



OFFICE OF THE ATTORNEY GENERAL

SLADE GORTON ATTORNEY GENERAL
CENTRAL WASHINGTON STATE COLLEGE DIVISION
BARGE HALL
ELLENSBURG, WASHINGTON 98926

November 29, 1971

Mr. Gary Reid
Assistant Code Reviser
Legislative Building
Olympia, Washington 98504

Dear Sir:

Attached is a copy of the Human Rights Policy of Central Washington State College, adopted by the Board of Trustees at its regular meeting on November 12, 1971.

The original notice of intention to adopt these rules specified the proposed date of adoption as October 8, 1971. On October 8, 1971, the Board of Trustees of Central Washington State College afforded all interested persons at that time notice that they were continuing the hearing on the matter and would take final action upon these rules at their November 12, 1971, board meeting. The time, place and date of that meeting was stated at that time and all parties were afforded actual notice of the continuation of that hearing and the new date. Pursuant to the continuation of the hearing date the Board of Trustees on November 12, 1971, by resolution, adopted the Human Rights Policy in Washington Administrative Code provision form.

A copy of those rules so adopted and the enabling resolution are attached for your information and for placement in the Washington Administrative Code.

Respectfully,

Steve Milam
Assistant Attorney General

STATE OF WASHINGTON FILED DEC 6 1971 CODE REVISER'S OFFICE KET.# FILE #

11b
Attachments

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Central Washington State College
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules
Emergency rules , being order No. 3274

relating to (Name of rules or description of subject matter)

Human Rights Policy of Central Washington State College

(ALTERNATIVE A. Use only for adoption of permanent rules)

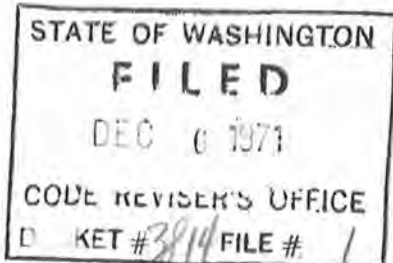
pursuant to Notice No. 3274 ① filed with the code reviser
on Dec. 1, 1971 ② were regularly adopted as permanent rules of this
(date) Hertz Hall-Rm. 123
institution at C.W.S.C. Campus on 11-12-71 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be January 10, 1971 . ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on the
proposed action would be contrary to the public interest, were
regularly adopted as emergency rules of this institution at
_____ on _____ and are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this 2nd day of December 1971.



Central Washington State College
(AGENCY)

Steve Milam
By Steve Milam
Assistant Attorney General

TITLE

Effective 9/1/71

[Form CR-5]

CENTRAL WASHINGTON STATE COLLEGE

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION NO. 71-13

WHEREAS certain rules and regulations of Central Washington State College are required by law to be adopted in accordance with the provisions of Chapter 57, Laws of 1971, First Extraordinary Session; and

WHEREAS notice of the intent of the Board of Trustees of Central Washington State College to adopt a Human Rights Policy of Central Washington State College has been provided in accordance with Chapter 57, Laws of 1971, First Extraordinary Session; and

WHEREAS a hearing has been held in an open and public meeting by the Board of Trustees of Central Washington State College on the proposed Human Rights Policy;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Central Washington State College that the Board of Trustees of Central Washington State College hereby adopts a Human Rights Policy for Central Washington State College to read as set forth on the pages attached.

BOARD OF TRUSTEES
CENTRAL WASHINGTON STATE COLLEGE

Wm. Hugh Jones
Chairman

Attest:

James E. Brooks
Dr. James E. Brooks, Secretary
Board of Trustees

DATED THIS 12th DAY OF November, 1971.

Chapter 106-72

HUMAN RIGHTS POLICY
OF CENTRAL WASHINGTON STATE COLLEGE

WAC 106-72-010 GENERAL POLICY. It shall be the policy of the Board of Trustees of Central Washington State College, within the realm of their authority and in keeping with their responsibility to the public, to prohibit discrimination based on race, creed, ethnic origin, or sex. This prohibition applies to all aspects of the College's functions, program and activities, the utilization of its facilities and the official use of the College's name; the employment, housing, financial aid, and educational opportunities it provides.

The Board of Trustees, furthermore, affirms its intent and desire to establish practices consistent with those prescribed for other agencies of the State of Washington through the governor of the State and through this policy expresses its intent to modify any present practices of the College to accomplish this end.

The Board of Trustees hereby directs the President of Central Washington State College to establish administrative procedures, rules, and regulations which will fulfill this policy and which will provide him with means to monitor and maintain such rules and regulations. Furthermore, the President is directed to report, from time to time, to the Board of Trustees progress and problems related to the execution of this policy.

WAC 106-72-100 PROCEDURES, RULES, AND REGULATIONS-- EMPLOYMENT, JOB PLACEMENT, AND PROMOTION. It shall be the goal of this College to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, age, or physical disability, except where sex, age or physical disability are bona fide occupational qualifications. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. It is, furthermore, a goal of this College to establish contracts and supply agreements only with firms and individuals who support and implement the above stated goal.

WAC 106-72-110 -----ACADEMIC PERSONNEL. All administrators who have authority to employ academic personnel shall work toward establishing a diverse faculty capable of providing for excellence in education and for the enrichment of the College community. No appointment will be made until all candidates have been encouraged to apply.

WAC 106-72-120 -----NON-ACADEMIC PERSONNEL. All those who have authority to employ non-academic personnel (including part-time personnel and students) shall work toward establishing a diverse work force capable of providing excellence in service to the College. No appointment will be made until all candidates have been encouraged to apply.

WAC 106-72-130 -----CONTRACTORS. Every department of the College which awards contracts for the construction, alteration or repair of any building or other public work shall utilize procedures which will ensure that minority group persons are employed on all public works projects of the College. This goal is to be sought whenever College funds, from any source, are expended.

The College shall include in the bid specifications for a public works contract a requirement that the prospective contractor and his subcontractors must agree to take affirmative action to employ minority group workers in the performance of the contract. The bid specifications shall express as precisely as possible what affirmative action a contractor will be obligated to take.

WAC 106-72-140 -----SUPPLIERS. This College is obligated as a bona fide state agency to abide by RCW 43.19.190 which is the statute describing state purchasing laws. This statute, in general, requires the College to seek competitive bids for all purchases and requires the institution to accept the lowest bid which meets stated specifications. In addition, Central Washington State College will stipulate in writing on all Invitations to Bid and on all Purchase Orders an anti-discrimination clause. Such clauses will obligate any supplier to practice equal opportunity employment, and shall bind him to abide by an anti-discrimination action adopted by the Division of Purchasing for the State of Washington.

It shall not be obligatory for the College to investigate each of its suppliers for conformity to the regulations but the College will be obliged to investigate any supplier against whom a complaint has been filed related to discrimination.

WAC 106-72-150 -----STUDENT EMPLOYMENT. Students employed by the College on a part-time basis shall be hired first on the basis of qualifications to accomplish job specifications and secondly on the basis of need. A

sincere effort, however, must be made by those employing such students that the student work force be composed of a significant number of minority students and members of both sexes. Job placement and opportunity for promotion shall be no different for one student than for another but shall be solely a matter of competence.

WAC 106-72-200 -----STUDENT SERVICES. It is the goal of this College to create and maintain all student services which are responsible to the needs and desires of all students and which reflect a policy of non-discrimination. In all areas of student services, students are to be treated as individuals without regard for race, religion, color, national origin, sex, age, or physical disability.

WAC 106-72-220 -----ACADEMIC PROGRAM. It shall be the goal of this College to recruit and enroll a student body which reflects a significant number of minority group members. The test for significance shall be determined by the percentage of such minority groups in the population of the state. The College shall, in the fulfillment of this goal, make special efforts within its financial resources to bring about this desired student mix.

No students are to be given special consideration in fulfilling graduation requirements at the College, except as may be available for all students through established College policy.

WAC 106-72-230 -----COMMUNITY RELATIONS. The College will work closely with, coordinate activities with, and cooperate with any governmental body established in the community or state whose purpose is to discourage and eliminate discrimination. (1) Community Services. The College is cognizant that the student body and employees of the College must use the multiple services of the community. It is also cognizant that in the private sector of the community policy cannot be dictated or controlled. However, the College shall, in keeping with its own policy of non-discrimination, attempt in every way possible to maintain service arrangements only with those organizations and individuals who operate in a non-discriminatory fashion.

(2) Community Housing. The College Housing Office will seek and maintain community housing listings for the use of students. However, it shall not knowingly list any apartment,

dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. In addition, the College Housing Office shall establish such procedures as to promote non-discrimination in rental housing by private persons to College students.

(3) Vendors. To the extent that it is able under state law, the College shall not knowingly patronize or recommend any vendor or supplier in the community who has demonstrated or announced a policy of discrimination in employment or service.

(4) Government Agencies. The College will strive to create and maintain good relations with official governmental agencies in the Central Washington region so that both employees and students will be welcomed to use governmental services. Wherever it can be shown that such governmental services are in any way discriminatory, the College will strive to correct this situation.

(5) Community Organizations. The College will not allow any of its divisions, departments, or special units, when such units represent themselves as affiliates of the College, to rent or use free of charge the facilities of any organization which states a policy of discrimination or demonstrates discrimination through its procedures of operation.

WAC 106-72-250 -----GOVERNMENT CONTRACTS. The College will establish and maintain non-discriminatory practices in the fulfillment of all its contracts with any governmental agency. It will fully comply with any federal, state, or local governmental regulations which request a policy or procedural statement on non-discrimination.

In the case of federal contracts for research grants and awards, the Office of Research and Development will be charged with development and inclusion in any contract a statement of non-discrimination in the fulfillment of such contract.

WAC 106-72-260 -----IMPLEMENTATION AND ADMINISTRATION--
HUMAN RIGHTS COMMISSION. The College will establish and maintain for as long as is necessary a Human Rights Commission whose responsibilities will be to execute the Human Rights Policy. Details of the Commission are as follows:

(1) Membership. The membership of the Commission shall include persons officially members of the College community--faculty personnel, non-faculty personnel, and students. The Commission's membership shall total six members. Two members shall be appointed from the faculty personnel, two from non-faculty personnel, and two from the

student body. Faculty members shall be appointed by the Faculty Senate Chairman, non-faculty members by the College President, and student members by the ASC President.

(2) Chairman. The chairman of the Commission shall be designated by the members and shall be one of the members appointed.

(3) Responsibilities. The Commission shall have responsibility to:

(a) Distribute and interpret the Human Rights Policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Review regularly (at least annually) all procedures established and executed by deans, department chairmen, and other administrators of operating units of the College which have a relationship to the College policy on non-discrimination.

(c) Review and recommend procedural and regulatory statements as may be needed to update the College policy on non-discrimination.

(d) Become familiar with any new or modified governmental policy or procedure on non-discrimination which may affect College policy or procedure.

(e) Approve any proposed procedure or rule on non-discrimination which may be written and distributed by anyone on campus for consumption by a College-wide audience.

(f) Construct and maintain a procedure whereby complaints from individuals and/or groups may be heard if such complaints may be in violation of College policy.

(g) Construct procedures which may be taken to investigate alleged or suspected discriminatory practices.

(h) Recommend to the President of the College actions which may be taken to correct violations of this policy.

(i) Submit an annual, comprehensive report to the President of the College. The report shall include:

(i) Recommendations for modification of policy statements.

(ii) Review and recommendations surrounding steps taken by various administrators to fulfill written procedure.

(iii) Summary of complaints together with subsequent action concerning such complaints.

(iv) Recommendations for further modification or strengthening of procedures to ensure non-discrimination.

WAC 106-72-270 -----GRIEVANCE PROCEDURE. The following procedures will be used in making a complaint about discrimination in violation of the Human Rights Policy:

(1) Faculty and Civil Service Exempt Members. The complainant should discuss his grievance with his department chairman or immediate supervisor and attempt to gain mutual satisfaction through this process. If unsatisfied with the results of this procedure, the complainant may then present written complaint to the appropriate dean or administrator

for consideration. Within 15 days after receiving the written complaint, the dean or administrator shall reply to the complainant in writing recommending a resolution of the matter. If still unsatisfied, the complainant may redirect a written complaint to the Vice President for Academic Affairs or the Vice President for Business Affairs, whichever is appropriate. Within 15 days after receipt of the written appeal, the appropriate Vice President will present to the complainant and his dean or administrator, a written recommendation to resolve the problem. If the matter is then not resolved to the satisfaction of the complainant, he may write a further appeal to the Chairman of the Human Rights Commission. The Commission, within 15 days after receipt of the appeal, will meet with the complainant and make a written recommendation to the President of the College, with a copy sent to the complainant, who will take whatever action he deems necessary.

(2) Staff Member (Civil Service). The Board of Trustees of the College adopted on May 1, 1970, the Central Washington State College Board of Trustees Grievance Procedure For Classified, Civil Service Employees. Within this set of procedures is a process for grievances. Grievance procedures related to discrimination shall follow this established policy as written except that Step 4 shall be rewritten as follows:

(a) If the grievance is unsatisfactorily resolved by the Director of Staff Personnel within the seven (7) working day period as outlined in Step 3, the employee may within three (3) working days of such a decision request in writing that the College Vice President for Business Affairs coordinate the initiation of a hearing as a final grievance step. This hearing shall be conducted by the Human Rights Commission.

(b) If anyone on the Human Rights Commission is employed in the same office, department, or sub-department as the aggrieved employee, that person shall excuse himself from the Commission for that particular hearing.

The Commission shall hear the grievance under procedures established by the chairman and will render a written recommendation to the President after the hearing is closed. Copies of the recommendation, including any dissenting opinions, if any, of members of the Commission will go to both the President and the complainant. The President will take whatever action he deems necessary.

(3) Student. The complainant will discuss his complaint with the appropriate administrator or supervisor most closely related to the issue involved: (i.e., a housing problem should be discussed with the Director of Housing, a food problem with the Director of Food Services, an academic problem with the Chairman of the appropriate department, etc.). The student should attempt to resolve his problem in this fashion. If unsatisfied with the results, the student may send a written complaint to the Dean of Students. Within 15 days after receiving the written complaint, the Dean of Students shall reply to the student in writing and recommend a resolution of the problem. If still unsatisfied, the

complainant may redirect a written appeal to the Chairman of the Human Rights Commission. The Commission within 15 days after receipt of the appeal, will meet with the student and make a written recommendation to the President of the College, with a copy sent to the complainant. The President will take whatever action he deems necessary.

(4) Groups. Any group with a complaint should choose one of its number to represent its grievance and proceed as for a single individual.

(5) Complaints related to Community. Any member of the College community who has a complaint against any private individual, private establishment, public individual, or public agency, may present a written complaint directly to the Chairman of the Human Rights Commission. Within 15 days after receipt of the complaint, the Commission will meet with the complainant and attempt to recommend a resolution of the problem. If the problem warrants investigation, the Commission may decide to pursue such investigation on its own discretion and subsequently will present to the President recommendations for action. If legal matters pertaining to a violation of individual rights are involved, the Commission will seek to apprise the complainant of his rights and to make recommendations as to how he may proceed to satisfy his complaint through legal channels.

In any complaint against the community, the Commission will attempt to act in such a way as to maintain good communications with the government and the people. In any recommendations for resolution of a problem in the community, the Commission shall meet with members of the Ellensburg Human Relations Commission and seek their cooperation and assistance in correcting any wrong which may have occurred.