

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

### **THE UNITED STATES DEPARTMENT OF LABOR (DOL) AND THE HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)**

#### **I. PARTIES AND PURPOSE**

The parties to this Memorandum of Understanding (hereinafter referred to as Memorandum) are the United States Department of Labor (hereinafter referred to as the Department) and the Hispanic Association of Colleges and Universities (hereinafter referred to as HACU).

The purpose of this Memorandum is to formalize a cooperative relationship between the Department and HACU that will lead to increased participation of Hispanic Americans in Department-sponsored programs and opportunities. Through this relationship, we intend to expand and strengthen the role of the Hispanic American community in support of the Department's mission, by, among other things, promoting careers and professional attainment for students attending Hispanic Serving Institutions (hereinafter referred to as HSIs) as well as Hispanic professionals at all career levels within the Federal Government; increasing opportunities at the Department for students attending HSIs; enhancing the education, research, and outreach capacity of HSIs; and supporting HACU's efforts to provide students at HSIs with a competitive level of education, training and career opportunities.

Established in 1986, HACU is the only national educational association that represents HSIs. Today, HACU represents nearly 450 HSIs across the country. Although member institutions represent less than 10 percent of all higher education institutions nationwide, together the HACU member institutions are home to more than two-thirds of all Hispanic college students.

#### **II. OBJECTIVES**

The objective of this relationship is to develop initiatives and cooperative partnerships that increase the participation of HACU member organizations in Department-sponsored areas of research, technical assistance, recruitment and outreach, as well as enforcement and service delivery.

In addition, the Department will work with HACU to strengthen the educational, research, job and career training opportunities for students attending HSIs. In accordance with the stated purpose of this Memorandum and subject to availability of funds, the Department, as permitted by law, will provide HACU and HSIs resource and partnership opportunities in the following areas:

##### **Contracts and Grants**

- Provide information and available technical assistance for the potential bids and applications in response to appropriate contract and/or grant opportunities.

##### **Faculty/Staff**

- Encourage the Department's staff to seek professional enrichment opportunities, such as becoming an adjunct or short-term faculty or executives on a temporary basis, at HACU member institutions and vice-versa for faculty members of HACU member institutions for positions at the Department.

- Share available information about the Department's Federal Advisory Committee Act (FACA) committees and councils, including membership vacancies and meeting schedules.

### **Student Internships and Related Employment Opportunities**

- Disseminate information about employment opportunities among students, graduates and faculty from HACU members as well as other institutions of higher learning.
- Collaborate with HACU members to develop and sponsor special programs, forums and workshops with a focus on workforce development.
- Make greater use of technology to support the general development of curricula, training programs, research, and outreach in areas of workforce development at HACU member institutions.
- Participate in HACU's National Internship Program (HNIP) by providing internship, fellowship, and cooperative educational opportunities to students attending HACU member institutions.

### **Public Access to Employment Information, Job Training and Apprenticeship Programs**

- Provide information about how to access and participate in the Department's programs and employment development activities.
- Create and execute projects such as forums and workshops directed at increasing training and career opportunities in the Department for students and educators of HACU member institutions.
- Use new technologies, such as webinars, to disseminate information on employment, training, grant opportunities for the new jobs and careers of the future.

### **HACU will undertake activities including but not limited to the following areas:**

#### **Information Dissemination**

- Provide member institutions with information on employment, training, and grants opportunities with the Department to maximize greater access among Hispanics in its programs.
- Foster the growth and development of relationships between the Department and HACU member institutions that offer major degree programs that meet requirements of the Department's major occupational careers.

#### **Program Development**

- Assist member institutions to develop and implement degree programs to prepare students for careers important to the economy, as identified by the Department. Through cooperative arrangements with other institutions, also work to increase the offerings of broader and more advanced training opportunities.
- Collaborate with the Department on projects, forums and workshops to increase employment and training opportunities for student and faculty of HACU member institutions.

#### **Recruitment**

- Provide opportunities for the Department's recruitment coordinators to attend and present workshops at local and national events.
- Identify participation opportunities for the HACU Annual Conference.

**Facilities**

- Provide facilities, resources and services for hosting occupational and training programs.

**III. AUTHORITIES**

The authorities for entering into this Memorandum are:

- Executive Order 13562: Recruiting and Hiring Students and Recent Graduates
- Executive Order 13555: To Renew and Enhance the White House Initiative on Educational Excellence for Hispanics dated October 19, 2010 (superseding Executive Order 12900, Educational Excellence for Hispanic Americans dated February 22, 1994).
- Executive Order 13230: President's Advisory Commission on Educational Excellence for Hispanic Americans dated October 17, 2001.
- Executive Order 13171: Hispanic Employment in the Federal Government dated October 16, 2000.
- Executive Order 12928: Promoting Procurement with Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals, Historically Black Colleges and Universities, and Minority Institutions dated September 16, 1994.
- Civil Rights Act of 1964 § 717 as codified in 42 U.S.C. § 2000e-16. Employment by Federal Government.
- 5 U.S.C. §§ 301 and 3101. Departmental regulations and § 3101. General Authority to employ.
- 29 U.S.C. § 551 et seq. An Act to create a Department of Labor.

**IV. POINTS OF CONTACT**

The Department and HACU will designate key people within their respective organizations to implement the Memorandum. The points of contacts will direct and coordinate partnership activities to ensure that mutual benefits and interests are served. The respective offices responsible for spearheading the implementation are:

U.S. Department of Labor

Office of the Assistant Secretary for Administration and Management (OASAM)  
Human Resources Center, Office of Human Resources Policy and Accountability  
200 Constitution Avenue, NW, N5464  
Washington, DC 20210

Hispanic Association of Colleges and Universities (HACU)

Office of Government Relations  
Washington D.C. Office  
One DuPont Circle N.W. Suite 430  
Washington, D.C. 20036

**V. EFFECTIVE DATE**

This MOU becomes effective on the date of the last signature and will remain in effect for a period not to exceed three years from the date of execution. Either party upon 60 days notice to the other may terminate the MOU at any time. The MOU may be amended as needed at any time by mutual written agreement.

## VI. TERMS AND CONDITIONS

Nothing in this Memorandum obligates either party to expend appropriations or to enter into any contract, assistance agreement, inter-agency agreement, or incur other financial obligations, except as agreed to by the parties to this Memorandum in separate written agreements to the extent permitted by law. All commitments that the Department makes under this Memorandum are subject to the availability of appropriated funds. This Memorandum does not create any exemptions from federal policies and/or regulations relating to public involvement, employment, and competition for grants and contracts.

This Memorandum is not intended to be legally binding, and is not intended to confer any rights upon any private person or third party. Furthermore, nothing contained herein shall be construed as implying the creation of an employer-employee relationship, or establishing any entitlement to federal employee benefits. The use of the official seal, emblem (logo) or name of the Department by HACU shall be allowed only with the prior written permission of the Department pursuant to collaborative efforts specified herein.

Nothing in this agreement shall be interpreted as limiting, superseding or otherwise affecting either party's normal operations or decisions in carrying out its statutory or regulatory duties. This agreement does not limit or restrict the parties from participating in similar activities or arrangements with other entities.

This agreement does not itself authorize the expenditure or reimbursement of any funds. Nothing in this agreement obligates the parties to expend appropriations or enter into any contract or other obligations.

This agreement will be executed in full compliance with the Privacy Act of 1974.

## VII. SIGNATURES

UNITED STATES DEPARTMENT OF LABOR

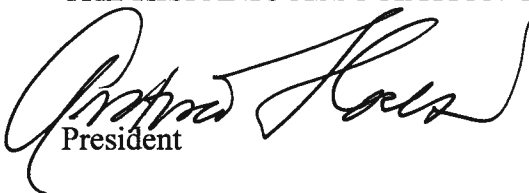
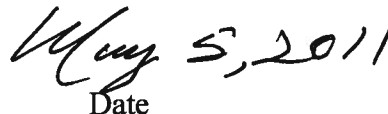


Secretary of Labor



Date

THE HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES

  
President  
Date