ACADEMIC PROGRAM AND OPERATING GUIDELINES
BETWEEN
CENTRAL WASHINGTON UNIVERSITY
AND
EVERETT COMMUNITY COLLEGE

This Agreement is entered into by and between Central Washington University, hereinafter referred to as “CWU” and Everett Community College, hereinafter referred to as “EvCC”.

It is acknowledged through this Agreement that CWU and EvCC facilitate collaboration between and among the two institutions for the purpose of providing the necessary personnel, equipment, material, instruction and/or services for on-site program delivery and office activities described in this Agreement. It is the intention of the two institutions to provide classes in the facilities of Everett Community College to serve enrolled students. CWU will provide instruction for 41 annual FTE in 2011-12 and 41 annual FTE in 2012-13 for the Bachelor of Science in Interdisciplinary Studies — Social Sciences degree in the facilities of Everett Community College.

Term of the Agreement
Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2011 and be completed on June 30, 2013, unless terminated sooner or extended, as provided herein. Both parties agree to review these terms and conditions by October 15 each year and can mutually agree in writing to extend this Agreement for additional years as needed to meet the needs of the program. Nothing in this Agreement shall be construed to prohibit the parties to sign a new and superseding Agreement, as changed conditions shall warrant. Legislative decision to extend EvCC enrollment funding does not constitute an automatic renewal or extension in the absence of said mutual agreement.

SECTION I: MUTUAL BENEFITS

Given the mutual benefits to be realized for students and staff of the two institutions, the underlying principles of this Agreement emphasize collaboration — rather than a “landlord/tenant” relationship. Among these shared benefits are the following:

1. To expand and coordinate the delivery of undergraduate level programs to students in the Snohomish County area.
2. Interaction among EvCC and CWU faculty regarding research, educational program design, industry trends, and other matters of mutual interest.
3. Enhanced student recruitment, focusing on educational opportunities offered through the collaboration.
SECTION II: CONTRACT ACADEMIC AND OPERATIONS MANAGEMENT

Both parties recognize the importance of consistent coordination in managing the inter-institutional partnership proposed hereof. Operations and services provided for this program will be administered through the CWU-Lynnwood University Center. To that end, the parties agree specifically to the following:

Point of contact
Though open and continuous communication among all CWU and EvCC staff is encouraged, both institutions agree to name point of contacts for the contracted academic programs as well as for the operation and services provisions within this contract to provide a clearinghouse function for information-sharing, clarification, and inquiries regarding issues and/or services related to this collaborative partnership.

- EvCC: Christine Kerlin, Vice President, Everett Community College
- CWU Academic Programs: Tracy Pellett, Associate Vice President for Undergraduate Studies
- CWU Operations and Services: Margaret Badgley, Assistant Vice President for University Centers and Community College Relations

SECTION III: ACADEMIC PROGRAMS

Course and Degree Offerings
1) The institutions will cooperate to develop and deliver baccalaureate programs and degrees that meet the needs of the region in addition to the Bachelor of Science of Interdisciplinary Studies – Social Sciences degree. CWU agrees to continue to meet all NWCCU accreditation standards related to the instruction of this program. FTE enrollment will be comprised of students enrolled in program classes located in the facilities of EvCC. Operations and services provided for this program will be administered through EvCC.

2) CWU will provide to EvCC reports requested by the Office of Financial Management regarding this contract as part of their higher education reporting system.

3) CWU will provide to EvCC quarterly student enrollment data and reports as outlined in Addendum A.

Program Articulation
1) When possible, CWU will enter into articulation agreements with EvCC for programs offered through EvCC, subject to limitations imposed by accreditation standards or other limitations outside the control of participating disciplines or programs.

SECTION IV: PAYMENT FOR BACHELOR OF SCIENCE PROGRAM

1. Compensation for the work provided in accordance with the Terms of Agreement for the Bachelor of Science in Interdisciplinary Studies – Social Science degree has been established under the terms of RCW 39.34.130. The parties have determined that the cost of
accomplishing the work herein will not exceed the following at the specified enrollment levels:

a) FY 2012: $219,555 for a target of 41 annual FTE.
b) FY 2013: $219,555 for a target of 41 annual FTE.

2. However, payment for satisfactory performance of the work may exceed this amount upon mutual agreement of the institutions.

3. Effective July 1, 2011, annual payment for FTE shall be paid to CWU by EvCC in the following manner: Half of the annual payments shall be made by November 15 and May 15 of each fiscal year.

SECTION V: TERMINATION

1. Any party may terminate this Agreement but all parties agree to continue the program fully-funded in good faith until all students enrolled in the major at time of termination have completed the program.

2. Termination rights are extended to the signatories of CWU and EvCC of this Agreement. EvCC and CWU rights of termination shall be:

   a) Mutual Agreement to Terminate: By mutual written agreement of EvCC and CWU. Mutual termination under this provision may be immediate or on a certain date if the parties agree.

   b) Termination for Cause: If for any cause, any party does not fulfill in a timely and proper manner its obligations under this Agreement, or if any party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 30 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the others with the provision that students enrolled in the program at the time of termination will have the opportunity to complete the program as described below.

3. Program Continuity in the Event of Early Termination: By mutual written agreement of EvCC and CWU. Mutual termination under this provision may be immediate or on a certain date if the parties agree, but all parties agree to continue the program fully-funded in good faith until all students enrolled at time of termination have completed the program. Nothing in this Agreement shall be construed to prohibit the parties to sign a new and superseding agreement, as changed conditions shall warrant.

   a) In the event of termination, students who have failed to complete the program or to make sufficient academic progress with their cohort will be offered the opportunity to continue at another CWU location subject to their academic eligibility to do so.
SECTION VI: ADMINISTRATIVE SUPPORT

Everett Community College agrees to provide office space and administrative support as follows:

1. Office space for CWU staff and faculty at shared workstations or in private offices, depending on need and demand, and according to space availability in EvCC facilities, and as assigned by EvCC.

2. Use of EvCC staff and faculty lounges by CWU staff/faculty offered at the same level as that enjoyed by EvCC staff and faculty.

3. Conference rooms and special facilities made available for occasional degree program-related use in the same manner as EvCC programs. CWU will not be charged a rental fee for program-related use, but may be charged for custodial, security or other services, provided the charge is applied in the same method as an EvCC program for special set-ups and/or large public events. Non-program-related use will be charged in the same way as other users of EvCC facilities.

4. Utilities including heat, lights and custodial services provided at the same level and frequency as other EvCC offices and classrooms. CWU offices will comply, operational needs permitting, with EvCC’s Energy Conservation policies.

5. Printing, graphics and copy-duplicating services through EvCC Staff Services provided on the same basis and cost as for EvCC offices.

6. Mail Services (outgoing and incoming) provided at the same level of service as for EvCC staff. CWU will reimburse EvCC for postage at cost, if EvCC services are used.

7. Parking services for CWU faculty, staff, students and visitors provided at the same level and rates as those of EvCC personnel. Persons utilizing these services will be individually responsible for fees associated with this use. CWU personnel shall be eligible for participation in EvCC’s Commute Trip Reduction-type programs and for any benefits to be derived there from.

8. All CWU students, faculty and staff who are associated with CWU programs located on the Everett Community College campus are required to adhere to the Parking and Security Policies of both institutions. In cases where a conflict between policies may arise, the policy of the local institution shall prevail.

9. Use of EvCC’s cafeteria/food services/catering by CWU staff, faculty, students and visitors offered at the same level and rates as those enjoyed by EvCC’s personnel.

10. Health, Safety, and Security Services as described in Addendum B.

11. Promotion and Marketing Services as described in Addendum C.
12. Technology Support Services as described in Addendum G.

SECTION VII: STUDENT, FACULTY AND STAFF SUPPORT

Everett Community College agrees to collaborate with CWU to provide support services for CWU’s students, as well as faculty and staff, as follows:

1. Classrooms, including appropriate audio-visual equipment, for courses directly related to the programs for which there is an academic agreement, on a pre-scheduled basis. For the purpose of efficient classroom scheduling, notice of class cancellations and quarterly room needs on EvCC’s main campus must be provided to EvCC staff based on a schedule agreed to between the CWU representative and EvCC staff.

2. Both parties recognize that effective modes of instructional delivery are constantly evolving, and this agreement reflects an intention for CWU to utilize traditional classroom space, computer labs and multi-media rooms on a pre-scheduled basis.

3. CWU students accorded access to lounges, study areas, and other student-oriented facilities in the same manner as EvCC students.

4. Bookstore services provided, if requested, to include sale of textbooks and other materials required in support of CWU programs. In addition, the sale of other merchandise, such as CWU-branded merchandise, may be handled under terms to be negotiated between the bookstore managers of CWU and EvCC.

5. Everett-based CWU students will be provided with access to e-tutoring, if that same service is available to EvCC students and not provided by CWU to its students. CWU students are expected to comply with the policies and practices of the e-tutoring service, if used.

6. Disabled Student Services as described in Addendum D.

7. Student Support Services as described in Addendum E.

8. Library Services as described in Addendum F.

SECTION VIII: FEES

1. Considering the same access to all computer labs and internet services as EvCC students, CWU student technology fees will be reimbursed to EvCC at the CWU student technology fee rate (currently $2.50 per credit hour up to a maximum of $25/student) on a quarterly basis for students enrolled in the CWU program located in the EvCC facilities.

2. EvCC will prepare an invoice for technology fee costs on a quarterly basis per FTE reported as indicated in Addendum A.
3. Other fees related to use of facilities and services are listed in Addendum H.

SECTION IX: FACILITIES

1) Building Maintenance

a) EvCC maintenance obligations for space utilized by CWU shall include: mechanical; electrical; interior lighting; door locks and keys; plumbing; heating, ventilating and air conditioning systems; floor coverings; window coverings; inside and outside walls (including windows); all structural portions of the building (including roof and the watertight integrity of same); porches; stairways; elevator; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes and requirements to provide an architecturally barrier-free premise for handicapped people, etc).

b) EvCC shall provide building security to their established level of security services for the rest of EvCC facilities as defined in the EvCC Policies and Procedures manual.

c) EvCC shall, unless herein specified to the contrary, maintain the premises in good repair and tenantable conditions during the continuance of this Agreement, except in case of damage arising from the negligence of CWU's clients, agents or employees. For the purpose of maintaining the premises, EvCC reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building.

d) As part of this Agreement, EvCC shall furnish the following: real estate taxes, all property assessments, water, sewer, garbage collection together with all utilities and services as normally required in the operation of an office building and including, but not limited to adequate heat, light, electricity, air-conditioning, restroom facilities, and janitor service.

e) Requests for changes or improvements in facilities, equipment, or furniture will be mutually discussed and must receive the approval of the designated EvCC staff for the EvCC facilities.

2) Reimbursement for Damage to Premises

a) CWU hereby agrees to reimburse EvCC for damages caused by the acts or negligence of its employees, clients and agents, but in no event shall this paragraph be construed as diminishing EvCC's duty to make repairs as set forth in preceding paragraphs of this Agreement, or as making CWU responsible for the repair of normal wear and tear.
SECTION X: RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by any party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of the parties, other personnel duly authorized by any party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Records and other documents, in any medium, furnished by one party to this agreement to another party, will remain the property of the furnishing party, unless otherwise agreed. Unless otherwise required by law, the receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by another party are not erroneously disclosed to third parties.

SECTION XI: MISCELLANEOUS

1) Hold Harmless:
   a) Each party is an institution of higher education of the State of Washington and insured under the State Self-Insurance Liability Program. Both parties agree that CWU shall be responsible for the consequences of any act or failure to act on the part of itself, its employees, and agents, and EvCC shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own negligence. Neither party shall assume any responsibility to the other party for the consequences of any act or failure to act of any person or organization not a party to this Agreement.

2) Disaster:
   a) In the event the premises are partially or totally destroyed or injured by fire, earthquake or other casualty so as to render the premises unfit for use or occupancy, or EvCC neglects and/or refuses to restore said premises to their former condition or relocate staff and services of CWU to equivalent space, then CWU may terminate this Agreement as outlined in Section V. However, EvCC and CWU agree to work together to find a reasonable solution that will allow the academic programs to continue. If the parties cannot reach mutual agreement, then CWU may terminate this Agreement as mentioned above.

3) No Guarantees:
   a) It is understood that no guarantees, expressed or implied representations, promises or statements have been made by CWU unless endorsed hereon in writing. And it is further understood that this Agreement shall not be valid and binding unless same has
been approved by CWU, EvCC and approved as to form by the Office of the Attorney General.

4) Governance:
   a) This Agreement is entered into, pursuant to, and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.
   
b) In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:
      i) Applicable state and federal statutes and rules;
      ii) Terms and Conditions as contained in this basic contract instrument;
      iii) Any other provision, term or material incorporated herein by reference or otherwise incorporated.

5) Assignment:
   a) The work to be provided under this Agreement, and any claim arising there under, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

6) Waiver:
   a) A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

7) Health, Safety and Security:
   a) EvCC shall include CWU Police in all EvCC emergency action planning, training and drills. EvCC shall immediately notify CWU Police in the event of any emergency or other incident involving CWU personnel. See Addendum B.

8) ADA Compliance:
   a) Both parties certify that they will comply with the Americans with Disabilities Act of 1990, as amended, with regard to programs, services, activities and employment practices. See Addendum D.

9) Time:
   a) Time is of the essence in this Agreement, each, and all of its provisions in which performance is a factor.

10) Inability to Perform:
    a) This Agreement and the obligations of either party hereunder shall not be affected or impaired because the other party is unable to fulfill any of its obligations hereunder or is
delayed in doing so, if such inability or delay is caused by strike, labor troubles, acts of
God, or any other cause beyond the reasonable control of either party.

11) Captions:
a) The captions and paragraph headings hereof are inserted for convenience purposes only
and shall not be deemed to limit or expand the meaning of any paragraph.

12) Severability:
a) If any provision of this Agreement or any provision of any document incorporated by
reference shall be held invalid, such invalidity shall not affect, impair, or invalidate any
other provisions of this Agreement which can be given effect without the invalid
provision, if such remainder conforms to the requirements of applicable law and the
fundamental purpose of this Agreement, and to this end the provisions of this
Agreement are declared to be severable.

13) Entire Agreement:
a) This Agreement contains all the terms and conditions agreed upon by the parties. No
other understandings, oral or otherwise, regarding the subject matter of this Agreement
shall be deemed to exist or to bind any of the parties hereto.

14) Dispute Resolution:
a) In the event that a dispute arises under this Agreement, it shall be determined by a
Dispute Board in the following manner: Each party to this Agreement shall appoint one
member to the Dispute Board. The members so appointed shall jointly appoint an
additional member to the Dispute Board. The Dispute Board shall review the facts,
agreement terms and applicable statutes and rules and make a determination of the
dispute. The determination of the Dispute Board shall be final and binding on the
parties hereto.

15) Independent Capacity:
a) The employees or agents of each party who are engaged in the performance of this
Agreement shall continue to be employees or agents of that party and shall not be
considered for any purpose to be employees or agents of the other party.

16) Agreement Changes, Modifications and Amendments:
a) This Agreement may be changed, modified, or amended by written agreement executed
by both parties.

17) All Writings Contained Herein
a) This Agreement contains all the terms and conditions agreed upon by the parties,
including the terms and conditions of the Terms of Agreement and Operating Guidelines
between CWU and EvCC for the period between July 1, 2011 and June 30, 2013,
incorporated by reference herein. No other understandings, oral or otherwise, regarding
the subject matter of this Agreement shall be deemed to exist or to bind any of the
parties hereto.
IN WITNESS WHEREOF, the parties have executed this Agreement.

Central Washington University:

[Signature]

James Gaudino, President

[Date]

[Signature]

Assistant Attorney General

[Date]

Everett Community College:

[Signature]

Sandra Davis-Hill, Acting President

[Date]

David Beyer, President

[Date]
ADDENDUM A

DATA ELEMENTS FOR ENROLLMENT REPORTS

1. For the purpose of enabling CWU students enrolled in the program identified in this Agreement to have access to computer, library, and parking services through EvCC, CWU will report to EvCC the following data no later than five days before each quarter, or earlier:
   a. Student name
   b. Student address
   c. Student date of birth

2. For the purpose of enabling CWU staff and faculty assigned to the program identified in this Agreement to have access to computer, library and parking services through EvCC, CWU will report to EvCC the following data no later than five days before each quarter, or earlier:
   a. Faculty/staff name
   b. Faculty/staff address
   c. Faculty/staff date of birth

3. The following reports must be submitted to EvCC. Data will be compiled for reports to the Higher Education Coordinating Board and State Board of Community and Technical Colleges. This data will be used as a basis for billing CWU for technology fees, quarterly; as described in Section VII (1) and (2).
   a. Quarterly Enrollment Report. The method of reporting enrollment is by a comma delimited unit record or Excel spreadsheet of each enrolled student counted by the 10th day with the specified data elements, per student, below. Report Dates are: August 1 if there is summer enrollment, November 1, February 15, May 1.

   1. Student name
   2. Current Academic Year
   3. Current Academic Quarter
   4. CWU ID (school code)
   5. Year Quarter Started
   6. Pell grant recipient during the quarter of the report (Yes or No)
   7. Student Major
   8. Race/ethnicity (using codes in Table A below)
   9. Date of Birth (MM/DD/YYYY)
   10. Gender (M/F or blank if unknown)
   11. Home ZIP Code (local)
See Table A below for codes.

b. Graduates Report. Each October, EvCC will return a list of enrolled students to CWU, based on the lists provided in 3 a. above with a request that program graduates be noted, with date of graduation and name of degree.

4. Both institutions agree to comply with the regulations of the Family Education Rights and Privacy Act to protect student record confidentiality.
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<th>Data Type</th>
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Example: 05011990 represents May 01, 1990 | Character 8 |
| 10     | GENDER        | F = Female, M = Male, Blank if Unknown | Character 1 |
| 11     | ZIP           | Zip code | Character 10 |
ADDENDUM B

AGREEMENT FOR HEALTH, SAFETY, AND SECURITY SERVICES

PURPOSE
To arrange for and collaborate in the provision of Health, Safety and Security services for students, faculty and staff associated with CWU utilizing the facilities, grounds, infrastructure and services of EvCC.

SCOPE OF WORK
Central Washington University (CWU) and Everett Community College (EvCC) shall work together to provide a safe, healthful and secure academic environment at EvCC for the benefit of the students, faculty, and staff of both institutions.

1) Role and Responsibilities: CWU
   a) Designate a specific CWU contact person who will coordinate with EvCC staff to facilitate compliance with policies and procedures affecting CWU personnel at EvCC.
   b) All CWU students, faculty and staff who are associated with CWU degree programs located on the EvCC campus are required to adhere to the Health, Safety, and Security Policies of both institutions. In cases where a conflict between policies may arise, the policy and procedures of EvCC shall prevail.
   c) CWU shall immediately report to EvCC’s Security Department any health, safety or security incident involving CWU personnel that occurs at EvCC.
      a. CWU judicial affairs staff and/or Public Safety personnel will notify EvCC’s chief judicial officer and/or Security director in a timely manner regarding any disciplinary action taken that affects a CWU student’s presence on the EvCC campus.

2) Role and Responsibilities: EvCC
   a) Designate a specific EvCC contact person who will coordinate with CWU staff to facilitate compliance with policies and procedures affecting CWU personnel at EvCC.
   b) Include local CWU personnel in all EvCC emergency action planning, training and drills.
   c) Notify the CWU Public Safety and Police Services Office, at 509-963-2959, in the event of any emergency or other incident involving or affecting CWU personnel.
      a. In the case of disorderly or threatening conduct on the EvCC campus by a CWU student, the chief judicial officer of EvCC may require the student to leave the campus immediately. The EvCC chief judicial officer will confer with CWU officials to determine any conditions or further disciplinary action to be imposed prior to the student’s return to the EvCC campus.
3) Roles and responsibilities related to Registered Sex Offenders: Both Parties
   a) EvCC policy is to notify all campus personnel of the enrollment of a level three sex offender at EvCC. This notification extends to CWU personnel located on the EvCC campus.

   b) CWU will notify the Security office of EvCC if a CWU student attending on the EvCC campus is an identified level three sex offender; this information will be shared with EvCC personnel.
ADDENDUM C

AGREEMENT FOR PROMOTION AND MARKETING

PURPOSE
To arrange for and collaborate in the provision of Promotion and Marketing services associated with CWU.

SCOPE OF WORK
Central Washington University (CWU) and Everett Community College (EvCC) shall work together to promote the educational programs offered by CWU in Everett.

1) Role and Responsibilities: CWU
   a) Designate a specific, CWU contact person who will coordinate with EvCC staff to facilitate signage, joint marketing and/or promotion efforts (in all forms of media including web sites) between the two institutions.
   b) Coordinate annually marketing plans for the promotion and marketing of CWU programs in each other’s marketing material and efforts.

2) Role and Responsibilities: EvCC
   a) Designate a specific EvCC contact person who will coordinate with CWU staff to facilitate signage, joint marketing and/or promotion efforts (in all forms of media including web sites) between the two institutions.
   b) Distribution of CWU marketing and promotion information as agreed between the parties.
ADDENDUM D

AGREEMENT FOR SERVICES FOR STUDENTS WITH DISABILITIES

PURPOSE OF AGREEMENT
To arrange for and collaborate in the provision of reasonable accommodation services to qualified students with disabilities enrolled in CWU services and programs utilizing the facilities, grounds, infrastructure and services of EvCC.

SCOPE OF WORK
In accordance with this Agreement, CWU’s Center for Disability Services (CWU CDS) and Everett Community College (EvCC) shall provide qualified students with disabilities an equal opportunity to access classes, workshops, events and conferences. Equal access to CWU services and programs is in compliance with CWU Reasonable Accommodation Policy and applicable state and federal laws.

1) Role and Responsibilities: CWU CDS will
   a) Comply with the CWU CDS policy for providing reasonable accommodation for students with disabilities, applicable procedures and definitions. This includes, but is not limited to, the determination of "qualified student with a disability" and "reasonable accommodation."
   b) Provide and coordinate personnel or contractual based services which include but are not limited to sign language interpreters, note takers, taped text readers, real-time captioners and Braillists.
   c) Directly pay for or arrange for payment for reasonable accommodations for CWU students with disabilities while they are participating in the CWU programs in EvCC facilities.
   d) Designate a specific CWU Disability Services contact person for all CWU CDS correspondence.

2) Role and Responsibilities: EvCC will
   a) Ensure campus facilities, infrastructure, communications and services made available to CWU qualified students with disabilities are in compliance with applicable state and federal disability laws.
   b) Coordinate on-site placement of accessible furnishings in CWU designated facilities for qualified students with disabilities when requested from the CWU CDS staff or a CWU student in a timely manner (3 to 4 weeks prior to the beginning of the quarter). Accessible furnishings include but are not limited to desks, tables, chairs, staging areas, lecterns, laboratory equipment and assistive listening equipment. Provision of existing EvCC accessible furnishings for qualified CWU students will be accommodated whenever possible according to the specifications described by CWU. CWU will be contacted in the event that the needs of CWU students exceed EvCC’s existing supply of accessible furnishings that meet those specifications, including assistive listening devices.
EvCC students will have priority use of EvCC accessible furnishings. CWU will be responsible for funding and/or supplying any additional accessible furnishing and such property will be identified as CWU property and be returned to CWU after use. EvCC will coordinate on-site placement. EvCC will be reimbursed for the cost of destruction or loss of EvCC furnishings or assistive listening equipment by CWU students.

c) Provide, when requested by CWU qualified students with disabilities, referral information for local support services such as public transportation, durable medical equipment repairs, community mental health care services and state and federal social service organizations.

d) Provide CWU CDS referral information to members of the CWU staff upon request.

e) Designate a specific EvCC Disability Services contact person for all CWU CDS correspondence.
ADDENDUM E

AGREEMENT FOR STUDENT SUPPORT SERVICES

PURPOSE OF AGREEMENT
To arrange for and collaborate in the provision of support services to CWU students enrolled in CWU services and programs utilizing the facilities, grounds, infrastructure and services of EvCC.

SCOPE OF WORK
In accordance with this agreement, Central Washington University (CWU) and Everett Community College (EvCC) shall provide students with services in support of CWU classes, workshops, events and conferences.

1) Role and Responsibilities: CWU
   a) All CWU students are responsible to adhere to the CWU Student Conduct Code (WAC 106-120). Contact: Student Affairs and Enrollment Management, phone 509-963-1515.
   b) CWU students will direct complaints and concerns regarding their academic experience to appropriate CWU staff.
   c) CWU students who need to withdraw from a class, the quarter, or the University for any reason, will do so in accordance with CWU policies and procedures.

2) Role and Responsibilities: EvCC
   a) Designate a specific EvCC contact person for all CWU student support service correspondence.
   b) In emergency situations, where time is of the essence and if EvCC staff is available, provide initial counseling support for CWU students.
   c) Refer students with support issues to Tina Wang, Westside Student Affairs, 425-640-1574 X 3872.
ADDENDUM F

AGREEMENT FOR LIBRARY SERVICES

PURPOSE OF AGREEMENT
To arrange for and collaborate in the provision of library services to students enrolled in CWU services and programs utilizing the facilities, grounds, infrastructure and services of EvCC.

SCOPE OF WORK
In accordance with this agreement, Central Washington University (CWU) and Everett Community College (EvCC) shall provide students with library services in support of CWU classes, workshops, events and conferences.

1) Role and Responsibilities: CWU
   a) Library instruction and reference assistance (on-site and electronic, as applicable) to CWU students
   b) Interlibrary loan (ILL) for books, media and articles as provided by CWU Libraries ILL/DDS. This is direct-to-user loaning, i.e. not involving host site ILL.
   c) Databases needed for the programs.
   d) Various forms of electronic reference services.
   e) Electronic reserves.
   f) Assistance in recovering overdue or lost EvCC materials checked out by CWU students including holding student grades and transcripts until resolved.
   g) Compensation to EvCC for cost of any materials loaned to CWU students and not returned after a period of twelve months.
   h) Develop a procedure for management of physical reserve materials requested for CWU courses.
   i) Designate a specific CWU contact person for all correspondence with EvCC library.

2) Role and Responsibilities: EvCC
The following notes do not indicate a promise on the part of EvCC Library and Media Services to provide standards of service or scope of service that address the needs of students and faculty engaged in upper division or graduate level programs.
   a) CWU student, faculty, and staff access to on-site collection of library materials and walk-in access to databases as permissible in accordance with license agreements.
   b) On-site reference service to CWU students, when requested.
   c) Checkout privileges to CWU students, in accordance with EvCC policies and procedures.
   d) Rental of math calculators, in consideration of priority use by EvCC students, at the same rate charged to EvCC students.
   e) Space for on-site instruction when provided by CWU library staff.
f) Annual billing to CWU for any materials or equipment that have not been returned after a period of twelve months.
g) Designate a specific EvCC contact person in the library for all correspondence with CWU library.
h) Loan instructional technology equipment available to all students within the EvCC library.
i) Provide a system for management of CWU owned print and media reserve materials and limited space for reserved items as identified on a quarterly basis by library staff.
ADDENDUM G

AGREEMENT FOR TECHNOLOGY SUPPORT SERVICES

PURPOSE OF AGREEMENT
To arrange for and collaborate in the provision of technology services to students, faculty and staff associated with CWU services and programs utilizing the facilities, grounds, infrastructure and services of Everett Community College.

SCOPE OF WORK
In accordance with this agreement, Central Washington University (CWU) and Everett Community College (EvCC) shall provide students, faculty and staff with technology services in support of CWU classes, workshops, events and conferences.

1. Role and Responsibilities: CWU IT
   a) Student Support
      a. Provide services, as agreed to internally at CWU, considered essential to CWU student enrollment when those services are not available at EvCC.
      b. Provide Internet access to web-based email services for CWU faculty, staff and students from the CWU main campus.
   b) Faculty/Staff Support
      a. Provide services considered essential to CWU faculty and staff when those services are not available at the local community college campus.
      b. Designate a single point of contact within CWU IT to coordinate services with EvCC for technical support at EvCC, including the purchase and repair of on-site CWU equipment, if any.
      c. Provide technical assistance to EvCC staff to assure video and IP connectivity between EvCC and CWU, if needed.

2. Role and Responsibilities: EvCC Technology Services
   a) Student Support
      a. Provide student technology support services normally provided to EvCC students including: on-site, website-based or call-in Help Desk support for EvCC network and equipment issues.
      b. Provide technical assistance in the use of EvCC campus-based computing, network, and media equipment.
      c. Provide access to any "open student" computer labs and other computer or network resources commonly available to students, including access to the internet.
      d. Provide file storage, printing, and other computing resources available to EvCC students in the Open Labs on the EvCC campus.
      e. If a CWU class is scheduled for a full term in an EvCC main campus computer lab, CWU will be charged the same lab fee rate as charged to
EvCC students. Class lab fees are normally paid by the EvCC student at the same time as class registration; in lieu of student payment the lab fees will be billed to CWU on a quarterly basis.

b) Faculty/Staff Support
   a. Provide the same services received by EvCC faculty and staff including: general desktop workstation support, Internet and local network access, file storage and backup, classroom support, and other services as negotiated.
   b. Designate a specific EvCC contact person for all CWU technology correspondence.
   c. Interactive TV and videoconferencing services will be provided upon advance scheduling and charged a regular operator rate or satellite transmission rate, if applicable.
   d. Communicate in a timely and collaborative way with CWU Technical Services to assure video and IP connectivity between EvCC and CWU, if needed.

3. Consideration
   a) Regular Faculty/Staff support will be provided at no charge. Any special installations of software and/or any use of special cost distance technology services will be charged at a pre-approved rate.
   b) CWU will pay a student technology fee according to terms outlined in Section VIII (1) and (2).
**ADDENDUM H**

**REIMBURSEMENT RATES SUMMARY**

The parties to this agreement agree to the following rates of reimbursement for services provided by EvCC in support of CWU programs:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Rate Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms, meeting rooms and office space related to degree programs sufficient to</td>
<td>Financial arrangements for offices, classrooms, meetings and support services are outlined in Sections IV, VI and VII.</td>
</tr>
<tr>
<td>support programs</td>
<td></td>
</tr>
<tr>
<td>Conference Rooms &amp; Special Facilities</td>
<td>Conference rooms and special facilities made available for occasional non-program-related use will be charged in the same way as other users of EvCC facilities.</td>
</tr>
<tr>
<td>Printing, graphics, copying services</td>
<td>Provided on the same basis as for EvCC offices. If used, CWU will reimburse EvCC for charges.</td>
</tr>
<tr>
<td>Mail Services</td>
<td>Mail Services (outgoing and incoming) provided at the same level as for EvCC offices. If used, CWU will reimburse EvCC for postage at cost.</td>
</tr>
<tr>
<td>Transportation (parking services for faculty, staff and students)</td>
<td>At same rates charged to EvCC faculty, staff and students; paid by individuals receiving services. Alternatively, CWU staff may arrange with EvCC cashiers staff to be billed for a group of parking permits each quarter. Current fees may be found at <a href="http://www.everettcc.edu/administration/operations/security/parking/">http://www.everettcc.edu/administration/operations/security/parking/</a></td>
</tr>
<tr>
<td>Computer lab access for CWU/Everett students to designated open student labs and</td>
<td>As listed in Section VIII. (List of students provided by CWU personnel no later than 5 days before each quarter.)</td>
</tr>
<tr>
<td>wireless access</td>
<td></td>
</tr>
<tr>
<td>Computer classroom lab for instructional purposes on EvCC campus</td>
<td>If a CWU class is scheduled in a computer or science lab, a lab fee will be charged to CWU at the same rate as charged for EvCC classes. When reservations are made in advance, the fee will be confirmed based on number of hours used and the number of students in the class.</td>
</tr>
<tr>
<td>Access to fitness and recreation facilities</td>
<td>Not included in this agreement.</td>
</tr>
<tr>
<td>iTV/videoconferencing services</td>
<td>Use of iTV services is included in fees charged in Section IV related to the specific academic program specified in this Agreement. If a non-program class is built using video-conferencing as its mode of delivery the operator fees are $25 per hour for the large IVC room, and $10 per hour for small IVC room where an operator is not required to manage the full transmission. This will be billed to CWU quarterly. Note: routine audio-visual support provided at no cost.</td>
</tr>
<tr>
<td>Marketing</td>
<td>EvCC will provide no-cost or low-cost opportunities for inclusion in standard marketing materials.</td>
</tr>
</tbody>
</table>

In the event that CWU incurs charges described above, EvCC will invoice CWU in a timely manner.