

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Columbia Xasin College
(Name of Institution)

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

The enclosed rules Permanent rules Emergency rules, being Order No. _____
relating to (Name of rules or description of subject matter)

- Non-discrimination due to sex (compliance to Title IX)
- Confidentiality of Student Records
- Use of social security numbers for student identification (voluntary)

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

pursuant to Notice No. 5900 (1) filed with the code reviser
on May 6, 1976 (2) were regularly adopted as permanent rules of
(date)
this institution at Conf. Rm., CBC on 6/7/76 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____. (3)

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

pursuant to its finding in the attached administrative order,
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
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter 28B.19 RCW and of the Open Public Meetings Act of 1971, chapter 42.30 RCW have been fulfilled.

Dated this 7th day of June 1976.

STATE OF WASHINGTON
FILED
JUN 14 1976
CODE REVISER'S OFFICE
POCKET 7409 FILE # 1

Columbia Basin College
(INSTITUTION)
[Signature]
By _____
Secretary, Board of Trustees
Title _____

- (1) Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- (2) Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- (3) Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing: RCW 28B.19.050(2). Leave this space blank except in such special cases.

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

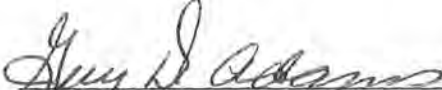
BOARD OF TRUSTEES

RESOLUTION 76 - 4

BE IT RESOLVED BY the Board of Trustees of Community College District No. 19, State of Washington, that:

Policies relating to assurance of non-discrimination due to sex for student admission, education, application for employment, and employment (compliance with Title IX); confidentiality of student records; and student identification by social security number; are hereby approved and adopted and copies of same will be forwarded to the Office of the Code Reviser for filing.

ADOPTED this 7th day of June, 1976, at a meeting of the Board of Trustees of Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.



Guy D. Adams, Chairman



F.L. Esvelt, Secretary
Board of Trustees

132S-165-010 INTRODUCTION. Columbia Basin College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Columbia Basin College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

132S-165-020 PROCEDURES. Any applicant for admission, enrolled student, applicant for employment or employee of Columbia Basin College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by utilizing the following steps:

A. Step 1. Informal Meeting

Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern.

B. Step 2. Title IX Official Hearing

If not satisfied by the results of the Informal Meeting, the complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer. Within 30 days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed and the Title IX officer who will chair the meeting.

C. Step 3. Presidential Appeal

If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the College President in writing within 10 days after receiving the written results of Title IX Official Hearing. Within 15 days after receiving the written request, the College President or the president's designee will conduct the Presidential Appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(1) The College President or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the Presidential Appeal hearing. The College President or presidential designee shall preside.

(2) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(3) The written findings of the Presidential Appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director
Office of Civil Rights, HEW

or

The Equal Opportunity Commission

or

Human Rights Commission

WAC 132S-27-010 INTRODUCTION. In order to properly identify a student for record keeping purposes, it is necessary to assign an exclusive number to each person who enrolls at Columbia Basin College. It has been the practice to use social security numbers because it is a convenient method of identification.

WAC 132S-27-020 EXCEPTION TO USING SOCIAL SECURITY NUMBER FOR IDENTIFICATION PURPOSES. No student may be denied any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number. All forms used by the college which request the disclosure of a social security number shall indicate that the disclosure of the number is voluntary. If the student elects not to reveal his number, another method of identification for that person may be used.

WAC 132S-25-010 INTRODUCTION. When a student enters Columbia Basin College and submits the required personal data for academic and personnel records there is an implicit assumption of trust placed in the College as custodian of these data. The College also believes that a similar relationship should be maintained relative to subsequent data generated during the student's enrollment - academic performance, activities, personal interviews, and disciplinary proceedings.

WAC 132S-25-015 STATEMENT RELATIVE TO CONFIDENTIALITY. In its relations with students, the College tends to preserve the confidential character of communications and records so as to insure that its educational and counseling processes are carried forward in the most effective possible manner.

WAC 132S-25-020 INFORMATION WHICH MAY BE RELEASED. Information of a "public" nature will be furnished, that is, information which has appeared at one time or another in publications that are available to the general public or are a matter of public record.

Political membership or information is not recorded in student records. Information relative to an identifiable individual's race or national origin may be provided to college personnel who have a bona fide interest in such information in the course of his duties.

Information regarding the academic achievement of students being considered for college-associated honors, or scholarships may be furnished the committees responsible for making the awards.

WAC 132S-25-025 WHO MAY REQUEST AND RECEIVE INFORMATION. At the written request of the student concerned, Columbia Basin College will respond to inquiries originating from prospective employers - public or private. The College respects the right of its students to determine prospective employers to whom they wish the College to furnish non-public personal information.

The College will send individually identified written reports to other educational institutions only with the consent of the student involved. When requested by another institution or when deemed necessary by the College, unidentified information may be sent when such information is to be used for curriculum study, accreditation, or studies which may be of benefit to future students.

Faculty members may request objective information contained in permanent academic records when needed in discharge of their official duties.

The College recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons and daughters.

However, parents of Columbia Basin College students will not be furnished grade reports or transcripts without the permission of the student. In like manner, the spouse of a married student regardless of the student's age, will be given such information only with the consent of the student.

WAC 132S-25-030 STUDENT ACCESS TO RECORDS. A student may view the contents of his personnel records with the professional staff. If a student feels the information in his record is inadequate or inaccurate, he may petition to the Dean of Student Services to file corrections for inclusion in the record. If the correction is other than for routine information, the Dean of Student Services will convene a hearing panel to consider the requested change within thirty days.

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Columbia Basin College
(Name of Institution)

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

The enclosed rules Permanent rules Emergency rules, being Order No. 76-2
relating to (Name of rules or description of subject matter)

Sick leave for administrative and exempt personnel

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

pursuant to Notice No. 5832 (1) filed with the code reviser
on 4/7/76 (2) were regularly adopted as permanent rules of
(date)
this institution at Columbia Basin College 6/7/76 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be _____ (3)

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

pursuant to its finding in the attached administrative order,
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
(place) (date)
are herewith filed in the office of the code reviser pursuant to
chapter 28B.19 RCW.

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW and of the Open Public Meetings Act of 1971, chapter
42.30 RCW have been fulfilled.

Dated this 7th day of June 1976.

STATE OF WASHINGTON
FILED
JUN 14 1976
CODE REVISER'S OFFICE
DUCKET # _____ FILE # _____

VOID

Columbia Basin College
(INSTITUTION)
[Signature]
By
Secretary, Board of Trustees
Title

- ① Notice number as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use no. of last notice)
- ② Stamped date as appears on the copy of notice returned to you by reviser's office (if proceedings were continued, use date of last notice)
- ③ Unless a later date is specified in this order or is prescribed in another statute, rules are effective 30 days after filing:
RCW 28B.19.050(2). Leave this space blank except in such special cases.

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES


RESOLUTION 76 - 2

BE IT RESOLVED by the Board of Trustees of Community College District No. 19, State of Washington, that:

Policy relating to Sick Leave for administrative and exempt personnel, WAC 132S-173

IS HEREBY ADOPTED this 7th day of June, 1976, at a meeting of the Board of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BE IT FURTHER resolved that the same policy, along with a copy of this resolution, shall be forwarded to the office of the Code Reviser for filing.


Guy D. Adams, Chairman


F.L. Esvelt, Secretary
Board of Trustees

WAC 132S-173-010 INTRODUCTION. It shall be the policy of Columbia Basin Community College District No. 19 to grant personal illness or injury leaves of absence to Administrative and Exempt Personnel. The policy is designed to protect the employee from loss of pay or employment status in the event of temporary illness or injury.

WAC 132S-173-020 DEFINITIONS. (A) Administrative Employee means any contracted person employed by Community College District No. 19 and who performs administrative functions as at least fifty percent or more of his/her assignment, and/or has responsibility to hire, dismiss, or discipline other employees.

(B) Exempt Employee means any contracted person employed by Community College District No. 19 who is exempt from the application of Civil Service and Certified Staff Rules.

WAC 132S-173-030 PROCEDURES. An administrative employee of Columbia Basin Community College shall be entitled to fifteen (15) days per calendar year accumulative to a maximum of one hundred eighty (180) days for absence due to personal illness or injury.

Employees who, prior to their employment at Columbia Basin Community College, accrue personal illness leave from previous employment at another educational institution in the State of Washington shall be entitled to transfer the accrued unused days to this Institution as authorized by RCW 28.58.100.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy. The institution shall not continue such entitlements, including salary, beyond the total number of days accrued for an employee's personal illness or injury.

All applications and accounting for absences will be the mutual responsibility of the individual employee and his/her immediate supervisor, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record-keeping.

This policy shall become effective on the beginning date of employment at Columbia Basin Community College