

Contract Number:  
WSU: 24095  
UWB:

**INTERAGENCY AGREEMENT  
BETWEEN  
UNIVERSITY OF WASHINGTON BOTHELL  
AND  
WASHINGTON STATE UNIVERSITY  
July 1, 2016 – July 1, 2017**

**I. PURPOSE**

This Interagency Agreement ("Agreement") is entered into by and between University of Washington Bothell ("UW Bothell") and Washington State University ("WSU").

The purpose of this Agreement is to define the terms of the relationship between UW Bothell and WSU in providing the necessary personnel, equipment, materials, and/or services for named on-site program delivery and administrative activities at the Everett University Center ("EUC").

WSU North Puget Sound at Everett ("WSU NPSE") will manage the activities and logistics of operating the EUC, including the services provided for herein, and UW Bothell agrees to provide instruction for 25 annual student FTE in the academic year of 2016-17 in the facilities of the EUC, in the following program: **Bachelor of Science in Nursing**.

This Agreement represents the continuation of these programs and supersedes the following contract:

21743

**II. BACKGROUND**

The EUC is a consortium of higher education institutions, including UW Bothell, WSU NPSE, and other higher education institutions in the state of Washington. The consortium institutions provide Bachelor's degrees, Master's degrees, and some certificated programs to the residents of north Snohomish, Island, and Skagit counties. The EUC is located in Gray Wolf Hall on the Everett Community College ("EvCC") campus. WSU NPSE provides management and leadership of the EUC and contracts with EvCC to provide support services to the consortium institutions. It is acknowledged within this Agreement that WSU NPSE, when mentioned, acts on behalf of Washington State University to provide or facilitate the services described in this Agreement, including all its attachments, as contracted with EvCC for the provision of said services.

**III. MUTUAL BENEFITS**

Given the mutual benefits to be realized for EUC consortium and EvCC faculty, staff, and students, the underlying principles of this Agreement emphasize collaboration among all the institutions. Among these shared benefits are the following:

- Expansion and coordination of the delivery of undergraduate and graduate level programs to students in the north Snohomish, Island, and Skagit counties and surrounding region.

- Interaction among EvCC, UW Bothell, WSU NPSE, and all consortium institution faculty regarding research, educational program design, and other matters of mutual interest.
- Potential for added coursework and degree programs for students.
- Enhanced student recruitment, focusing on educational opportunities offered through the collaboration.
- Shared resource acquisition, where possible and if applicable.

### **III. CONTRACT AND OPERATIONS MANAGEMENT**

The parties recognize the importance of consistent coordination in managing the inter-institutional relationship described in this Agreement.

Though open and continuous communication among all UW Bothell and WSU NPSE staff is encouraged, both institutions agree to name a point of contact for the contracted academic program 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.

- **WSU NPSE:** Paul E. Pitre, Academic Dean  
Washington State University North Puget Sound at Everett
- **UW Bothell:** David Allen, Dean  
School of Nursing and Health Studies, UW Bothell

Additional contacts will be developed by EvCC and UW Bothell to support communication.

### **IV. TERMS**

#### **A. Duration of Agreement**

1. Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2016, and be completed on July 1, 2017, unless terminated sooner or extended, as provided herein.
2. The parties agree that any discussion of an extension of this Agreement must begin early enough to accommodate thorough consideration by each party. Accordingly, by May 1, 2017, WSU will provide to UW Bothell a proposed extension document for the 2017-18 academic year, unless prior to May 1, 2017, either party determines it is not in its best interest to extend this Agreement and provides notice to the other party of such determination.
3. Both institutions agree to review these terms and conditions, including FTE enrollment targets, by November 15 of each year during the duration of this Agreement.

#### **B. Program and Services**

1. UW Bothell will provide instruction for students enrolled in the Bachelor of Science in Nursing program at the EUC facilities.

2. WSU NPSE will provide the following to UW Bothell students, staff and faculty:
  - a. Classroom space large enough for 43 students, ranging from 8-10 hours per week during the day, one day per week on Tuesdays with an additional 3 hours in the evening for courses for 45 students. WSU recognizes UW Bothell's relationship with health care institutions and commitments it has made with such institutions and students to offer its coursework on Tuesdays. Therefore, if WSU is unable to accommodate the aforementioned classroom space in the EUC on Tuesdays, WSU NPSE will identify and propose alternative, appropriate classroom space with a location and terms to be mutually agreed upon by the parties to this Agreement, which will allow UW Bothell to meet its scheduling commitments.
  - b. Three additional classrooms for at least 15 students each will be available summer quarter, beginning with summer quarter 2016 and summer 2017. WSU will schedule this classroom space on Tuesdays, as provided in Section IV.B.2.a. of this Agreement.
  - c. Classroom computer lab, scheduled a maximum of 3 half-days per quarter.
  - d. Assignment to an additional classroom, arranged in advance, during designated quarters.
  - e. Work space for UW Bothell faculty and staff in the Nursing program.
  - f. Services as outlined in Sections V and VI and Addenda B, D, E, and F.

### C. Payment

1. Compensation paid to UW Bothell by WSU for the work provided in accordance with the following has been established under the terms of RCW 39.34.130 and in accordance with the strategic plan adopted under RCW 28B.30.515. The parties have determined that the cost of accomplishing the work herein will be the following:
  - a. Bachelor of Science in Nursing:
    - i. Academic Year 2016-17: \$137,460 for a target of 25 annual FTE.
2. FTE is calculated based on the enrollment accumulated all four quarters of the year where 25 quarter hours are equivalent to one FTE.
3. Effective July 1, 2016, payment for FTE shall be paid to UW Bothell by WSU in the following manner:
  - a. Commencing in July 2016, payments for the 2016-17 academic year shall be made in equal installments each year on November 15 and February 15.
4. During Summer, Fall, Winter, and Spring, UW Bothell will charge students the regular academic year state tuition and fees.
5. UW Bothell will pay to WSU \$9 per headcount reported in each quarter for technology support services, excluding self-support certificate programs, i.e. Educational Administration. A quarterly invoice will be prepared by WSU upon receiving quarterly enrollment information from UW Bothell.

6. Additional charges made for WSU NPSE services used by UW Bothell are specified in this Agreement and are summarized in Addendum H.
7. Payments made 150 days or more past the due date shall also be subject to a collection fee of 25 percent of any monies due, which fee shall be payable by UW Bothell.

**D. Reporting Requirements**

1. UW Bothell shall provide reports requested by the Office of Financial Management regarding this Agreement as part of its higher education reporting system.
2. UW Bothell shall report to WSU UW Bothell's student, faculty, and staff data no later than two weeks before the start of each quarter for the purpose of establishing computer access and library accounts on the EvCC campus, as set forth in Addendum A attached hereto and incorporated herein.

**E. Termination**

Rights of termination shall be:

1. Mutual termination under this provision may be immediate or on a date certain if the parties agree. Nothing in this Agreement shall be construed to prohibit the parties from signing a new and superseding agreement, as changed conditions shall warrant.
2. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either 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 90 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other party.
3. The parties agree that if the Agreement is terminated, provisions will be made for students in the program at the time of termination to complete the program in a reasonable time period.

**F. 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 either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either 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 the other 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 the other party are not erroneously disclosed to third parties.

#### **V. ADMINISTRATIVE SUPPORT SERVICES**

WSU NPSE agrees to provide work space, as well as facilitate and/or provide administrative support as follows:

1. Use of the EUC staff and faculty spaces by UW Bothell staff/faculty offered at the same level as that enjoyed by other EUC staff and faculty.
2. Conference rooms and special facilities made available for occasional degree program-related use in the same manner as other EUC programs. UW Bothell will not be charged a rental fee, but may be charged for custodial, security, or other services, provided the charge is applied in the same method as an EUC program. Non-program-related use will be charged in the same way as other users of EUC facilities.
3. Utilities including heat, lights, and custodial services provided at the same level and frequency as other EUC offices and classrooms.
4. Access to printing and copy-duplicating services provided on the same basis and cost as for other EUC offices. See Addendum H.
5. Mail Services (outgoing and incoming) provided at the same level of service as for other EUC offices. If used, UW Bothell will reimburse WSU NPSE or EvCC for postage at cost. See Addendum H.
6. Parking services for UW Bothell faculty, staff, students, and visitors provided at the same level and rates as those of all EUC personnel. Persons utilizing these services will be individually responsible to EvCC for fees associated with this use. UW Bothell personnel shall be eligible for participation in EvCC's local Commute Trip Reduction-type programs and for any benefits to be derived therefrom.
7. All UW Bothell students, faculty and staff who are associated with UW Bothell programs located at the EUC are required to adhere to EvCC's parking and security policies. In cases where a conflict between policies may arise, EvCC's policy shall prevail. Health, safety, and security provisions are further outlined in Addendum C.
8. Use of EvCC's cafeteria/food services/catering by UW Bothell staff, faculty, students and visitors offered at the same level and rates as those enjoyed by the EUC's personnel.
9. Program promotion as described in Addendum D.
10. Technology Support Services as described in Addendum B.

**VI. STUDENT SUPPORT**

WSU agrees to collaborate with UW Bothell to facilitate and/or provide support services for UW Bothell's students as follows:

- 1. One to three classroom(s) – as noted below, one day per week, including the evening (which is designated as Tuesday, as provided in Section IV.B.2.a. of this Agreement), including appropriate audio-visual equipment for daytime instructional purposes on a pre-scheduled basis. Notice of class cancellations and quarterly room needs at the EUC site must be provided to WSU NPSE in a timely manner.

Term	AM	PM	Evening
Fall	1 classroom for 43	1 classroom for 43	
Winter	1 classrooms for 43	1 classroom for 43	1 classroom for 43
Spring	1 classroom for 43	1 classroom for 43	1 classroom for 43
Summer	3 classrooms for 15	1 classroom for 43	

Notice of class cancellations at the EUC site must be provided to WSU NPSE in a timely manner. Quarterly room needs at the EUC must be provided six weeks before the start of the quarter.

In addition:

- a. Pre-scheduled periodic use of a classroom computer lab, limited to 3 half-days per quarter.
- b. Assignment to an additional classroom, arranged in advance, during designated quarters.
- c. Access to wireless Internet access and computer labs. UW Bothell students shall be accorded access to lounges, study areas, and other student-oriented facilities in the same manner as other EUC students.
- d. Bookstore services provided, if requested, to include sale of textbooks and other materials required in support of UW Bothell programs may be negotiated with EvCC. In addition, the sale of other merchandise, such as UW Bothell-branded merchandise, may be handled under terms to be negotiated between the bookstore managers of UW Bothell and EvCC.
- e. Disabled Student Services as described in Addendum E.
- f. Student Support Services as described in Addendum F.
- g. Library Services as described in Addendum G.

**VI. FACILITIES**

WSU has contracted with EvCC which shall be responsible for providing all building facility maintenance, the provision of an adequate water supply, connection to sewer, and 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 janitorial service.

**A. Building Maintenance:**

1. WSU contracted with EvCC which will assume maintenance obligations for space utilized by UW Bothell, which 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 premises for people with disabilities, etc.).
2. WSU has contracted with EvCC which shall provide building security to its established level of security services for the rest of the campus as defined in the EvCC Policies and Procedures manual.
3. WSU has contracted with EvCC which shall, unless herein specified to the contrary, maintain the premises in good repair and tenantable condition during the continuance of this Agreement, except in case of damage arising from the negligence of UW Bothell's clients, agents or employees. For the purpose of maintaining the premises, WSU and EvCC shall have the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building.
4. Requests for changes or improvements in facilities, equipment, or furniture will be mutually discussed and must receive the approval of the WSU Academic Dean before any implementation.

**B. Reimbursement for Damage to Premises:**

UW Bothell hereby agrees to reimburse WSU or EvCC for damages to the premises caused by the negligent acts or omissions of UW Bothell employees and agents, but in no event shall this paragraph be construed as diminishing the WSU NPSE's duty to ensure that repairs are made as set forth in preceding paragraphs of this Agreement, or as making UW Bothell responsible for the repair of normal wear and tear.

**VII. MISCELLANEOUS**

**A. Hold Harmless**

Both parties agree that UW Bothell shall be responsible for the consequences of any act or failure to act on the part of itself, its employees, and agents, and WSU 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.

**B. Disaster**

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 and WSU neglect and/or refuse to restore said premises to their former condition or relocate staff and services of UW Bothell to equivalent space, then UW Bothell may terminate this Agreement as outlined in Section IV-E. However, the parties 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 UW Bothell may terminate this Agreement as mentioned above.

**C. No Guarantees**

It is understood that no guarantees, expressed or implied representations, promises, or statements have been made by UW Bothell unless endorsed herein in writing. And it is further understood that this Agreement shall not be valid and binding unless same has been approved by UW Bothell and WSU, and approved as to form by the Office of the Attorney General.

**D. Governance**

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.

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:

1. Applicable state and federal statutes and rules;
2. Terms and Conditions as contained in this basic contract instrument;
3. Any other provision, term or material incorporated herein by reference or otherwise incorporated.

**E. Assignment**

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, except as otherwise provided herein, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**F. Waiver**

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.

**G. Health, Safety and Security**

EvCC and WSU NPSE shall immediately notify UW Bothell in the event of any emergency or other incident involving UW Bothell personnel or students, of which they have actual knowledge as described in Addendum C.

**H. ADA Compliance**

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.

**I. Time**

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

**J. Inability to Perform**

Notwithstanding any other provision hereof, in the event that either party is delayed in or unable to perform any act required under this Agreement and such delay or inability is due to causes beyond the reasonable control of either party, including but not limited to events such as strike, riots, martial law, civil commotion, war, fire, flood, earthquake, or other casualty or acts of God, the performance of such act shall be excused for the period of delay and the time period for performance shall be extended by the same number of days in the period of delay.

**K. Captions**

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.

**L. Severability**

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.

**M. Entire Agreement**

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.

**N. Dispute Resolution**

In the event that a dispute arises under this Agreement, resolution shall be determined by the Coordinating and Planning Council established pursuant to RCW 28B.30.515. In the event that a conflict cannot be resolved through the Coordinating Council, the Washington

Student Achievement Council resolution process will be employed. The determination of the Student Achievement Council shall be final and binding on both parties.

**O. Agreement Changes, Modifications and Amendments**

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

UNIVERSITY OF WASHINGTON BOTHELL

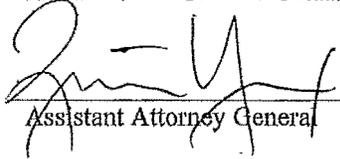
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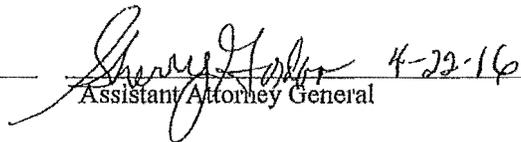
  
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Bjong Wolf Yeigh, Chancellor  
University of Washington Bothell

  
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Date Dan Bernardo, Interim President Date  
Washington State University

APPROVED AS TO FORM:

APPROVED AS TO FORM:

  
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Assistant Attorney General 7/11/16

  
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Assistant Attorney General 4-22-16

## ADDENDUM A

### DATA ELEMENTS FOR SERVICES

1. For the purpose of enabling UW BOTHELL students enrolled in the program identified in this Agreement to have access to computer, library, and parking services through EvCC and WSU NPSE, UW BOTHELL will report to the WSU NPSE Fiscal Analyst and WSU NPSE Academic Dean the following data no later than five days before each quarter, or earlier:
  - 1) Student name
  - 2) Student address
  - 3) Student date of birth
  
2. For the purpose of enabling UW BOTHELL staff and faculty assigned to the program identified in this Agreement to have access to computer, library and parking services through EvCC and EUC, UW BOTHELL will report to the WSU Academic Dean the following data no later than five days before each quarter, or earlier:
  - 1) Faculty/staff name
  - 2) Faculty/staff address
  - 3) Faculty/staff date of birth
  
3. The reports must be submitted to WSU NPSE, to the attention of the WSU NPSE Fiscal Analyst and the WSU NPSE Dean. WSU NPSE will utilize this data for the purpose of billing UW BOTHELL for student technology fees at the rate of \$9 per student per quarter.
  
4. The parties agree to comply with the regulations of the Family Education Rights and Privacy Act to protect student record confidentiality.

## **ADDENDUM B**

### **TECHNOLOGY SUPPORT SERVICES**

UW Bothell and WSU NPSE shall provide students, faculty and staff with technology services in support of UW Bothell classes, workshops, events, and conferences for UW Bothell programs offered at EUC, as follows:

WSU NPSE will provide UW Bothell and EUC member institutions wired and wireless network access and phone services. Desktop computer support (including limited print and file services), classroom technology support (limited to the classrooms managed and designated by WSU NPSE), and instructional video conferencing support. Computer lab services for UW Bothell programs offered at EUC will also be provided by WSU NPSE.

## ADDENDUM C

### HEALTH, SAFETY, AND SECURITY SERVICES

UW Bothell and WSU NPSE shall collaborate with EvCC to provide a safe, healthful, and secure academic environment at the EUC and EvCC for the benefit of the students, faculty, and staff of all the institutions.

#### A. Role and Responsibilities: UW Bothell

1. Designate a specific UW Bothell contact person who will coordinate with WSU NPSE staff and students to facilitate compliance with policies and procedures affecting UW Bothell personnel at the EUC.
2. All UW Bothell students, faculty, and staff who are associated with UW Bothell degree programs located at the EUC and the EvCC campus are required to adhere to the health, safety, and security policies of all three institutions. In cases where a conflict between policies may arise, the policies of EvCC shall prevail.
3. UW Bothell shall immediately report to EvCC and the WSU NPSE Academic Dean any health, safety or security incident involving UW Bothell faculty, staff, or students that occurs at the EUC or on the EvCC campus of which it has actual knowledge.
4. UW Bothell judicial affairs staff and/or security personnel will notify WSU NPSE and EvCC's chief judicial officer and/or security director in a timely manner regarding any disciplinary action taken that affects a UW Bothell student's presence at the EUC.

#### B. Role and Responsibilities: WSU

1. Designate a specific WSU NPSE contact person who will coordinate with UW Bothell staff to facilitate compliance with policies and procedures affecting UW Bothell personnel at the EUC.
2. Include local UW Bothell personnel in all EUC emergency action planning.
3. Notify the UW Bothell Security Office, at 425-352-5222 (available 24-hours), in the event of any emergency or other incident involving or affecting UW BOTHELL personnel, of which it has actual knowledge.
4. In the case of disorderly or threatening conduct occurring at the EUC by a UW Bothell student, the WSU NPSE Dean or chief judicial officer of EvCC may require the student to leave the campus immediately. The WSU NPSE Academic Dean and the EvCC chief judicial officer will confer with UW Bothell officials to determine any conditions or further disciplinary action to be imposed prior to the student's return to the EUC and EvCC campus.

#### C. Roles and responsibilities related to Registered Sex Offenders: Both Parties

1. UW Bothell will notify both WSU NPSE and EvCC directly of any student attending at the EUC and on the EvCC campus who is an identified level one, two, or three sex offender, of which it has actual knowledge.
2. EvCC and WSU NPSE will notify UW Bothell faculty, students, and staff with active FID accounts of any student attending the EUC or EvCC who is an identified level one, two, or three sex offender, of which EvCC or WSU NPSE has actual knowledge.

## **ADDENDUM D**

### **PROMOTION AND MARKETING**

UW Bothell and WSU NPSE shall work together to promote the educational programs offered by UW Bothell at the EUC.

#### **A. Role and Responsibilities: UW Bothell**

1. Designate a specific UW Bothell contact person who will work with WSU NPSE staff to discuss mutually beneficial marketing opportunities.
2. Annually coordinate marketing plans with WSU NPSE's Director of Communications and Public Relations for the promotion and marketing of UW Bothell programs in each other's marketing material and efforts.

#### **B. Role and Responsibilities: WSU NPSE**

1. Designate a specific WSU NPSE contact person who will work with UW Bothell staff to discuss mutually beneficial marketing opportunities.
2. Coordinate annually marketing plans for the promotion and marketing of UW Bothell programs in each other's marketing material and efforts.

## ADDENDUM E

### SERVICES FOR STUDENTS WITH DISABILITIES

UW Bothell, through its Office of Disability Support Services ("DSS"), and WSU NPSE shall provide qualified students with disabilities an equal opportunity to access classes, workshops, events and conferences. Equal access to UW Bothell services and programs is in compliance with UW Bothell Reasonable Accommodation Policy and applicable state and federal laws.

#### **A. Role and Responsibilities: UW Bothell DSS**

1. Comply with the UW Bothell DSS 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."
2. 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.
3. Directly pay for or arrange for payment for reasonable accommodations for UW Bothell students with disabilities while they are participating in the UW Bothell programs at the EUC.
4. Designate a specific UW Bothell Disability Services contact person for all UW Bothell DSS correspondence.

#### **B. Role and Responsibilities: WSU NPSE**

1. Ensure campus facilities, infrastructure, and general communications and services made available to UW Bothell qualified students with disabilities are in compliance with applicable state and federal disability laws.
2. Coordinate on-site placement of accessible furnishings in UW Bothell designated facilities for qualified students with disabilities when requested from the UW Bothell DSS staff or a UW Bothell student in a timely manner (4 to 6 weeks prior to the beginning of the quarter). Accessible furnishings include but are not limited to desks, tables, and chairs. Provision of existing EUC accessible furnishings for qualified UW Bothell students will be accommodated whenever possible. UW Bothell will be contacted in the event that the needs of UW Bothell students exceed the EUC's existing supply of accessible furnishings. EvCC students have priority use of EUC accessible furnishings. UW Bothell will be responsible for funding and/or supplying any additional accessible furnishing. WSU NPSE, through EvCC, will coordinate on-site placement. EvCC will be reimbursed for the cost of destruction or loss of furnishings or assistive listening equipment by UW Bothell students.
3. Provide, when requested by UW Bothell qualified students with disabilities, referral information for local support services such as public transportation, and state and federal social service organizations.
4. Provide UW Bothell DSS referral information to members of the UW Bothell staff upon request.
5. Designate a specific WSU NPSE Disability Services contact person for all UW Bothell DSS correspondence.

## ADDENDUM F

### STUDENT SUPPORT SERVICES

UW Bothell and WSU NPSE shall provide students with services in support of UW Bothell classes, workshops, events, and conferences.

#### A. Role and Responsibilities: UW Bothell

1. All UW Bothell students must adhere to the University of Washington Student Conduct Code (WAC 478-120). Contact: Director of Student Services, 425.352.5352.
2. UW Bothell students will direct complaints and concerns regarding their academic experience to appropriate UW Bothell staff. Contact: RN-BSN Academic Advisor, 425.352.3530.
3. UW Bothell students who need to withdraw from a class, the quarter, or the University for any reason will do so in accordance with UW Bothell policies and procedures. Contact: Associate Registrar, 425.352.3213.

#### B. Role and Responsibilities: WSU NPSE

1. Designate a specific WSU NPSE contact person for all UW Bothell student support service correspondence.
2. Refer students with support issues. Contact: RN-BSN Academic Advisor, 425.352.3530.

## ADDENDUM G

### LIBRARY SERVICES

UW Bothell and WSU NPSE shall provide students with library services in support of UW Bothell classes, workshops, events, and conferences. When borrowing from the EvCC Library Media Center, UW Bothell faculty, staff, and students will be governed by all EvCC Library policies established for community users (circulation policies, overdue fines, etc.).

#### A. Role and Responsibilities: UW Bothell

1. Provide library instruction and reference assistance (on-site and electronic, as applicable) to UW Bothell students.
2. Provide interlibrary loan (ILL) for books, media and articles as provided by UW Bothell Libraries ILL. This is direct-to-user loaning, i.e. not involving host site ILL.
3. Provide various forms of electronic reference services.
4. Provide electronic reserves.
5. Develop a procedure for management of physical reserve materials requested for UW Bothell courses.
6. Designate a specific UW Bothell contact person for all correspondence with EvCC library.

#### B. Role and Responsibilities: WSU NPSE

The following notes do not indicate a promise on the part of WSU NPSE or the EvCC Library and Media Services to provide standards of service or scope of service that address the needs through EvCC of students and faculty engaged in upper division or graduate level programs.

1. Facilitate through EvCC, UW Bothell 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, if such databases are provided to other community users.
2. Facilitate through EvCC, on-site reference service to UW Bothell students, when requested.
3. Facilitate through EvCC, checkout privileges to UW Bothell students, in accordance with EvCC policies and procedures.
4. Facilitate access to study rooms.
5. EvCC will charge UW Bothell students directly for any materials or equipment that have not been returned according to EvCC Library policies.
6. Designate a specific WSU NPSE contact person to coordinate with the library for all correspondence with UW Bothell library.
7. Provide a system for management of UW Bothell owned print and media reserve materials and limited space for reserved items as identified on a quarterly basis by library staff.

**ADDENDUM H**

**REIMBURSEMENT RATES SUMMARY**

The parties agree to the below rates of reimbursement for services in support of UW Bothell programs. In the event that UW Bothell incurs charges other than those described below or provided herein, WSU NPSE will invoice UW Bothell in a timely manner. Payments made 150 days or more past the due date shall also be subject to a collection fee of 25 percent of any monies due, which fee shall be payable by UW Bothell.

Classrooms, meeting rooms and office space related to degree programs sufficient to support programs	Included in Sections IV-B and V.
Office Technology Support	WSU supplies services related to connections to the EvCC network and classroom teaching stations. Included in Section V.
Conference Rooms & Special Facilities	Conference rooms and special facilities made available for occasional non-program-related use will be charged in the same way as other users of EUC facilities.
Printing and copying services	Provided on the same basis as for EUC offices. If used, UW Bothell will reimburse WSU NPSE for charges. Current copying costs are 5 cents for black and white (one-sided), 9 cents double-sided and 12 cents (one-sided) for color copies and 18 cents (double-sided) for color copies, subject to change.
Mail Services	Mail Services (outgoing and incoming) provided at the same level as for EUC offices. If used, UW Bothell will reimburse the WSU NPSE or EvCC for postage at cost.
Transportation (parking services for faculty, staff and students)	At same rates charged to the EUC faculty, staff and students; paid by individuals receiving services. 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>
Computer lab access for UW Bothell/Everett students to designated open student labs (student drop-in at EUC). (List of students provided by UW Bothell personnel by the first day of each quarter.)	\$9 per student quarterly, billed to UW Bothell quarterly.
Computer classroom lab for instructional purposes on EvCC campus and at the EUC	UW Bothell projects using a computer lab for 3 half-days during two quarters of the program. If UW Bothell classes are scheduled in a computer lab for more than 15 hours per quarter, an additional fee of \$50 for a 3-hour period will be charged. Classes offered for a full term are subject to the same lab-use fees as charged to EUC students.
Access to fitness and recreation facilities	EvCC provides access to its fitness & recreation facilities to EUC staff at the same rate as EvCC staff.
AMS/videoconferencing services	If a class is built using video-conferencing as its mode of delivery the operator fees are \$30 per hour for the large IVC room, and \$20 per hour for a small AMS room where an operator is not required to manage the full transmission. This will be billed to UW Bothell quarterly. Note: routine audio-visual support for classroom support noted in this contract is provided at no cost.