

WAC 132J-164-020 Definitions. (1) "Administrative unit" shall mean any one of a number of offices under the direction of a particular administrator, and set up to maintain a variety of records and processes for the college.

(2) "Administrator" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.

(3) "Classified person" shall mean any employee who is contracted for a job that is listed and classified with the higher education personnel board of the state of Washington.

(4) "College" shall mean Green River College, District 10, state of Washington and the personnel thereof, and any other college centers or facilities established within District 10, state of Washington.

(5) "Confidentiality" shall mean the state of being held in secrecy or privacy, so as not to be available to third parties.

(6) "Coordinator of admissions" is the college employee who is charged with the responsibility for maintaining applications, transcripts from other institutions, closed program records, and other records required or developed in the admissions process.

(7) "Credentials" shall mean those records and recommendations kept on file by the placement office for job or college placement purposes.

(8) "Dean for students" shall mean the dean for students of Green River College, District 10, state of Washington.

(9) "Directory information" includes the following information relating to a student: The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

(10) "Educational records" are official transcripts, documents, references, or other such information which is in writing and is preserved as evidence.

(11) "Faculty" shall mean any employee of Green River College, District 10, state of Washington who has employment as a teacher, counselor, librarian, or other position for which the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(12) "Financial aids officer" is the college employee who is charged with the responsibility for maintaining applications for financial aids, student financial records, records of financial aids awards, work-study, and other information as may pertain to the operations of the financial aid office.

(13) "Identifiable information" shall mean any record or information of such a nature as to aid in or cause the identification of the person to whom it relates.

(14) "Placement officer" is the college employee who is charged with the responsibility for maintaining credentials, recommendations, and other information as may relate to the placement office.

(15) "President" is the chief executive of the college appointed by the board of trustees.

(16) "Registrar" is the college administrative employee who is charged with the responsibility for maintaining transcripts, grades, and grade rosters.

(17) "Student" is any person enrolled at the college.

(18) "Student body of Green River College" includes all persons who are enrolled in classes at the college.

(19) "Student body president" shall mean the person elected to the position so-titled by a vote of the student body of Green River College.

(20) "Third parties" shall mean any and all persons and/or organizations other than the college or the student.

[Statutory Authority: RCW 28B.50.140 and 34.02.353 [34.05.353]. WSR 15-15-071, § 132J-164-020, filed 7/13/15, effective 8/13/15; Order 77-3, § 132J-164-020, filed 8/30/77.]