Terms of Agreement and Operating Guidelines
Between
Central Washington University
and
Edmonds Community College

The following Terms of Agreement and operating guidelines are in support of Central Washington University's collocation on the Edmonds Community College. This agreement establishes a full partnership for joint occupancy of a new building by the two institutions. It addresses building operation, space sharing and program articulation.

PHYSICAL FACILITIES

Building Occupancy by CWU and EdCC
Central Washington University ("CWU"), Edmonds Community College ("EdCC") shall have access to both its dedicated spaces and shared spaces in perpetuity. Edmonds Community College ("EdCC") shall provide the land for the joint use building.

Building site, design and construction
Any building(s) constructed for CWU and EdCC shall be on a site agreed to by EdCC and State Board for Community and Technical Colleges (SBCTC). Exterior design of the building shall comply with the Edmonds campus master plan and shall be reviewed and jointly approved by EdCC and SBCTC. Design and construction shall be supervised by CWU in full coordination with EdCC. The policies of EdCC and the City of Lynnwood with respect to contractors and construction shall be followed.

Vehicle Parking
CWU staff and students will follow the same parking facilities rules, regulations and costs as their counterparts at EdCC. EdCC will maintain the parking facilities. The amount of dedicated adjacent parking for CWU faculty and staff will be determined jointly based on demand. Fees paid by CWU students and staff for parking will be used to maintain parking lots and provide security service. As the administrative Services Building for CWU, faculty and staff parking will be designated in similar proportion to faculty and staff parking in the vicinity of EdCC Administrative building(s).

Building Maintenance
Edmonds Community College will include maintenance costs for the entire building in the building maintenance section of its operating budget for the campus. As Edmonds Community College is expected to be funded for building maintenance in accordance with formulas developed by OFM, CWU will not be obligated to pay additional amounts for such maintenance unless the State Legislature changes the methods of allocating maintenance funds. Any future reductions in service as a result of required budget cuts will be proportionate to service reductions to all Edmonds Community College buildings. CWU and EdCC will jointly develop guidelines for those services identified as "maintenance" and those that would be considered programmatic needs or building improvements. CWU shall pay EdCC for programmatic and building improvements performed by EdCC personnel at prevailing rates for those services.

Building and Grounds Utilities
The community college will include the joint use building in its space inventory and in its operating budget for electricity, gas, water, sewer and ground water disposal. As Edmonds Community College is expected to be funded for building maintenance in accordance with formulas developed by OFM, CWU will not be obligated to pay additional amounts for such maintenance unless the State Legislature changes the
methods of allocating maintenance funds. Any future reductions in service as a result of required budget cuts will be proportionate to service reductions to all Edmonds Community College buildings.

Telephone Service
For billing clarity, telephone charges for CWU will be linked to a calling station number with calling station numbers being unique for each individual employed. Telephone services will be provided through EdCC’s telephone system. CWU shall pay all fees associated with dial tone access and direct costs of long distance. In no case shall administrative fees be assessed unless such fees are likewise assessed to Edmonds Community College departments.

Support Systems (e.g. computer networks, photocopying, media equipment, video and data transport)
CWU and EdCC will jointly discuss their respective operational requirements and together develop plans for meeting those requirements with maximum sharing of resources. Direct costs associated with sharing will be identified and either billed monthly to the respective party or identified as payment-in-kind for services rendered. A review of the costs incurred and the method of payment will be conducted annually.

Facility Remodeling/Modification
Remodeling of spaces originally programmed for and occupied by CWU, or EdCC shall be the funding responsibility of the respective party. CWU will consult with EdCC during project conceptualization and planning to investigate if space/operational needs can be met without modifications through the use of space within other campus buildings and to insure conformance with campus design standards. Performance of facility modifications shall generally be by EdCC. CWU will have the option to secure such projects through public works if that will either be less costly and/or on a more responsive schedule.

ACADEMIC PROGRAM/SUPPORT SERVICES

Course and Degree Offerings
Requests by other four-year institutions to offer upper division or graduate courses in concert with EdCC should follow the HECB program approval process, of first discussing an interinstitutional partnership. EdCC commits to discussing any such requests with CWU before proceeding. This is accomplished in a regularly scheduled meeting of the Interinstitutional Committee on Program Planning (ICAPP). The ICAPP was established to provide a regular forum for program planning and coordination among State institutions.

Student Services
Student service requirements will be defined by CWU and a joint plan developed for sharing services (e.g., child care, financial aid, advising and counseling, multicultural and international, student activities, and recreational and athletic opportunities). A joint cost sharing agreement will be required resulting in CWU making direct payment for services rendered and/or providing additional support staff and materials to supplement EdCC operations. A review of the costs incurred and the method of payment will be conducted annually. In general, CWU students will have the same access to all facilities (including labs) and services as EdCC students, provide that any fees associated with those services have been paid by CWU or CWU students.

Shared Use of Scheduled Space
General use classrooms within the facility will be scheduled by EdCC with primary and secondary access to designated rooms by each agency. Selection of rooms for primary and secondary scheduling access will be by joint agreement. CWU may schedule instructional spaces within other campus buildings at no cost. EdCC will provide guidelines for CWU’s use of non-instructional space on the EdCC college campus.
Bookstore
The College's bookstore will retail instructional materials and general merchandise unique to the requirements of CWU's academic program and students' interests.

Library
CWU students will have full access to the EdCC library resources and vice versa. A joint cost sharing agreement will be developed to address imbalances in services rendered either through direct payment and/or the provision of additional support staff and materials to conduct operations as appropriate. Specific guidelines for sharing of library resources are being developed by the Cooperative Library Sharing Project.

Central Support
CWU and EdCC will collaborate on such services as mail handling, shipping and receiving, equipment maintenance and other essential operational services. A joint cost sharing agreement will be developed to address imbalances in services rendered either through direct payment and/or the provision of additional support staff and materials to support operations as appropriate.

Miscellaneous Matters Impacting Both Institutions
A variety of unanticipated facility/collocation issues outside of the foregoing categories may surface during the collocation. The senior academic and business officers of each institution will meet quarterly, or as needed, to address and/or resolve such issues.

DATED this 7th day of October, 1998.

Central Washington University

Abdul Nasser, Vice President of Business and Financial Affairs

Edmonds Community College

Robert Botley, Senior Vice President and Chief Financial Officer