**MEMORANDUM** Ref: 22-39-02

DATE: January 3, 2023

TO: College Presidents

FROM: Choi Halladay

 Deputy Executive Director for Business Operations

SUBJECT: CIVIL RIGHTS REVIEW PLAN

As noted in previous correspondence, in June 2020, in response to a mandate by Department of Education, SBCTC, in conjunction with the Office of Superintendent of Public Education (OSPI), submitted a new plan for administering the Methods of Administration (MOA) programs and performing mandated civil rights reviews in Washington State’s Community and Technical Colleges. This plan was approved by Department of Education’s Office of Civil Rights (OCR) in December 2020.

As part of the new plan, the administrative and facility portions of the review were separated to better accommodate the state budgetary cycle and to allow for more efficient use of both SBCTC and college staff. Under the new model, accessibility reviews will be scheduled in conjunction with the bi-annual facility condition surveys performed by SBCTC’s Principal Architect, Steve Lewandowski. In addition, due to the time required to perform a full physical review of a college, only three accessibility reviews will be performed annually.

Mr. Lewandowski will coordinate all details of each review directly with each college’s director of facilities. Shortly before the agreed-upon date for the engagement, a letter will be sent to the college’s president notifying them of the upcoming review. The college’s director of facilities, and any staff member designated by the director, will accompany Mr. Lewondowski on the inspection. Any other staff member is also welcome to observe the inspection. Following the review, the report summarizing the results of the engagement will be sent to the college within 60 days of completion of the review.

All the engagements’ administrative tasks, including sending required correspondence, creation of reports, and completion of the engagement, will be performed by SBCTC’s MOA coordinator Maryam Jacobs.

Colleges scheduled for a physical accessibility review during the 2023 calendar year, and preliminary dates for these reviews, are as follows:

Seattle Central College Mar 1, 1:00 p.m. — Mar 3 12:00 p.m.

Walla Walla Community College Apr 10, 2:30 p.m. — Apr 13, 12:00 p.m.

Everett Community College Sept 11, 10:30 a.m. — Sept 13, 12:00 p.m.

As previously noted, if you are listed as being scheduled for a physical review, all details will be coordinated by Steve Lewondowski with the college’s director of facilities.

If you have any questions or if we can be of any assistance, please feel free to contact Maryam Jacobs at (253) 691-7618 or mjacobs@sbctc.edu, or Steve Lewandowski at (360) 704-4395 or slewandowski@sbctc.edu.

Cc: Carli Schiffner, Deputy Executive Director of Education, SBCTC

Choi Halladay, Deputy Executive Director of Business Operations, SBCTC

Marie Bruin, Director of Workforce, SBCTC

Darrell Jennings, Capital Budget Director, SBCTC

Steve Lewandowski, Chief Architect, SBCTC

Vice Presidents and Directors of Human Resources, All Colleges

Vice Presidents and Directors of Student Services, All Colleges

Vice Presidents and Directors of Equity, Diversity and Inclusion, All Colleges

Directors of Facilities, All Colleges

Joe Wilcox, Career Pathway Manager, WTB