues.

Open Meeting Act Adherence:

As a group comprising a variety of elected officials, the SCLC is committed to adhering to the Brown Act, also known as the Brown Open Meeting Act. Under the Brown Act, the SCLC will conduct its meetings openly, providing advance notice to the public, allowing public attendance, and enabling public comment on relevant matters. The group will also maintain accurate records of meetings. By following the Brown Act, the SCLC upholds the principles of transparency and public participation, fostering trust and accountability within the community it serves.

Parliamentarian Procedure

Formal parliamentary procedure is not required for the conduct of meetings, and the chair has the discretion to determine the appropriate level of formality for each meeting.

Voice Votes

Voice votes shall be required for the following matters:

- a) Approval of SCLC Meeting Minutes
- b) Approval of the SCLC MOU (Memorandum of Understanding)
- c) Appointment or removal of members
- d) Budget allocations

The chair shall ensure that roll call votes are conducted in an orderly manner, and the results shall be recorded in the minutes of the meeting.

Meetings:

Shall be held monthly at a set and recurring time, with the exception of December, June and July, unless otherwise noted in the annual calendar or at the discretion of the chair.

Attendance

Member absences.

If a properly notified voting member of the committee fails, for any reason, to attend or be represented by a recognized proxy at four or more regularly scheduled meetings within the annual term of the committee, they are automatically to be considered for replacement by the members of the committee. The member shall be notified after the third missed meeting.

Resignation

In the event a member finds it necessary to resign from the committee, a letter of resignation stating the effective date of resignation shall be requested.

Agenda Format:

- Call to order
- Approval of minutes
- Open Forum
- Reports:
 - Chair/Vice Chair
 - San Luis Obispo City Manager
 - Neighborhood Wellness Civility Report
 - Residents for Quality Neighborhoods
 - Community Representative Reports
- Old Business
- New Business
- Voting Member Reports (1 minute)
- Announcements
- Adjournment

SCLC Officers:

Chair

- Shall be the current ASI President
- Shall facilitate SCLC meetings.
- Shall provide an agenda and minutes for each meeting.
- Appoint subcommittee chairs.

Vice Chair

- Shall be the current ASCC President
- Assume responsibility for chair in their absence.

Membership:

Voting members shall include representatives from Cal Poly, ASI, Cuesta College, the City of San Luis Obispo, the County of San Luis Obispo County, and designated representatives for the San Luis Obispo community.

*All voting members may designate proxy except for the chair and vice chair positions.

Cal Poly

- Dean of Students
- Interfraternity Council representative
- Panhellenic Council representative
- United Sorority and Fraternity Council representative

ASI

- Associated Students, Inc. (ASI) President
- Student-at-Large (appointed by ASI President)
- ASI Executive Director

Cuesta College

- ASCC President
- Dean, Student Success and Support Programs/South County Center
- Student-at-Large, appointed by ASCC
- ASCC Advisor

City of San Luis Obispo

- Mayor
- City Manager
- Police Chief
- Police Public Affairs Manager

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County of San Luis Obispo

- Board of Supervisors representative

Community

- Community members-at-large
- Geographic Neighborhoods Association/Group representatives
- Residents for Quality Neighborhoods representative

Community Partners

- SLO Solutions/Creative Mediation representative

Representatives Role within the SCLC:

Cal Poly shall:

- Provide the following voting representatives: Dean of Students, or designee, (1) Interfraternity Council representative, (1) Panhellenic Council representative, (1) United Sorority and Fraternity Council representative.
- Participate in education of community for improving student/community relations.

ASI shall:

- Provide chairperson for the SCLC, in the form of the elected ASI President.
- Provide the following voting representatives: (1) Student-at-Large, ASI Executive Director, or designee.
- Coordinate meeting schedule for the SCLC, including subcommittee meetings, socials, etc. as necessary.
- Coordinate annual goal setting workshop in support of the SCLC purpose.
- Provide basic administrative support for meeting minutes, handouts, and other committee documents.

Cuesta College/ASCC shall:

- Provide the vice chair for the SCLC, in the form of the elected ASCC President.
- Provide the following voting representatives: (1) Student-at-large, ASCC Advisor, and the Vice President of Student Services, or designee.
- Support the functions of the SCLC Chair in coordinating meetings, subcommittees, and annual workshops, such as transition, as needed.
- Participate in education of community for strengthening student/community relations.

City of San Luis Obispo shall:

- Provide meeting space for monthly meetings.
- Provide the following voting representatives: San Luis Obispo Mayor, San Luis Obispo City Manager, San Luis Obispo Police Chief, and San Luis Obispo Police Public Affairs Manager, or designee.
- Provide the following non-voting representatives: One City Council representative, or designee.
- Participate in education of community for strengthening student/community relations.

County of San Luis Obispo shall:

- Provide the following voting representatives: (1) San Luis Obispo County Supervisor, or designee, whose district includes the City of San Luis Obispo.
- Provide other non-voting San Luis Obispo County support staff as available through the office of the participating Supervisor.
- Participate in education of community for strengthening student/community relations.

San Luis Obispo Residents for Quality Neighborhoods shall:

- Provide (1) voting representative from Residents for Quality Neighborhoods, or designee to serve on SCLC.
- Participate in education of community for strengthening student/community relations.

Community Partners shall:

- SLO Solutions/Creative Mediation shall provide (1) voting representative, or designee to serve on the SCLC.
- Provide input, guidance, and awareness of important resources for managing and mitigating community conflict around issues that immerge between student/community relationships.

SCLC shall nominate and appoint (by a majority vote):

- At least one (1) and no more than five (5) voting community members-at-large selected from the following:
 - A recognized City of San Luis Obispo Geographic Neighborhood Association/Group and/or.
 - A City of San Luis Obispo community member with an expressed interest, demonstrated impact, or in immediate proximity to either Cal Poly University or Cuesta College.
- These members shall participate in education of community for strengthening student/community relations and the work and goals of SCLC in the SLO community.

Annual Budget:

In order to carry out the mission of the SCLC, funding from the following representatives is provided on an annual basis. ASI will send invoices to each representative following the approval of the MOU. Funds collected will be held by ASI. All funding appropriation decisions require approval by the SCLC. Funds are intended, but not limited to support SCLC marketing materials, annual events, grants for projects that promote community wellbeing, and meeting supplies. Budget funds not used in a fiscal year will rollover to the next fiscal year.

Representative**Amount:**

Cal Poly	\$500
ASI	In-Kind (administrative support)
Cuesta College/ASCC	\$500
City of San Luis Obispo (City Council/Mayor, City Administrator, San Luis Obispo Police Department)	\$500
County of San Luis Obispo (Two members of the Board of Supervisors)	\$500

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

Sam Andrews
ASI President
Associated Students, Inc.
California Polytechnic State University
San Luis Obispo, CA

Michelle Crawford
ASI Executive Director
Associated Students, Inc.
California Polytechnic State University
San Luis Obispo, CA

Zach Stever
ASCC President
Associated Students of Cuesta College
San Luis Obispo, CA

Dr. Maria T. Escobedo, Dean
Student Success and Support
Programs/South County Center
Associated Students of Cuesta College
San Luis Obispo, CA

Dr. Joy Pedersen
Dean of Students
California Polytechnic State University
San Luis Obispo, CA

Erica A. Stewart
Mayor
San Luis Obispo, CA

Derek Johnson
City Manager
San Luis Obispo, CA

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