

WAC 132C-276-220 Description of the college. (1) **Mission - Governance.** Olympic College is a public institution of higher education established under chapter 28B.50 RCW as a community college, which offers associate and applied baccalaureate degrees. The college is governed by a board of trustees appointed by the governor. The board appoints a president who serves as the chief executive officer responsible for the administration of the college.

(2) **Olympic College campuses.** The main campus of the college is located at 1600 Chester Avenue, Bremerton, Washington 98337. The college also offers educational programs online and at other campuses located at 937 West Alpine Way, Shelton, Washington 98584, and 1000 Olympic College Way Northwest, Poulsbo, Washington 98370.

(3) **Policies and procedures.** College policies meeting the definition of a "rule" under the Administrative Procedure Act, chapter 34.05 RCW, are adopted by the board of trustees and published in Title 132C of the Washington Administrative Code. Other college policies approved by the administration are published in policies and procedures available on the college web site.

(4) **Documents index.** As an institution of higher education, the college generally does not have occasion to issue nonexempt "final orders," "declaratory orders," "interpretive statements," or "policy statements" as those terms are defined and used in the Public Records Act. The secretary of the college's board of trustees does maintain and publish on the college web site a documents index of the board's approved meeting minutes which includes motions and resolutions. Inquiries may be directed to the secretary of the board in the office of the president.

(5) **College web site.** The college's official web site, available at www.olympic.edu, provides general information about the college and its board of trustees, administration, educational programs, and policies and procedures. Persons seeking public records of the college are encouraged to view the records available on the web site prior to submitting a records request.

[Statutory Authority: Chapter 28B.50 RCW. WSR 18-12-042, § 132C-276-220, filed 5/30/18, effective 6/30/18.]