

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. 2

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

1. Business Enterprises Policy
2. Use of the Computer Facilities
3. Bond Bid Procedures

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

pursuant to Notice No. 3292 ① filed with the code reviser
on 12-13-71 ② were regularly adopted as permanent rules of this
(date) Samuelson Union Bldg., Rm. 103
institution at C.W.S.C. Campus on 1-7-72 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 February 21, 1972. 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 _____ 12th _____ day of January 1972.

STATE OF WASHINGTON
FILED
JAN 13 1972
CODE REVISER'S OFFICE
KET-3855 FILE # 1

Central Washington State College
(AGENCY)

By _____
Assistant Attorney General
Title _____

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 2

(1) I, Stanford R. Bohne, Vice President for Business Affairs of Central Washington State College of the state of Washington by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and Letter of designation from President, do promulgate and adopt the annexed rules and regulations, to wit:

1. The Business Enterprises Policy of Central Washington State College--WAC 106-140-001 through WAC 106-140-053
2. The Use of Computer Facilities Policies of Central Washington State College--WAC 106-136-900 through WAC 106-136-920
3. The Bond Bid Policy and Procedure of Central Washington State College--WAC 106-164-901 through WAC 106-164-914

as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED January 7 19 72

By

Stanford R. Bohne

Vice President for Business Affairs

Chapter 106-164

BID PROCEDURES

WAC 106-164-901 BOND BID POLICIES AND PROCEDURES. The provisions of 106-164-901 through 106-164-999 shall constitute the Bond Bid Policy and Procedure of Central Washington State College.

WAC 106-164-910 BOND BID PROCEDURES AND REQUIREMENTS. The Board of Trustees shall authorize the sale of bonds. A Notice of Bond Sale shall be prepared by bond legal counsel and be forwarded to the College for authorization and signature. Bond counsel shall then submit this Notice of Bond Sale to bond buyers via bond advertising media.

WAC 106-164-911 -----AVAILABILITY AND SUBMISSION REQUIREMENTS. A bond brochure shall be made available to each inquirer. All bidders shall comply with the requirements of the Notice of Bond Sale and shall be requested to use the prescribed form for submitting bids.

WAC 106-164-912 -----TIME OF FILING AND LATE BIDS. The date and hour specified for the receipt of the bids by the College shall be strictly observed; no late bids shall be accepted. A "late bid" shall be one that is tendered any time after the designated time for receipt of bids.

WAC 106-164-913 -----BID OPENING. All bids shall be opened at a Board of Trustees meeting, which is open to the public, and read aloud immediately.

WAC 106-164-914 -----BOARD ACTION ON BIDS. All bids shall be audited by the financial consultant, and the lowest acceptable bid shall be recommended to the Board of Trustees for consideration and approval at that same meeting. The Board of Trustees reserves the right to reject any and all bids.

Chapter 106-136

USE OF COLLEGE FACILITIES

WAC 106-136-900 USE OF COMPUTER FACILITIES POLICY. The provisions of WAC 106-136-900 through 106-136-949 shall constitute the Use of Computer Facilities Policies.

WAC 106-136-910 USE OF COMPUTER FACILITIES BY STUDENTS, FACULTY AND STAFF. Self-service keypunching and programming room facilities at specified times are only available for faculty and students. These facilities as well as limited assistance and consultation in the areas of computing are available during these same periods. The specified times of availability of these facilities will be determined by the Director of Computer Services and posted in a conspicuous location in the Computer Center area. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization for the many areas of the data processing facility to the students, faculty and administration.

WAC 106-136-911 -----INSTRUCTIONAL REQUIREMENTS. Adequate instruction and training as determined by the Director of Computer Services is mandatory prior to any use of the self-service activities on any computer center facilities. The standards prescribed in the instruction and training program shall be adhered to prior to the center processing any job submitted.

WAC 106-136-912 -----TIMES OF AVAILABILITY. The times available each business day for testing, access via terminals, input/output, faculty, student, administrative uses, center testing, etc. are as follows:

- (1) Regular hours -- 8 - 5 daily
- (2) Specified times -- pre-arranged times as requested by users and approved by the data processing director or his designee.
- (3) Consultation/programming area -- 8 - 5 daily (except weekends and holidays). Key punch self-service area -- 7 AM - 9 PM daily (except Friday evenings, weekends and holidays).
- (4) Computer operations -- 7 AM - 12 midnight.
- (5) Instructional/academic testing of programs submitted to the Center for processing shall be given priority from

7 a.m. - 4 p.m. A schedule of times for input and output of these programs will be posted in appropriate Computer Center areas.

(6) Administrative processing (i.e., registration, accounting, payroll, grade processing, etc.) receives priority from 4 p.m. - midnight. A schedule of process times will be provided to those departments involved.

WAC 106-136-915 ACCESSIBILITY OF COMPUTER FACILITIES FOR USE. Access to the Computer Center during the regular Computer Center hours may be requested by students through the Computer Center administration, PROVIDED, that students shall not have access to the computer equipment without the permission and supervision of a faculty member approved by the Computer Center administration or the permission and supervision of a regular full-time employee of the Computer Center.

WAC 106-136-920 TYPE OF USE PERMITTED. The Computer Center facilities shall be used only for purposes directly related to official state or college activities. No work shall be processed through or by the computer facilities which contributes to the personal gain of any individual, except for the personal gain experienced by students in their normal regularly scheduled classroom educational activities.

Chapter 106-140

USE OF COLLEGE FACILITIES

WAC 106-140-001 BUSINESS ENTERPRISES POLICY. The provisions of 106-140-001 through 106-140-099 shall constitute the Business Enterprises Policy of Central Washington State College.

WAC 106-140-010 BUSINESS SALES. The soliciting, selling, exposing for sale, or offering to sell of any goods, services, articles, wares or merchandise of any nature whatsoever, within the boundaries of Central Washington State College property is prohibited except by written permission of the Board of Trustees, President or his designee, PROVIDED, that this section shall not apply to private, personal, noncommercial sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved, or to the soliciting, selling, exposing for sale, or offering to sell of individual books, newspapers, magazines, pamphlets and similar published materials.

WAC 106-140-011 -----RESTRICTIONS. Central Washington State College property and facilities may not be used for the activities set forth in 106-140-010 unless such activities serve the purposes and needs of the College and are sponsored by a College department, agency, or recognized organizations. Such activities should only be permitted where they complement the services provided by local businesses.

WAC 106-140-020 ADVERTISING--ADVERTISING IN RECOGNIZED STUDENT AND FACULTY PUBLICATIONS. Advertising in the following listed publications of the College and its recognized student or faculty organizations is permitted within the requirements of journalistic policies, prices, rules and regulations established by each listed publication:

- (1) Campus Crier
- (2) Hyakem
- (3) Student and Faculty Directory
- (4) Village Review
- (5) KCWS
- (6) Athletic Programs

WAC 106-140-021 -----ADVERTISING ON BULLETIN BOARDS.

Advertising in order of priority, by students, college employees and recognized organizations thereof on bulletin boards is approved but shall be subject to regulation by the Dean of Students or his designated representative with respect to priority when there is a lack of space, and to the size and duration of the posting. This section applies to bulletin boards located at the following places:

	<u>Location</u>	<u>Users</u>
(1)	<u>Samuelson Union Building</u> Nature of advertisements: Activities of the sponsoring organizations only.	Student government activities Campus sponsored groups Campus sponsored events
(2)	<u>Mitchell Hall</u> Nature of advertisements: Activities of the sponsoring organization only.	Student government activities Campus sponsored groups Campus sponsored events
(3)	<u>Bookstore</u> Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations and students.
(4)	Any additional ASC bulletin board space which may be provided by the College or by a recognized organization. Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.
(5)	<u>Residence Halls</u> Nature of advertisements: Activities of the sponsoring organization only.	All recognized campus organizations.

Advertising by other than Central Washington State College affiliated or recognized groups is not permitted at any time on College property and will be removed upon discovery.

WAC 106-140-030 PUBLICITY AND LITERATURE. Use of College bulletin boards and College property for publicity activity and dissemination of literature shall be permitted in the manner set forth in the provisions of 106-140-030 through 106-140-039.

WAC 106-140-031 -----OUTDOOR SIGNS. These signs may include banners, posters, stick signs, sandwich boards, or other types of signs. Any sign causing destruction of property will be removed upon discovery. (1) Student activity signs approved by the Scheduling Office may be placed anywhere on the major walkways or malls immediately adjacent to the Samuelson Union Building.

(2) Stick signs and banners or posters may be posted in the immediate area of Commons and Holmes dining hall entrances. Signs in these areas will be limited to 2 feet by 3 feet in size. Pep banners or any other large signs to be posted in the immediate area of Commons or Holmes dining hall entrances must receive specific approval of the Scheduling Office and the Director of Food Services.

(3) For Central Washington State College student election campaigns, other areas such as the west end of Black Hall or the east end of Hertz Hall may be designated by the Election Committee subject to the approval of the College official responsible for that area.

(4) All signs, banners, and posters on the physical property immediately surrounding dormitories must be approved by the Scheduling Office and Housing Manager.

(5) Signs shall not be posted on trees or doors anywhere on campus; any so placed may be removed and destroyed by Central Washington State College and Central Washington State College may charge the group or individual responsible for such sign placement for the labor required to restore the premises.

(6) Outdoor signs shall be removed within 36 hours after an event.

(7) If signs and debris are not removed by the individuals or groups responsible for their erection within 36 hours after an event, after warning the individual or group, the College may take steps to remove the debris, litter or material and charge the group or individual responsible for such erection, installation or placement, for the labor required to restore the premises to the original condition.

WAC 106-140-032 -----BULLETIN BOARDS. Posting on bulletin boards for regularly scheduled meetings shall not be earlier than three days before an event; posters for major activities such as speakers and dances shall not be placed on bulletin boards until 7 days before the event. All posters shall be removed within 36 hours after the event. Maximum allowable size of any sign is 12 x 18 inches; any sign in excess of the stated size may be removed at any time.

WAC 106-140-033 -----PERSONAL "FOR SALE" NOTICES. The items may be posted in the designated areas of the Samuelson Union Building only when neatly typed or written on a 3 x 5 inch card for no longer than one month after posting and shall be subject to approval by the Scheduling Office.

WAC 106-140-034 -----FREE DISSEMINATION OF LITERATURE. Individuals may use campus walkways to disseminate free literature, except commercial advertising; however, such dissemination shall not be permitted to interfere with individuals entering or leaving buildings or with building occupants. This privilege may be revoked if deemed necessary by the College. Dissemination of literature within any buildings, limited or restricted use areas, including the stadium or tennis courts, is prohibited.

WAC 106-140-035 -----USE OF TABLES. Representative of organizations recognized by the Associated Students of Central may arrange for use of literature tables through the Scheduling Office. Such tables shall be used only for literature from students, faculty or departments.

WAC 106-140-036 -----COMMERCIAL ADVERTISING PROHIBITED. College facilities and property shall not be used for commercial advertising by non-college groups or individuals.

WAC 106-140-040 SELLING ON CAMPUS. Selling within the boundaries of Central Washington State College property may be permitted in the manner and at the locations as set forth below:

(1) Residence Halls:

(a) The selling of food in vending machines is controlled by and administered through the Office of the Director of Auxiliary Services.

(b) Students are allowed to sell or to offer services on commission for food, laundry, dry cleaning, magazines, corsages, and tuxedos with a special permit only. Every student engaged in selling in college housing units must secure a permit from the Director of Auxiliary Services.

(c) Petitions requesting permission for selling in areas not listed are considered by the Board of Review. All petitions shall be submitted in writing to the Director of Auxiliary Services.

(2) Other Campus Areas, as follows:

(a) Selling by individual students or by recognized organizations in classroom buildings, administrative buildings or service buildings is not allowed without special permission that must be obtained from the Vice President for Business Affairs not less than five business days prior to the date the requested activity is to take place. Violations must be reported promptly to the Vice President for Business Affairs.

(b) The College Athletic Committee regulates selling at College athletic events. Applications for permission to sell at such events shall be made to the College Athletic Committee.

(c) The College Union Board regulates selling by individuals and groups in the Samuelson Union Building. Applications for permission to sell in the Samuelson Union Building shall be made to the College Union Board.

WAC 106-140-050 SOLICITING AND SELLING OF PUBLISHED MATERIALS. The personal, noncommercial soliciting, selling, exposing for sale, or offering to sell by any person or persons, of any books, newspapers, magazines, pamphlets and similar published materials shall be permitted within the boundaries of Central Washington State College property, provided that such published materials are not already available for sale at the College, and shall be subject to regulation by the College President or his designee as to the time, place, and manner thereof. Applications for permission to solicit or sell under this policy shall be submitted to the President or his designee 24 hours prior to the time such use of the College facilities is desired. The President or his designee shall establish the time, place and manner that such soliciting and selling shall occur within the boundaries of College property. All rules and regulations, orders or directives adopted by the President or his designee pursuant to this section shall be promulgated.

WAC 106-140-051 -----EXCEPTIONS. WAC 106-140-050 shall not apply to private sales between individuals where no general or public solicitation, exposure for sale or offer to sell is involved.

WAC 106-140-052 -----PROHIBITIONS. The soliciting, selling, exposing for sale or offering to sell of any material in violation of Washington State Law is prohibited.

WAC 106-140-053 -----TIME, PLACE AND MANNER OF SOLICITING AND SELLING OF PUBLISHED MATERIALS. Activity within the scope of 106-140-050 shall be permitted subject to the following restrictions and limitations:

- (1) 8:00 a.m. - 8:00 p.m. Area bounded by the Samuelson Union Building, Wildcat Shop, Walnut Street Mall and 9th Avenue Mall
Monday - Friday

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic, and which is carried on without shouting, voice amplification or other noise louder than normal conversation, and without deliberate provocation, harrassment or disturbance of persons in the area; or any breach of the peace; and subject to the premises being restored to their original conditions is permitted. A registration permit is required and shall be issued by the Scheduling Office in the Samuelson Union Building and shall be in open view during the period of activity.

- (2) 8:00 a.m. - 8:00 p.m. 9th Avenue Mall
Monday - Friday

Personal solicitation which does not interfere with classes in session or obstruct the free flow of traffic is permitted. Voice amplification is also permitted providing amplifiers are used in a manner which does not materially and substantially interfere with the normal educational processes and do not collide with the rights of others. In no instance may amplifiers interfere with classes or the ongoing program of Central Washington State College, nor shall there be any interference with other concurrently meeting groups. Deliberate provocation, harrassment or disturbance of persons in the area, or any breach of the peace is prohibited. Once the solicitation has ceased, the premises shall be restored to their original condition. A registration permit is required and shall be issued by the Scheduling Office in the Samuelson Union Building and shall be in open view during the period of activity.

- (3) Additional facilities may be designated by the President or his designee upon specific request.

ROBERT L. CHAPLITE
CHAIRMAN
RAYMOND W. HAMAN
VICE CHAIRMAN
RICHARD D. WHITE
CODE REVISER

State of Washington
STATUTE LAW COMMITTEE

LEGISLATIVE BUILDING
OLYMPIA, WASHINGTON 98504



November 30, 1971

Central Washington State College
Attorney Generals Office
Steve Milam, AAG
President - Barge Hall
Ellensburg, Washington 98926

Dear Mr. Milam:

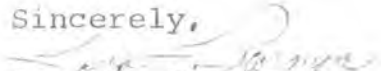
The latest codification of rules of the Community Colleges (Supplement #9 (9/1/71) material) is enclosed. This is a pre-run; the supplement will not be distributed for another month or so. Have also enclosed Bulletins 34 through 38; this will show any rules which were filed by the colleges between September 1st and November 14th. Bulletin 39 will be printed December 1st and will be sent to you.

We are sorry that we could not give you a list of all chapters adopted by all of the colleges; however, you will be able to obtain this information from what has been sent to you. We regret that the Reviser's Office cannot itself undertake such a review of all of the rules as you have requested, but will be pleased to render such advice and assistance as its time and resources permits.

In reference to adopting chapter numbers throughout the colleges which will be uniform; please refer to WAC Chapter 1-13 and specifically WAC 1-13-080 through 200. Since the changing of chapter numbers is expected to be extensive, please refer to WAC 1-13-160 inasmuch as WAC numbers previously assigned to repealed sections or chapters shall not again be used to designate other sections or chapters as the sections or chapters repealed will continue to be referenced in the code as memorial sections or chapters.

Also, please indicate in your repealer the new numbers given each section. In all probability there will be some sections which will not be readopted. Since internal references will need to be amended to show the new chapter numbers given, a complete review of all rules should be considered. The amended or readopted sections which are being changed should be filed in their entirety, taking into consideration the above, along with the renumbered ones.

We are most happy to cooperate with you in this standardization of rules.

Sincerely,

Loma L. Barmore
Administrative Code
Secretary

Enclosures: Supp.#9 material
Bulletins 34 -- 38
Chapter 1-13 WAC