
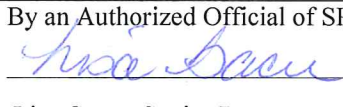


SERVICE AGREEMENT

Institution/Organization ("WSU") WSU Contract #19049 Name: Washington State University Address: Social & Economic Sciences Research Center PO Box 43170 Olympia, WA 98504-3170 WSU Tax ID #91-6001108	Institution/Organization ("SPONSOR") Name: Seattle Community College District VI Address: 1500 Harvard Ave. Seattle, WA 98122 EIN No.: 91-0826872
Awarding Sponsor Seattle Community College District	Amount Funded \$51,936
Period of Performance 6/17/2013-4/30/2014	Project Title: Planning Scan for SCCD
Terms and Conditions	
1) This Agreement is between WSU, an institution of higher education and an agency of the state of Washington, and Sponsor to perform the activities attached as Exhibit A. These activities will be performed by the Social and Economic Sciences Research Center (SESRC), the WSU Technical/Programmatic Representative (Representative). 2) Compensation for such activities shall be \$51,936 billed quarterly per Exhibit A. 3) If Intellectual Property is developed under this Agreement, ownership shall be determined under applicable federal or state law, including Chapter 26, US Code Title 35 and will be disclosed to the Sponsor. Intellectual Property shall mean any invention, copyright, trademark or proprietary information. WSU shall not obtain or attempt to obtain patent coverage on Sponsor-provided materials or information, without the express consent of Sponsor. 4) "Confidential Information" shall mean any Sponsor-provided materials, written information, and data marked "Confidential" or non-written information and data identified at the time of disclosure as confidential, reduced to writing, and transmitted to Representative within sixty (60) days of such non-written disclosure. It shall not include information in the public domain, or independently known or obtained by WSU. To the extent allowed by law, WSU will use the same degree of care it uses to protect its own confidential information to: a) maintain for a period of five (5) years the confidential information obtained from Sponsor under this Agreement and sent to Representative; and b) maintain as confidential any data and interpretation of the confidential information developed under this Agreement until Sponsor has had the opportunity to review same. Publications will be limited to new scientific information regarding activities performed, and WSU will use reasonable efforts not to disclose proprietary processes or methods of Sponsor, or the nature or composition of materials provided by Sponsor. WSU will provide Sponsor with thirty (30) days to review any manuscripts or proposed publications arising out of the Agreement. 5) Neither party will use the name or other trademark of the other party in any publicity, advertising, or news release without prior written approval of the authorized representative of the other party. 6) This Agreement shall be governed by and construed under the laws of the State of Washington. Jurisdiction for any legal action arising from this Agreement shall be Whitman County Superior Court. 7) WSU in no way guarantees activities performed under this Agreement and makes no warranties, express or implied regarding the quality of the activities completed. Each party shall be responsible for its own negligent acts or omissions and shall be deemed to be and shall be an independent contractor. 8) WSU will not accept export-controlled materials or technical information under this Agreement. Sponsor warrants that materials and technical information provided to WSU are not subject to US Export Control laws. 9) Either party may terminate the Agreement with thirty (30) days written notice. 10) This Agreement contains the entire and only Agreement between the parties respecting the subject matter hereof and supersedes or cancels all previous negotiations, Agreements, commitments and writings between the parties on the subject of this Agreement. Should performance of this Agreement require issuance of a purchase order or other contractual document, all terms and conditions of said document are hereby deleted in entirety. This Agreement may not be amended in any manner except in writing and signed by an Authorized Official of each party.	
By an Authorized Official of WSU:  Amanda Owen, Contracts Manager, Washington State University	By an Authorized Official of SPONSOR:  Lisa Gacer, Senior Buyer Seattle Community College District VI

Date 6/26/13

Date 5/31/13

Exhibit A

Statement of Work

Work Plan

The Social and Economic Sciences Research Center (SESRC) at Washington University will provide economic, demographic, educational and industry information that can be used to inform planning by the Seattle Community College District (SCCD), as well as both Seattle Central Community College and South Seattle Community College (colleges).

SESRC will

- Analyze and describe current economic conditions and forecasts for Washington, focusing on King County and the subregions of each community college in the SCCD system,
 - related to current and future job demand, including
 - emerging technologies
 - potential growth occupations
 - and the job skills/education they require, and
 - related to economic specialties of other Seattle Metropolitan area colleges and universities
- With assistance from SCCD, provide a demographic portrait of Seattle area students today and the demographics of the population in the region
- Describe the intersection of these conditions with features of a comprehensive community college in the 21st century:
 - relationship to baccalaureate institutions in King County and, as appropriate, statewide
 - relationship to secondary schools in King County
 - relationship of SCCD programs to career ladders of potential industry specialties
 - Working with SCCD and colleges' assistance, provide analysis of current (and recent) college courses/programs as they relate to the economic conditions and forecasts
- Assist the SCCD and its colleges to draw conclusions for program planning purposes from the data

Responsibilities:

SESRC is responsible to:

Phase 1: Conduct Economic and Demographic Scans:

- Prepare sub-area analysis of Washington/King County/Seattle economic data
- Provide summary of current and emerging demand occupations for Washington/King County/Seattle with particular attention to subregions of each SCCD college
- Analyze issues of skill development relevant to current and projected demand occupations
- Working with SCCD staff, prepare description of current and potential students, including age, potential language and cultural barriers, transportation issues, e-learning, and other factors critical to student success.
- Describe the significance of these characteristics to the economic conditions of Seattle and surrounding areas as they relate to potential program development.
- Present research: brief written research summary and PowerPoint slides Present research: research summary and PowerPoint slides.

Phase 2: Conduct Partnership Scan:

- Analyze partnership opportunities for potential new/expanded programs, based on economic scan
 - Analyze potential development of secondary partnerships.
 - Analyze potential development of industry partnerships.
 - Analyze potential program development within context of other colleges and universities in the Washington/King County/Seattle area
 - Present research: brief written research summary and PowerPoint slides Present research: research summary and PowerPoint slides

Phase 3: Conduct Best/Promising Practices Scan

- Conduct literature search on relevant best/emerging practices features of comprehensive community colleges in 21st century
- Working with SCCD/colleges, prepare tool for SCCD self-analysis
- Present research: research summary and PowerPoint slides

Phase 4: Provide Final Report

- Provide report customization, to include:
 - conclusions to combined reports, created in collaboration with SCCD and each college

- tailor self-analysis tool to reflect specific SCCD/college planning
- Present written summative report, delivered electronically, prepared for printing

SCCD is responsible for the following:

- Reviewing and approving, in a timely manner, the reports and enquiries generated in each phase of the project.
- Helping to identify sources of information, particularly regarding current and previous education and industry partners.
- Helping to coordinate work with SCCD and college staff, as needed.
- Identifying locations and times for meetings to present materials from each phase.
- Printing reports, as desired

Timeline

June 17 - September 15, 2013

June 17 – July 19

July 22 - August 9

August 9 - August 30

September 2 - September 15

Phase One: Economic Conditions and Demographic Research

SESRC conducts research on economic conditions and forecasts

SESRC and SCCD jointly investigate demographic characteristics of Seattle area residents and SCCD college students

SESRC analyzes demographic factors relevant to economic conditions and occupational outlook

SCCD hosts SESRC presentation and discussion

September 15 - November 30, 2013

September 15 -30

September 30 - November 15

November 18 -27

December 2 - 6

Phase Two: Partnership Opportunities

SESRC coordinates with SCCD and college staff to identify current and potential partners

SESRC investigates potential secondary, postsecondary and industry partnerships

SESRC coordinates postsecondary program information with economic conditions and demographic data

SCCD hosts SESRC presentation and discussion

December 9, 2013 - January 31, 2014

December 9 - 20

January 6 - 24

January 27 - 31

Phase Three: Best and Promising Practices

SESRC researches best and promising practices of community colleges

SESRC works with SCCD and college staff to create a self-analysis matrix of best and promising practices

SCCD hosts SESRC presentation and discussion

February 1 - March 31, 2014

February 3 - March 7

March 10 - March 21

March 21- March 31

March 31, 2014

Phase Four: Final Report

SESRC incorporates briefings into final report

SCCD and colleges review draft of final report

SESRC edits, formats final report

SESRC delivers print-ready final report to SCCD in electronic format

Deliverables

- Phase One: Economic and demographic conditions briefing with conclusions relevant to SCCD and colleges (slides with comments)
- Phase Two: Potential partnerships briefing for SCCD/colleges (slides with comments)
- Phase Three: Community colleges best and promising practices briefing (slides with comments) and self-analysis tool, made relevant for use by SCCD/colleges
- Phase Four: Final summative report incorporating all briefings and tool, delivered electronically, suitable for printing

Project Cost

The charges for the project as described herein will be distributed across the four phases as follows:

Phase 1: Economic and Demographic Conditions Analysis	\$ 16,092
Phase 2: Partnerships Analysis	\$ 15,794
Phase 3: Best Practices Analysis	\$ 15,198
Phase 4: Customization and Final Report	<u>\$ 4,852</u>
	\$ 51,936

These project costs assume that a service center agreement will be established between WSU-SESRC and Seattle Community College District. All deliverables will be provided in electronic format.