

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

BOARD OF TRUSTEES

(name of governing body)

COLUMBIA BASIN COLLEGE, DISTRICT NO. 19

(name of institution)

Resolution No. \_\_\_\_\_

Administrative Order No. 82-1

(1) Be it resolved by the board of Trustees

of the Columbia Basin College (institution)

acting at CBC Board Room, Pasco, WA (place)

that it does adopt the annexed rules relating to: Public Records; Practice & Procedures; Faculty & Staff; Reduction in Force, Classified Staff; Student Policies; College Facilities

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. WSR 82-17-017 filed with the code reviser on 8/9/82. These rules shall take effect: [X] thirty days after they are filed with the code reviser pursuant to RCW 28B.19.050(2). [ ] at a later date, such date being \_\_\_\_\_.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, \_\_\_\_\_, find that an emergency exists and that this order 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 public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040<sup>1</sup> that each order shall set forth an appropriate statement of state statutory authority fill in statement (a), (b), or (c) as appropriate:

- [ ] (a) This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement that statute.
[ ] (b) This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the

\_\_\_\_\_ (institution) has authority to implement the provisions of

\_\_\_\_\_ (name of act or RCW citation)

- [ ] (c) This rule is promulgated under the general rule-making authority of the Columbia Basin College (institution)

as authorized in RCW 28B.50.140 and 28B.19

(4) The undersigned hereby declares that the institution has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

STATE OF WASHINGTON FILED October 4, 19 82

OCT 11 1982

By: [Signature] Secretary, Board of Trustees Title

CODE REVISER'S OFFICE WSR 82-21-012

NEW SECTION

WAC 132S-10-016 PUBLIC RECORDS--PURPOSE AND DEFINITIONS. The purpose of this chapter shall be to ensure compliance by Community College District 19 with the provisions of chapter 1, Laws of 1973 (Initiative 276) Disclosure-Campaign-Finances-Lobbying-Records; and in particular with sections 25-32 of that act, dealing with public records.

(1) PUBLIC RECORDS. "Public records" includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) WRITING. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents.

(3) COMMUNITY COLLEGE DISTRICT 19. Columbia Basin Community College is the community college created by the legislature pursuant to the Community College Act of 1967. Community College District 19 shall hereinafter be referred to as the "college." Where appropriate, the term college also refers to the staff and employees of the Columbia Basin Community College.

NEW SECTION

WAC 132S-10-020 OPERATIONS AND PROCEDURES. The formal procedures for decision-making at the college are determined by the bylaws of the board of trustees at Columbia Basin Community College and rules promulgated in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the college which affect the relationship of the general public with the institution, or the relationship of particular segments of the college, such as students, faculty, or other employees, with the college or with each other:

(1) The violation of which subjects the person to a penalty of administrative sanction;

(2) Which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(3) Which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law; are implemented only through the procedures of the HEAPA. In accordance with RCW 28B.19.020(2), the college reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: Rules, regulations, orders, statements, or policies relating primarily to the following: Standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under this chapter unless otherwise required by law.

Other formal procedures may appear within the policies of Columbia Basin Community College and may relate to such things as matters that must be first considered by the faculty senate or subcommittees thereof or by the associated students of Columbia Basin Community College or subcommittees thereof prior to their consideration by the board of trustees. Requirements regarding such prior consideration

any faculty or student or any other college group also appear in bylaws of Columbia Basin Community College.

Informal procedures regarding the methods and general course of operations at the college are, for the purposes of these rules, either:

(a) Decisions made by persons authorized by board resolution, the president, vice president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(b) Methods of human persuasion utilized by any member of the college's constituencies or the public to attempt to influence one in power to make decisions within that person's scope of responsibility.

#### NEW SECTION

WAC 132S-10-021 PUBLIC RECORDS AVAILABLE. All public records of the college are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132S-10-027.

#### NEW SECTION

WAC 132S-10-022 PUBLIC RECORDS OFFICER. The college's public records shall be in charge of the public records officer designated by the president. The person so designated shall be located in the administrative office of the college. The public records officer shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

#### NEW SECTION

WAC 132S-10-023 PUBLIC RECORDS--OFFICE HOURS. Public records shall be available for inspection for copying during the office hours of 9:00 a.m. to noon, Monday through Friday, excluding legal holidays.

#### NEW SECTION

WAC 132S-10-024 REQUESTS FOR PUBLIC RECORDS. In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the college's administrative staff, if the public records officer is not available at the administrative office in the college

during the hours listed above. The request shall include the following information:

- (a) The name of the person requesting the record;
  - (b) The time of day and calendar date on which the request was made;
  - (c) The person making the request for public inspection of records shall specify the time of day and date when the person wishes to inspect said records;
  - (d) The nature of the request;
  - (e) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
  - (f) If the requested matter is not identifiable by reference to the college's current index, an appropriate description of the record requested.
- (2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

#### NEW SECTION

WAC 132S-10-025 PUBLIC RECORDS--FEES. No fee shall be charged for the inspection of public records. The college shall charge a minimum fee of \$.25 per page of copy for providing copies of public records and for use of the college's copy equipment. This charge is the amount necessary to reimburse the college for its actual costs incident to such copying.

#### NEW SECTION

WAC 132S-10-026 PUBLIC RECORDS--EXEMPTIONS. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132S-10-024 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the college reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

#### NEW SECTION

WAC 132S-10-027 REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specify



or to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The president shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the board of trustees as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the board of trustees has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

#### NEW SECTION

WAC 132S-10-028 PUBLIC RECORDS INDEX. (1) INDEX. The college has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) AVAILABILITY. The current index promulgated by the college shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

#### NEW SECTION

WAC 132S-10-029 REQUEST FOR PUBLIC RECORDS--ADDRESS. All communications with the college including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the college's decisions and other matters, shall be addressed as follows: Columbia Basin Community College, c/o Public Records Officer, 2600 North Chase Street, Pasco, Washington.

NEW SECTION

WAC 132S-20-015 PRACTICE AND PROCEDURE--FORMAL HEARING POLICY. In accordance with the authority accorded it per RCW 28B.19.120 (c) and (h), the board of trustees hereby promulgates the following rules regarding contested cases involving formal hearings.

NEW SECTION

WAC 132S-20-020 PRACTICE AND PROCEDURE--DEFINITIONS. As used herein, the term "agency" shall mean the board of trustees of Columbia Basin Community College, District No. 19.

NEW SECTION

WAC 132S-20-030 PRACTICE AND PROCEDURE--APPEARANCE AND PRACTICE BEFORE AGENCY. No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bonafide officer, partner, or full-time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation.

NEW SECTION

WAC 132S-20-040 PRACTICE AND PROCEDURE--NOTICE AND OPPORTUNITY FOR HEARING IN CONTESTED CASES. In any contested case all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Columbia Basin Community College or his designee and shall state the time, place, and issues involved as required by RCW 28B.19.120.

NEW SECTION

WAC 132S-20-050 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--BY WHOM SERVED. The agency shall cause to be served all orders, notices, and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it.

NEW SECTION

WAC 132S-20-060 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--UPON WHOM SERVED. All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact.

NEW SECTION

WAC 132S-20-070 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--SERVICE UPON PARTIES. The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive of such papers, and a copy shall be furnished to counsel of record.

NEW SECTION

WAC 132S-20-080 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--METHOD OF SERVICE. Service of papers shall be made personally or, unless otherwise provided by law, by first class, registered, or certified mail or by telegraph.

NEW SECTION

WAC 132S-20-090 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--WHEN SERVICE COMPLETE. Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid.

NEW SECTION

WAC 132S-20-100 PRACTICE AND PROCEDURE--SERVICE OF PROCESS--FILING WITH AGENCY. Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Columbia Basin Community College, Pasco, Washington, accompanied by proof of service upon parties required to be served.

NEW SECTION

WAC 132S-20-110 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--RIGHT TO TAKE. Except as may be otherwise provided, any party may take the testimony of any person,

including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application, or petition. Depositions shall be taken only in accordance with this rule.

#### NEW SECTION

WAC 132S-20-120 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--SCOPE. Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding.

#### NEW SECTION

WAC 132S-20-130 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--OFFICER BEFORE WHOM TAKEN. Within the United States or within a territory or insular possession subject to the dominion of the United States, depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings.

#### NEW SECTION

WAC 132S-20-140 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--AUTHORIZATION. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known; and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions.

#### NEW SECTION

WAC 132S-20-150 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--PROTECTION OF PARTIES AND DEONENTS.



After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency or its designee may make an order that the deposition shall not be taken or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and the officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

#### NEW SECTION

WAC 132S-20-160 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--ORAL EXAMINATION AND CROSS EXAMINATION. Examination and cross examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded.

#### NEW SECTION

WAC 132S-20-170 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--SIGNING ATTESTATION AND RETURN. (1) When the testimony is fully transcribed, the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefore; and the deposition may then be used as fully as though signed, unless on a

motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of the proceeding and marked "Deposition of (here insert the name of the witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefore, the officer shall furnish a copy of the deposition to any party or to the deponent.

#### NEW SECTION

WAC 132S-20-180 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--USE AND EFFECT. Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not take a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party.

#### NEW SECTION

WAC 132S-20-190 PRACTICE AND PROCEDURE--DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--FEES OF OFFICERS AND DEONENTS. Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken.

#### NEW SECTION

WAC 132S-20-200 PRACTICE AND PROCEDURE--DEPOSITIONS UPON INTERROGATORIES--SUBMISSION OF INTERROGATORIES. Where the deposition is taken upon written interrogatories the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter, a party so served may serve cross interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve re-direct interrogatories upon the party who served cross interrogatories.

NEW SECTION

WAC 132S-20-210 PRACTICE AND PROCEDURE--DEPOSITIONS UPON INTERROGATORIES--THE INTERROGATION. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132S-20-130, the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer, and the court reporter or stenographer recording and transcribing it shall be present during the interrogation.

NEW SECTION

WAC 132S-20-220 PRACTICE AND PROCEDURE--DEPOSITIONS UPON INTERROGATORIES--ATTESTATION AND RETURN. The officer before whom interrogatories are verified or answered shall: Certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer, and the stenographer were present during the taking, and that neither he nor the stenographer to his knowledge, is a party, privy to a party, or interested in the event of the proceedings.

NEW SECTION

WAC 132S-20-230 PRACTICE AND PROCEDURE--DEPOSITIONS UPON INTERROGATORIES--PROVISIONS OF DEPOSITION RULE. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule.

NEW SECTION

WAC 132S-20-240 PRACTICE AND PROCEDURE--HEARING OFFICERS. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the president of the institution may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW.

NEW SECTION

WAC 132S-20-250 PRACTICE AND PROCEDURE--HEARING PROCEDURES. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW.

NEW SECTION

WAC 132S-20-260 PRACTICE AND PROCEDURE--DUTIES OF HEARING OFFICERS. (1) All hearing officers appointed in accordance with WAC 132S-20-240 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 28B.19 RCW: PROVIDED, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within ten days of service of such proposal for decisions, any party adversely affected may file exceptions and thereafter all parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the board shall announce its decision and final action to be taken.

(3) If a hearing officer is designated by the board of trustees of Columbia Basin College to conduct a hearing pursuant to these rules, the board, in its discretion, may allow oral or written argument before making a final adjudication of the matter after it has received the proposal from the hearing officer. The board may limit the length of oral or written argument and impose reasonable limitations regarding the time and place of where arguments may be presented.

NEW SECTION

WAC 132S-20-270 PRACTICE AND PROCEDURE--STIPULATIONS AND ADMISSIONS OF RECORD. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon whom binding. Such a stipulation or admission is binding upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument, or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

NEW SECTION

WAC 132S-20-280 PRACTICE AND PROCEDURE--DEFINITION OF ISSUES BEFORE HEARING. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only.



NEW SECTION

WAC 132S-20-290 PRACTICE AND PROCEDURE--CONTINUANCES. Any party who desires a continuance, shall immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

NEW SECTION

WAC 132S-20-300 PRACTICE AND PROCEDURE--RULES OF EVIDENCE--ADMISSIBILITY CRITERIA. Subject to the other provisions of these rules, all relevant evidence is admissible which in the opinion of the agency, is the best evidence reasonably obtainable, having due regard for its necessity, availability, and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington.

NEW SECTION

WAC 132S-20-310 PRACTICE AND PROCEDURE--TENTATIVE ADMISSION--EXCLUSION--DISCONTINUANCE--OBJECTIONS. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered.

NEW SECTION

WAC 132S-20-320 PRACTICE AND PROCEDURE--FORM AND CONTENT OF DECISIONS IN CONTESTED CASES. Every decision and order, whether proposed, initial, or final, shall:

- (1) Be correctly captioned as to name of agency and name of proceeding;
- (2) Designate all parties and counsel to the proceeding;
- (3) Include a concise statement of the nature and background of the proceeding;
- (4) Be accompanied by appropriate numbered findings of fact and conclusions of law;
- (5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;

(6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same.

## Chapter 132S-30 WAC

## FACULTY AND STAFF

NEW SECTION

WAC 132S-30-010 ACADEMIC EMPLOYEE--INSTRUCTIONAL RESPONSIBILITIES. The primary responsibility of the academic employee is to serve the student primarily through classroom faculty/student contact or by other assistance, i.e., conferencing, etc., as related to the learning process. These responsibility factors are established to ensure an appropriate balance of individual faculty assignments in the total institution.

(1) Guidelines to be used in developing an instructor's responsibility schedule within the work weeks of a quarter will be the responsibility of the division chairman and the academic employees of the division with final approval by the dean of instruction.

(2) Each individual academic employee shall work with his division chairman to develop a weekly responsibility schedule in conformance to the guidelines.

(3) This responsibility schedule shall be for a thirty-hour week, plus a designated lunch period.

(4) Approval of such a responsibility schedule shall be vested with the dean of instruction or his designee no later than the end of the first instructional week of each quarter during the regular academic year.

(5) Accountability to the posted responsibility schedule may be excepted on campus by notifying the appropriate division chairman. Exception to the responsibility schedule for off-campus reasons must be approved by the dean of instruction or his designee.

NEW SECTION

WAC 132S-30-011 ACADEMIC EMPLOYEE--ANNUAL WORKLOAD STANDARDS. The annual workload standards for full-time contracted academic employees shall average as follows:

(1) 15 minimum and 17 maximum classroom contact hours per week, per quarter, for straight lecture mode;

(2) 18 minimum and 22 maximum classroom contact hours per week, per quarter, for lecture/lab mode, e.g., science, art, music, physical education;

(3) 22 minimum and 27 maximum classroom contact hours per week, per quarter, for a predominantly lab mode, e.g., occupational programs, skills labs; and

(4) 35 student contact hours per week, per quarter, for counselors and librarians.

Hourly ranges are designed to reflect both existing programs and provide flexibility to meet future programs needs. Academic employees who have met minimum hours per week per quarter will not be required to teach extended day classes except as provided in WAC 132S-30-014.

NEW SECTION

WAC 132S-30-012 ACADEMIC EMPLOYEE--DEVELOPMENT OF WRITTEN SYLLABI. Each full-time academic employee shall develop written syllabi

for each course taught, which shall be updated annually by the end of the second week of each fall quarter. Employees shall make provision for continuity of their instructional assignment, should an instructor be absent for any reason.

#### NEW SECTION

WAC 132S-30-013 ACADEMIC EMPLOYEE--VERIFICATION OF CLASS ROSTER. Upon receipt of the class roster printout, the academic employee shall verify the class roster with the registrar.

#### NEW SECTION

WAC 132S-30-014 ACADEMIC EMPLOYEE--EXTENDED DAY DUTY ASSIGNMENTS. Academic employees may be assigned to instructional duties during extended day in order to conform to average quarterly minimum provisions of their responsibility as stated in WAC 132S-30-011. If such assignment exceeds one class per quarter, the assignment must be made only with the consent of the employee.

#### NEW SECTION

WAC 132S-30-015 SPLIT SHIFT--LIBRARIANS AND GUIDANCE COUNSELORS. Librarians and guidance counselors shall not be assigned a split shift without the consent of the academic employee.

#### NEW SECTION

WAC 132S-30-016 RECRUITMENT, SCREENING AND SELECTION PROCEDURES. Certificated personnel: When vacancies occur within the certificated staff of the college, the following procedures are consistently applied. These procedures are a documented part of the hiring practices of the college and have been adopted by formal action of the board of trustees.

When vacancies occur, or when a new position is created, advertisement of the opening is sent to all agencies likely to have prospective candidates. The announcement contains a description of the competencies required, a description of the job to be performed, and information to aid an applicant in applying. The salary range for the position is also included, along with the name and address of the party to be contacted.

All openings shall be advertised for a minimum of thirty days and no position shall close prior to the 30th day except when an emergency exists which requires the college to hire qualified individuals to insure the continuance of educational services.

Emergencies are defined as openings occurring during the ongoing academic year when such openings result from resignations, deaths, or other causes which create an immediate need for teaching continuity.

Applications are channeled to the involved division chairman and associate dean who prioritize the candidates on the basis of their



credentials and past experience as these relate to the job description for criteria for selection.

At least three candidates are invited for personal interviews on the campus. Interviews are conducted by the immediate supervisor, as well as the appropriate dean. On the basis of the interview, credentials, and criteria, the immediate supervisor recommends the candidates in rank order of preference. The dean then recommends the candidate to the president of the college who presents the request to employ to the board of trustees, the college appointing authority.

Columbia Basin College does not discriminate on the basis of race, religion, sex or marital status, but selects solely on the basis of qualification to perform the stipulated task.

**Classified personnel:** The announcement to fill vacancies specifies as a minimum, the title and salary range of the class, the general responsibilities, qualifications, and the time, place, and manner of making application. To allow transfer or promotion of on-campus employees the announcement is posted on the campus bulletin boards for a minimum of seven calendar days. Recruitment to establish lists of employment eligibles from the public is done by public notice (if necessary) or any means necessary to attract an adequate number of qualified applicants. Persons who have applications on file are notified of the date, time and place of the examinations. After the personnel officer has established an eligible list the candidates for the position are interviewed by the position supervisor. The personnel officer then certifies in writing at least three names to the employing official. Following receipt of the list and the interviews resulting therefrom, the employing official returns the list of names certified indicating his action on the certification.

Examinations are developed by utilizing the class specification and a detailed job analysis, to the degree possible, and they may be assembled or unassembled and may include written, oral, physical or performance tests, evaluations of experience and training; or any combinations of these.

Qualifications for each class are listed on the class specifications as approved by the higher education personnel board and are on file in the personnel office.

#### NEW SECTION

WAC 132S-30-020 EMPLOYER-EMPLOYEE RELATIONS--DEFINITIONS. (1) "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by any community college district, with the exception of the chief administrative officer of, and any administrator in, each community college district.

(2) "Administrator" means any person employed either full or part time by the community college district and performs administrative functions at least fifty percent or more of his assignments and has responsibilities to hire or dismiss or discipline other employees. Policies negotiated by the duly elected academic employees' representatives as provided for in RCW 28B.52.030 shall not apply to administrators.

(3) "Administrative channels" at Columbia Basin Community College shall be the following persons in the following order:

Step 1: Dean of instruction.

Step 2: College president.

NEW SECTION

WAC 132S-30-022 COMMUNICATIONS WITH EMPLOYEES' REPRESENTATIVES. The board of trustees of Washington State Community College District No. 19 recognizes that it is necessary to communicate effectively with its academic employees in the course of exercising its authority duties, and responsibilities imposed by law.

NEW SECTION

WAC 132S-30-024 EMPLOYER-EMPLOYEE RELATIONS--NEGOTIATIONS PROCEDURE. Prior to the final adoption by the board of trustees of Community College District No. 19 of proposed community college district policies which are required by law to be negotiated, representatives of the duly elected academic employee organization shall have the right, after using the established administrative channels, to meet, confer, and negotiate with the board of trustees or its delegated representative to communicate the considered professional judgment of the academic staff. Nothing in this chapter, however, shall prevent any academic employee from appearing on his own behalf on matters relating to his employment relations with the community college district.

When a policy which is required to be negotiated is proposed for adoption by the board of trustees of Community College District No. 19, the following procedural steps shall be utilized:

(1) The college president shall, no later than twenty calendar days prior to the proposed adoption date, notify in writing the authorized representative of the academic employee organization that such proposed policy is to be considered for adoption.

(2) Within four calendar days after such notification by the college president, the academic employees' representative shall contact the dean of instruction, in writing, of its intent to utilize administrative channels prior to the negotiation process. In the event the dean of instruction is not available, then the employees' representative may directly contact the college president during the same period of time.

(3) After meeting with either the dean of instruction or the college president, the authorized representative of the academic employee organization must request within three calendar days of such meeting that he desires negotiations on the proposed policy. Such notification must be in writing and directed to the college president.

(4) Within one week after such request for negotiations is made, either the board of trustees or its delegated representative shall meet with the representative of the academic employee organization and commence negotiations. In the event the employee's representative refuses to meet with the board's negotiator within this period of time, then such refusal shall be construed as a waiver of any rights to negotiate which academic employees may have by virtue of chapter 28B-.52 RCW.

(5) In the event there is no agreement as to the content of the proposed policy within twenty calendar days during negotiations, then either the academic employees' representative or the board of trustees' representative may, but are not required to, exercise any other remedies which may be available pursuant to chapter 28B.52 RCW.

Nothing in these rules and regulations, however, shall preclude the board of trustees of Washington State Community College District No. 19 from adopting in final or emergency form any policy which by law is required to be negotiated.

Failure by the representative of the academic employees organization to follow the procedural steps herein outlined shall be deemed a waiver of the employees' rights to negotiate under chapter 28B.52 RCW.

NEW SECTION

WAC 132S-30-026 EMPLOYER-EMPLOYEE RELATIONS--SEVERABILITY. If any part or provision of these rules or the application thereof is held invalid, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end any section, sentence, or work is declared to be severable.

NEW SECTION

WAC 132S-30-028 NONDISCRIMINATION. It shall be the policy of Columbia Basin College that the administration of all matters concerning personnel shall be conducted without discrimination with regard to age (within existing policies of retirement), race, creed, color, national origin, or sex, when the individual shall have met all other criteria for employment or change of employment.

NEW SECTION

WAC 132S-30-030 EQUAL OPPORTUNITY POLICY. Columbia Basin College will direct its employment personnel practices in conformity with the requirements of the statutes of the state of Washington, chapters 49.60 and 41.06 RCW.

Accordingly the college will continue to ensure equal opportunity for all position applicants so that all matters relating to recruiting, hiring, training, promotion, benefits, compensation, and treatment on the job will be free from discriminating practices.

All faculty, civil service, and exempt personnel employment shall conform to the college policies contained in the faculty handbook and higher education personnel rules. It is the obligation of all members of the college community to assist in adhering to the intent of these policies.

NEW SECTION

WAC 132S-30-032 AFFIRMATIVE ACTION RESPONSIBILITY--APPOINTING AUTHORITY OF THE COLLEGE. The appointing authority will enunciate and periodically reaffirm an explicit equal opportunity and equal employment policy in order to establish and maintain a climate of acceptance throughout the college. He will ensure that each dean, director, department chairman and supervisor having responsibility for hiring is fully cognizant of the president's support of the affirmative action program. The president will:

(1) Assign the responsibility for implementation of the affirmative action program to employing officials, deans, directors, or department chairmen who have the primary responsibility for employment decisions.

(2) Appoint a director for affirmative action for the college as required by WAC 172-148-030.



NEW SECTION

WAC 132S-30-034 GRIEVANCE PROCEDURE. Any member of the classified staff, the faculty, or one holding an exempt position who feels that he or she has been discriminated against may file a written complaint containing the specified charges of discrimination with the appropriate affirmative action director (dual "directors"). It is especially urged, however, that all such complaints should be brought to the attention of the supervisor or other person charged with an act of discrimination within one month after such act or actions occurred. The complaint must be first reviewed with the complainant's immediate supervisor, department chairman, or next immediate administrative superior, if the person of such authority is the person against whom the complaint is filed. If the complaint filed with such person of higher authority is not resolved to the satisfaction of the complainant within ten business days after filing the complaint to the appropriate affirmative action director.

(1) Upon receipt of such complaint by the affirmative action director, the director will then conduct an informal hearing as that term is defined in the Higher Education Administrative Procedure Act of 1971 or tenure policy as detailed in the faculty handbook, and will make a determination as to whether he will submit a written recommendation of corrective action on behalf of the complainant to the appropriate employing official.

(2) If the director determines that corrective action has not been implemented by the appropriate employing official within ten days after transmitting his recommendation to the appropriate employing official, the director may transmit his recommendation to the appointing authority of the college.

NEW SECTION

WAC 132S-30-036 GRIEVANCE PROCEDURES--SEX DISCRIMINATION. 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:

(1) 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.

(2) 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 thirty 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.

(3) 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 ten days after receiving the written results of Title IX official hearing. Within fifteen 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.

(a) 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.

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

(c) 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

#### NEW SECTION

WAC 132S-30-038 REFERRALS OF COMPLAINTS--AFFIRMATIVE ACTION. Discrimination complaints which cannot be resolved within the college may be submitted by the complaining party to an appropriate state or federal agency such as one of the following:

(1) State human rights commission. This agency investigates, hears, and acts upon individual employment complaints and other grievances as empowered by chapter 49.60 RCW, the state law against discrimination.

(2) Wage and hour division, department of labor. This office investigates complaints concerning equal pay for equal work and other grievances concerning work hours and compensation. The division is authorized to enforce the Fair Labor Standards Act.

(3) Contract compliance agencies (state and federal). Compliance officers having jurisdiction over state and federally funded projects also receive and act upon complaints of discrimination.

(4) Higher education personnel board. Employees of the classified staff may appeal regarding application of the higher education personnel law and rules, including complaints of discrimination.

#### NEW SECTION

WAC 132S-30-040 CONTRACT COMPLIANCE REVIEW OFFICIALS. The board of trustees shall be the contract compliance review board responsible for monitoring surveillance over and compliance with equal employment provisions of state and federal contracts affecting the college.

#### NEW SECTION

WAC 132S-30-042 FACULTY PROMOTION--GENERALLY. Academic employees at Columbia Basin College shall be provided the opportunity to be promoted from one salary range to a higher range. This opportunity is made available to those academic employees who have demonstrated a commitment to professional instruction beyond that which is expected for incremental salary schedule advancement.

The minimum requirements for each salary range are expressed in the salary schedule. All academic employees who meet the minimum

requirements are eligible for promotion and shall be considered for possible recommendation annually.

#### NEW SECTION

WAC 132S-30-044 FACULTY PROMOTION--SELECTION PROCESS. The selection process for candidates for promotion shall follow a procedure as outlined below:

(1) Applicants who are eligible for promotion must have evidenced professional characteristics of an above average performance. Specific criteria, as a basis for judgment are as follows:

- (a) Instructional effectiveness;
- (b) Active participation in division affairs;
- (c) Positive involvement in college affairs, including instructional and extracurricular activities;
- (d) Professional improvement as demonstrated by recent work at the graduate level or appropriate updated field experience;
- (e) Community involvement.

(2) In addition to the above specific criteria, each division is encouraged to develop criteria which may be determined as appropriate or unique to the performance of its members.

#### NEW SECTION

WAC 132S-30-046 FACULTY PROMOTION--SCREENING PROCESS. The screening process shall be initiated at the division level no later than March 1 of each calendar year.

(1) The division chairman verifies the academic employee's eligibility for promotion.

(2) Members of the division will hold a meeting for the purpose of screening all employees eligible for promotion, using criteria as expressed in this policy, or as developed additionally by the specific division.

(3) The division will submit the names of its recommended candidates to the dean of instruction for consideration. Each division will limit the number of names recommended to approximately twenty percent of the faculty in the division.

The dean of instruction shall, upon receipt of recommended candidates from the divisions, work with the instructional council with the responsibility to screen the list to a maximum of approximately ten percent of the faculty. Division chairmen shall be considered separately, on teaching performance in some ratio, but in addition to employee's ten percent. This list shall be submitted to the president by March 25 of each calendar year.

#### NEW SECTION

WAC 132S-30-048 FACULTY PROMOTION--FINAL LIST OF CANDIDATES. The president, following budgetary constraints, shall develop the final list of candidates to be recommended to the board of trustees for final action. The final list shall be restricted to names as recommended in WAC 132S-30-046, final paragraph. The board of trustees, at its discretion, may add or delete names when considering the final list of faculty to be promoted.

NEW\_SECTION

WAC 132S-30-050 TENURE REGULATIONS--PURPOSE. The board of trustees of Community College District No. 19 hereby establishes a rule on faculty tenure. The purpose of this tenure policy shall be to protect faculty employment rights and faculty involvement in the protection of those rights at Columbia Basin Community College and subsequent community colleges hereafter established within Community College District No. 19. In order to insure the professional objectives of a community college staff, the board hereby adopts the following procedures for administering faculty tenure.

NEW\_SECTION

WAC 132S-30-052 TENURE REGULATIONS--DEFINITIONS. As used in this chapter 132S-30 WAC, the following terms and definitions shall mean:

(1) "Appointing authority" shall mean the board of trustees of Community College District No. 19.

(2) "Review committee" shall mean a committee of faculty peers and administrative staff.

(3) "Regular college year" shall mean a faculty appointment inclusive of consecutive fall, winter and spring quarters.

(4) "President" shall mean the president of Columbia Basin Community College, or in such president's absence, the acting president.

(5) "Part time" shall mean an appointment for which the appointee's presence at the college for the entire professional day during the entire regular college year is not required.

(6) "College" shall mean Columbia Basin Community College and any subsequent community college hereafter established within Community College District No. 19.

(7) "Full time" shall mean an appointment which requires the appointee's presence at the college for a professional day during the regular college year, as designated in the appointee's employment contract.

(8) The definition of "tenure", "faculty appointment", "probationary faculty appointment", "probationer", and "administrative appointment", shall be the same as are contained within RCW 28B.50.851 as now law or hereafter amended.

NEW\_SECTION

WAC 132S-30-054 TENURE REGULATIONS--COMPOSITION OF REVIEW COMMITTEE. (1) A review committee shall be established, such a committee to include representation from the transfer division and the occupational division.

(2) The review committee shall be composed of five persons, three of whom shall consist of tenured or faculty probationary appointees representing both divisions chosen by the faculty and the faculty department heads acting in a body prior to October 15 of each regular college year. Additionally, the review committee shall consist of one administrative appointee chosen by the president prior to October 15 of each regular college year and a student representative who shall be a full time student, chosen by the student association of the college prior to October 15 of each regular college year. The review committee shall choose its own chairman and shall meet at the call of the chairman when the need for such meeting arises.

(3) The duration of each appointment to the review committee shall be for a period of two calendar years beginning on the 15th day

of October of the year of appointment: PROVIDED, That of the initial appointees to the review committee, one faculty appointee shall be chosen for a one year term.

If a vacancy exists upon the review committee prior to the expiration of any such appointment, an administrative or faculty member or student as appropriate, shall be chosen pursuant to subsection (2) of this section to fill the unexpired term of the absent member of such review committee.

#### NEW SECTION

WAC 132S-30-056 TENURE REGULATIONS--DUTIES OF REVIEW COMMITTEES.

(1) The president shall on October 15th of each regular college year assign each full time probationary faculty appointee to the review committee for such committee's evaluation and required recommendations.

(2) The review committee shall establish its method of evaluating performance of each full time probationary faculty appointee in considering whether the probationary appointee possesses personal characteristics and the necessary professional competence to be granted tenure, placing primary importance upon the probationers effectiveness in his appointment.

#### NEW SECTION

WAC 132S-30-058 TENURE REGULATIONS--REQUIRED REVIEW COMMITTEE

ACTION. (1) The review committee shall be required to conduct an evaluation of each full time probationary faculty appointee assigned to the review committee by the president and render the following reports to the probationary faculty appointee and through the president to the appointing authority at the following times during the regular college year:

(a) A written evaluation of each full time probationary faculty appointee's performance and the subsequent submission of such written evaluation of the performance directed to the said probationer and president on December 20th and March 15th of each regular college year that said probationer is not a tenured faculty appointee. The review committee which renders such written evaluation of the appointee's performance shall obtain such appointee's written acknowledgement of receipt of the written performance evaluation each time such evaluation is rendered.

(b) A written recommendation concerning the employment or nonemployment of each full time probationary faculty appointee for the ensuing regular college year directed to the appointing authority through the president prior to February 15th of each regular college year.

(c) A written recommendation directed through the president, to the appointing authority recommending the approving authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee: PROVIDED, That during such full time probationary faculty appointee's third regular college year of appointment, the review committee shall prior to March 15th of such regular college year make such a recommendation as to the award or nonaward of tenure. The failure of the review committee to make the written recommendation as to the award or nonaward of tenure by March 15th of the regular college year for each full time probationary faculty appointee who is then serving his third consecutive year of full time appointment shall be deemed a recommendation that tenure not be awarded to such appointee.



(2) The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be required to give any consideration to the review committee recommendation required by subsection (1) (b) of this section.

#### NEW SECTION

WAC 132S-30-060 TENURE REGULATIONS--DISMISSAL FOR CAUSE. Dismissal for sufficient cause during the regular college year shall, in addition to the enumerated ground contained in RCW 28B.50.862, include but not be limited to:

- (1) Any unlawful act of violence;
- (2) Any unlawful act resulting in destruction of community college property;
- (3) Interruption of the orderly conduct of the educational process;
- (4) Incompetency;
- (5) Failure to perform a professional assignment;
- (6) Any other act specified by the president which the review committee determines constitutes unprofessional conduct of a faculty member.

#### NEW SECTION

WAC 132S-30-062 TENURE REGULATIONS--DISMISSAL FOR SUFFICIENT CAUSE. In all instances which involve dismissal for sufficient cause as distinguished from nonrenewal for sufficient cause as specified in WAC 132S-30-064.

(1) The dean of instruction shall investigate all matters regarding dismissal for cause as enumerated in WAC 132S-30-060 of a tenured faculty member or probationary faculty member prior to the expiration of such probationary faculty appointee's employment term. If the dean of instruction has cause to believe that a faculty member should be dismissed for cause, he shall so advise the president and if the president deems a sufficient cause exists, shall discuss the matter with the individual faculty member involved. If a resignation is not forthcoming, and the president deems that circumstances and facts warrant dismissal, the president may begin dismissal proceedings.

(2) The president shall begin dismissal proceedings by specifying the conduct which constitutes dismissal for sufficient cause and refer the charge to the review committee.

(3) The review committee shall after receiving the written charge from the president establish a date for a review hearing committee giving the faculty member so charged reasonable notice of such hearing, and inform in writing the faculty member so charged of the time, date and place of such hearing.

(4) The review committee hearing shall:

(a) Include testimony from all interested parties, including but not limited to other faculty members and students;

(b) Afford the faculty member whose case is being reviewed the right of cross examination and the opportunity to present evidence on his behalf; and

(c) Include a record of all proceedings before such committee.

(5) The review committee following the expiration of such dismissal proceeding shall prepare recommendation as to the appropriate action to be taken by the appointing authority.

NEW SECTION

WAC 132S-30-064 TENURE REGULATIONS--NONRENEWAL OF TENURED FACULTY CONTRACTS. (1) The appointing authority shall be deemed to have authority not to renew the contract of any tenured faculty appointee for sufficient cause which for purpose of WAC 132S-30-064 shall include budget reasons, change of instructional program, or lack of students participating in a particular instructional program, if:

(a) Notice of such nonrenewal is tendered to the individual faculty appointee prior to the last day of winter quarter of any regular college year. Three weeks prior to tendering such notice the president shall refer the matter of nonrenewal to the review committee with appropriate documentation specifying the grounds for the intended nonrenewal of a tenured faculty appointee's contract.

(b) The review committee to which the matter is referred shall then conduct proceedings pursuant to WAC 132S-30-062(3) and (4) and at the conclusion of such proceedings make an appropriate recommendation to the appointing authority: PROVIDED, If the review committee to which a proceeding is referred pursuant to this subsection fails to make a recommendation through the president to the appointing authority prior to the last day of winter quarter, such a failure shall be deemed a recommendation that sufficient cause as defined in subsection (1) of this section exists for the nonrenewal of the specific tenured faculty appointee's contract for the ensuing regular college year.

(2) After the college president has determined that the contract of a tenured faculty appointee shall not be renewed for the ensuing regular college year, but prior to referring the matter to the review committee for proceedings and the recommendations of such review committee, the college president shall:

(a) Determine whether fiscal problems can be eliminated by the nonrenewal of a probationary faculty appointee's contract for the ensuing regular college year, and if such procedure would not provide a feasible solution;

(b) Determine whether the individual tenured faculty appointee is qualified for another faculty position within Community College District 19; or

(c) If such tenured faculty member is not qualified for another position, the college president shall use his best efforts in attempting to procure similar employment for such faculty member in another community college district within the state of Washington.

(3) If an individual tenured faculty appointee's contract is not renewed for the reasons previously stated in this rule, and a change of circumstances has caused the reestablishment of such former teaching position the president shall then offer such appointment to the tenured faculty member whose contract was not previously renewed.

NEW SECTION

WAC 132S-30-066 TENURE REGULATIONS--REVIEW COMMITTEE RECOMMENDATIONS. (1) A tenured or probationary faculty appointee who is dismissed for sufficient cause during the regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed by the faculty appointee to the appointing authority within ten days following the receipt of a notice of dismissal.

(2) A tenured faculty member whose contract is not renewed for the ensuing regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed to the appointing authority by the tenured faculty appointee within ten days following receipt of a notice of nonrenewal.

(3) The appointing authority shall give reasonable consideration to any review committee recommendations formulated pursuant to WAC

132S-30-062 and 132S-30-064 but such recommendations shall not be binding upon the appointing authority.

NEW SECTION

WAC 132S-30-068 TENURE REGULATIONS--TENURE CONSIDERATION. (1) A probationary faculty appointee shall acquire tenure by operation of law if service with the college exceeds three consecutive regular college years of full-time academic employment.

(2) The positions are deemed by the appointing authority to constitute administrative (exempt) appointments, which positions are deemed nontenurable.

(3) An individual who shall serve as a teacher, counselor, librarian or other comparable position shall be eligible for an award of tenure to the extent such an individual has had or does have status as a teacher, counselor or librarian.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing authority after giving reasonable consideration to a specific recommendation from the review committee which recommendation can be made at any time during a probationary faculty appointee's service.

NEW SECTION

WAC 132S-30-070 GRIEVANCE PROCEDURE--GENERALLY. Columbia Basin College will operate under the following procedures involving a grievance by an individual staff member:

(1) Complaints or grievances by a faculty member shall be taken to his division chairman or supervisor.

(2) Inability to settle the difference with his immediate supervisor shall be cause for presenting it to the dean of instruction for further adjudication by the administration.

(3) Dissatisfaction at this point will permit the professional rights and responsibilities committee to become involved in the dispute. Further interaction of the grievance shall be handled through the professional rights and responsibilities committee acting on behalf of the board.

(4) Should an agreement not be reached between the professional rights and responsibilities committee and the college president, the items of disagreement shall be presented in written form as a part of the formal request to meet with the board of trustees within ten days of the date of the request, all as more specifically outlined in the negotiations agreement as provided in the statutes of the state of Washington.

NEW SECTION

WAC 132S-30-072 ACADEMIC EMPLOYEE GRIEVANCE--POLICY. It is the policy of Columbia Basin College to provide an orderly process by/through which an individual employee, or group of employees, may seek a decision relative to a perceived condition which adversely affects his employment under any policy contained in the faculty handbook. Columbia Basin College operated under the following grievance procedure to ensure that all parties have an active voice in the academic affairs of the college. The central intent of this grievance

procedure is to ensure that adequate lines of communication are followed through established administrative channels in order that grievances be adequately considered at all levels.

#### NEW SECTION

WAC 132S-30-074 ACADEMIC EMPLOYEE GRIEVANCE--DEFINITIONS. GRIEVANT. An academic employee, or group of academic employees, holding a valid contract with Columbia Basin Community College District No. 19.

GRIEVANCE. A written statement setting forth, in specific terms, the nature of a disagreement arising out of an interpretation of written policies as applied by the employer.

EMPLOYER. The board of trustees of Columbia Basin Community College District No. 19, or its administration.

#### NEW SECTION

WAC 132S-30-076 ACADEMIC EMPLOYEE GRIEVANCE--PROCEDURES. All grievances must be filed with the immediate supervisory position, and if the grievance is not resolved at this point, shall follow established administrative channels to the office of the president.

(1) The aggrieved shall write the exact nature of the grievance listing times, dates and parties to the grievance where appropriate, the aggrieved shall further stipulate the course of action desired to rectify the grievance.

(2) The aggrieved party shall consult with his division chairman to determine if the situation in question can be alleviated at the divisional level. If it cannot or if differences of opinion occur, the division chairman shall forward the grievance, along with a written document detailing any action taken, to the dean of instruction, in the case of instructional personnel, or to the dean of students in the case of student service personnel. Such forwarding shall take place within five days of the filing of the grievance.

(3) The dean shall consult with the grievant and such other personnel as he shall deem necessary and shall prepare a written recommendation. A copy of the recommendation relative to the grievance shall be forwarded to the grievant, the division chairman, and the president of the college.

(4) If the grievant experiences dissatisfaction with the written recommendation of the dean, he shall notify the president of the college within ten days and request adjudication of the grievance. Such request for adjudication shall be accompanied by a reason or reasons for continued dissatisfaction.

(5) The president shall call any parties he deems necessary to aid him in adjudicating the grievance and shall render a decision within five days of notification of request for adjudication.

#### NEW SECTION

WAC 132S-30-078 ACADEMIC EMPLOYEE GRIEVANCE--APPEAL. If the grievant is not satisfied with the decision rendered by any of the supervisory or administrative levels, he may appeal in writing to the board of trustees. Such an appeal will be placed on the agenda of the earliest possible regular board meeting scheduled subsequent to the



decision of the president. The decision of the board shall be final and binding.

NEW SECTION

WAC 132S-30-080 LEAVES OF ABSENCE--INTRODUCTION. It shall be the policy of Columbia Basin College to grant leaves of absence to full-time academic, administrative, and exempt employees of the college for specific reasons.

NEW SECTION

WAC 132S-30-082 APPLICATIONS AND ACCOUNTING FOR ABSENCES AND BENEFITS, OBLIGATIONS, AND REIMBURSEMENT. All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record keeping.

This general policy shall apply to all leaves of absence for periods of one day or more. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a period of less than one day shall be granted at the discretion of the chief administrative officer.

Application for leave of absence shall be made on an appropriate form provided by the college. Applications shall require approval one week in advance of the anticipated absence. Exceptions to this requirement shall be absences which are impossible to anticipate such as bereavement or personal illness or injury. In such cases, the employee shall notify the appropriate supervisor at least one hour prior to his or her first working assignment.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer.

NEW SECTION

WAC 132S-30-084 TYPES OF LEAVES. (1) Bereavement leaves. A bereavement leave, not to exceed five days with pay, will be allowed all academic, administrative, and exempt employees for each death in the immediate family. "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

(2) Educational leaves. The purpose of a professional leave shall be to improve the professional skills of the faculty member through study, research, and creative work.

The institution will receive direct benefit of such an experience through the increased effectiveness of those persons participating in a professional leave program.

Selection for professional leave shall be based on the worthiness of the project or plan as submitted by the faculty member. It is intended that each institution conduct a rigorous and thorough selection procedure in awarding of professional leave.

Projects or plans should be evaluated according to their value to the institution based on the following criteria:

(a) Value of project or plan in relationship to teaching responsibilities;

(b) Ability of applicant to achieve goals of project or plan as based on past experience and academic background;

(c) Need for new or additional knowledge in subject field to be studied;

(d) Quality of replacement personnel designated to take the responsibility of the applicant;

(e) Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.

All other criteria, rules and regulations governing educational leave shall be in conformity with the professional leave guidelines as developed by the council on higher education as amended May 5, 1972.

(3) Maternity leave. Maternity leave will be granted to a pregnant employee, married or unmarried, if the leave is requested in advance by the employee. The employee shall inform her immediate supervisor, in advance, and in writing, of her intention to take leave and the approximate time she expects to return to work. Within thirty calendar days after termination of her pregnancy, the employee shall inform her immediate supervisor of the specific date she expects to return to work. The leave shall begin no sooner than one hundred twenty calendar days before the expected date of delivery, and shall continue no later than sixty calendar days after the actual termination of the pregnancy. However, the one hundred twenty day pretermination period will be extended to a longer period if a physician's statement indicates a different period is necessary to protect the health of the employee or the unborn child. The post-termination period of sixty days may be extended for a period not to exceed the extent of the current contract year if a physician's statement indicates that complications resulting from the pregnancy or its termination necessitate a longer period of time in order to protect the health of the employee. In the event that the employee's supervisor or the community college administration in good faith questions the statement of the employee's physician, the employee may be required to obtain a statement of verification from a different physician. The verifying physician shall be selected by the community college administration and the costs for an examination and statement shall be paid for by the community college.

An employee who temporarily vacates a position due to pregnancy is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently.

(4) Military leaves. Pursuant to state statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

(5) Personal leaves. A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of personal catastrophe to a maximum of three days per year, nonaccumulative.

The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the

salary difference between the juror's pay and that which would be received.

(6) Personal illness or injury leaves. This leave is to be considered in the form of an insurance which will protect the employee from loss of pay or employment status in the event of temporary illness or injury. The employee is responsible to provide, for recording purposes, a determination of the condition which caused the absence. A written excuse from a licensed physician may be required for verification of the absence.

Twelve days per calendar year, unlimited accumulation, for each full-time employee is allowed for absences due to personal illness or injury. No salary deduction shall be made for such absences taken within the number of total days accrued by the employee for such purposes.

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.

(7) Professional leaves. Professional leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings upon request to the president. When necessary, the college shall provide a substitute academic employee to perform the duties of the academic employee who has been granted leave to attend a professional meeting. When a substitute cannot be obtained or other activity arranged, the class may be canceled upon the approval of the division chairman.

(8) Other leaves. Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the board of trustees shall not be regarded as an absence provided such business has been cleared through the president's office. For example:

- (a) Visitation to other schools;
- (b) Speaking engagements involving education;
- (c) Research or preparation involved in presenting professional projects;
- (d) Instructionally related field trips;
- (e) College related activity supervision.

#### NEW SECTION

WAC 132S-30-086 VACATION LEAVE--ADMINISTRATIVE AND EXEMPT PERSONNEL. Annual vacation leave policies for administrative and exempt personnel are covered by state statute. Community colleges are authorized to prescribe such rules and regulations as they may deem necessary governing vacation leaves for administrative and exempt personnel.

#### NEW SECTION

WAC 132S-30-088 PROCEDURES. The basic procedures regarding annual vacation leave for administrative and exempt employees are:

- (1) Each administrative and exempt employee of Columbia Basin College on a two hundred thirty day contract shall be entitled, under the contract of employment to Columbia Basin College, to:
  - (a) Designated state holidays; and
  - (b) Not less than nineteen days of vacation leave at full pay.
- (2) Each administrative and exempt employee of Columbia Basin College, contracted for a minimum of two hundred thirty days, shall be



entitled, under his/her contract of employment with Columbia Basin College, to accrue unused vacation and holiday leave not to exceed thirty working days. All vacation leave shall be taken at the time convenient to the employing office, department, or institution. If such employee request for vacation leave is deferred for reason of the convenience of the employer and a statement of the necessity therefore is filed by such employer, then the aforesaid maximum thirty working days of accrued, unused vacation leave shall be extended for each month said leave is so deferred.

(3) Administrative and exempt employees referred to in WAC 132S-30-086 whose employment is terminated by death, reduction in force, resignation, dismissal, or by retirement, and who have accrued vacation leave as specified in (2) above, shall be paid therefore under their contract of employment, or by their estate if they are deceased, or the employee, in case of voluntary resignation, has provided adequate notice of termination.

#### NEW SECTION

WAC 132S-30-090 SUMMARY SUSPENSION. The president, or in his absence, any officer of the college designated by the president for this purpose, may impose on any student, member of the faculty, or member of the administrative staff an interim suspension, whenever there is reasonable cause to believe that such person has committed and may reasonably be expected thereafter to continue to commit violent or disruptive acts which disrupt the orderly process of the college. The notice of such suspension shall state the nature, terms and conditions of such suspension and shall include such restrictions on use of campus facilities as the president or his designee deems in the best interest of the college.

Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held or for a period of not more than twenty calendar days, whichever first occurs. To obtain such preliminary hearing, the person shall submit a written request therefor within four calendar days from the date interim suspension was imposed. Such written request shall state the address to which the notice of hearing is to be sent.

(1) Students requesting a preliminary hearing shall appear before the hearing panel denominated in WAC 132S-40-060, adopted rule relating to campus conduct.

(2) Faculty members and administrative staff members requesting a preliminary hearing shall appear before the review committee denominated in chapter 132S-30 WAC, adopted rule relating to faculty tenure.

#### NEW SECTION

WAC 132S-30-092 HEARING. (1) The appropriate body conducting the preliminary hearing shall grant such a preliminary hearing not later than four calendar days from the date of receipt of such request and shall immediately mail a written notice of the time, place, and date of such hearing of such person. A preliminary hearing shall consider only whether there is reasonable cause to believe that such person may reasonably be expected thereafter to commit violent or disruptive acts which disrupt the orderly process of the college.

(2) Interim suspension may be removed by the president, upon recommendation of the appropriate preliminary hearing body, whenever the



president has reason to believe that the reasons for imposition of summary suspension no longer exist.

## Chapter 132S-31 WAC

## REDUCTION IN FORCE FOR CLASSIFIED STAFF--CIVIL SERVICE EMPLOYEES

NEW SECTION

WAC 132S-31-010 PURPOSE OF RULES. Pursuant to the direction of the higher education personnel board of the state of Washington, the board of trustees for Washington State Community College District No. 19 hereby establishes the procedures for reduction in force and the layoff of classified employees when such reductions or layoffs are required by lack of funds or curtailment of programs.

NEW SECTION

WAC 132S-31-011 DEFINITIONS. As used in chapter 132S-31 WAC, the following words and phrases are defined:

(1) "Appointing authority" shall mean the president of Columbia Basin College.

(2) All other terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020, chapter 251-10 WAC as promulgated by the Washington state higher education personnel board.

NEW SECTION

WAC 132S-31-012 INITIAL PROCEDURES FOR REDUCTION IN FORCE. (1) When a reduction in force is required due to lack of funds or curtailment of programs, the appointing authority shall determine the number of positions, by classification, which shall be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institutional-wide basis. The entire classified staff of Columbia Basin College shall be considered as one layoff unit.

NEW SECTION

WAC 132S-31-013 INITIAL ORDER OF LAYOFF. The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

(1) Probationary, temporary and hourly employees shall be laid off before permanent status employees in the same classification.

(2) Emergency, temporary or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of service. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service shall be separated last. Length of service shall include all periods of probationary, trial service and permanent status employment in the classification

and other classifications except as broken by termination of employment.

(3) Service shall not be considered broken during military or approved leaves of absence.

#### NEW SECTION

WAC 132S-31-014 OPTIONS IN LIEU OF LAYOFF. (1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030.

(2) Permanent status employees, according to seniority, shall be offered employment options in classifications in which the employee has held permanent status; lower classification in same class series for which the employee is qualified provided that the employee being replaced is the least senior in that classification and has less layoff seniority than the employee replacing him.

(3) No permanent status employee shall be separated through layoff without being offered those positions in classes for which he meets the minimum requirements and passes the qualifying examination currently being held by temporary, provisional or probationary employees provided that all layoff option rights have been exhausted as provided in WAC 251-10-030(4).

(4) Eligible veterans and their unmarried widows shall be provided veterans preference.

#### NEW SECTION

WAC 132S-31-015 PROCEDURES FOR ESTABLISHING ORDER OF LAYOFF AND NOTICE OF REQUIREMENTS. (1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.

(2) The personnel officer shall:

(a) Determine the employees to be laid off, determine their option rights, and notify the appointing authority in writing;

(b) Promptly discuss options with the employees concerned, who in turn, shall inform him in writing as quickly as possible but within three working days, whether they wish to exercise their option rights;

(c) Promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off at least fifteen calendar days prior to the effective date of the layoff;

(d) Advise each employee of his right to appeal his layoff per WAC 251-12-080.

#### NEW SECTION

WAC 132S-31-016 DISTRIBUTION OF LAYOFF NOTICE. Copies of all notices shall be distributed as follows:

(1) The original to the employee;

(2) One copy to the supervisor's department files;

(3) One copy to the personnel office.

NEW SECTION

WAC 132S-31-017 REEMPLOYMENT RIGHTS OF LAID OFF EMPLOYEES. (1) Reduction in force lists are established by classification and maintained by the personnel officer. The name of an employee who has been laid off will appear on those employment lists for all classes in which he has held permanent status or in which he has held a probationary appointment or a trial service appointment; his name will also appear on those lists for all lower classifications in the same class series for which he is qualified.

(2) The personnel officer may extend or reestablish employment lists as long as these actions do not jeopardize the reemployment of any employee separated by a reduction in force. Employees separated by reason of reduction in force shall have their names maintained on applicable eligible lists for a period of not less than two years from the date of their termination. Prior to the expiration date of the eligibility, he shall be notified of the expiration date and given the opportunity to extend his eligibility for one additional year by written request to the personnel officer.



## Chapter 132S-40 WAC

## STUDENT POLICIES

NEW SECTION

WAC 132S-40-005 CODE OF CONDUCT, STUDENT--DEFINITION. As used in chapter 132S-40 WAC, the following words and phrases are defined:

(1) "Board" shall mean the board of trustees of Community College District No. 19, state of Washington.

(2) "College" shall mean Columbia Basin Community College or any additional community college hereafter established within Community College District No. 19, state of Washington.

(3) "Liquor" shall mean the definition of liquor as contained within RCW 66.04.010(15) as now law or hereafter amended.

(4) "Drugs" shall mean and include any narcotic drug and shall include any dangerous drug.

(5) "College facilities" shall mean and include any or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(6) "Assembly" shall mean any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.

(7) "Disciplinary action" shall mean and include the expulsion, suspension or reprimand of any student by the college president pursuant to WAC 132S-40-075 for the violation of any designated rule or regulation of the rules of student conduct for which a student is subject to disciplinary action.

(8) "Student" shall mean and include any person who is regularly enrolled at the college.

(9) "President" shall mean the president appointed by the board of trustees or in such president's absence, the acting president.

(10) "Rules of student conduct" shall mean the rules contained within chapter 132S-40 WAC as now exist or which may be hereafter amended, the violation of which subject a student to disciplinary action.

(11) "Hearing panel" shall mean the hearing panel as denominated in WAC 132S-40-060.

NEW SECTION

WAC 132S-40-010 LIQUOR. The possession, consumption, or being demonstrably under the influence of any form of liquor by any student on college facilities or at college related activities shall be cause for disciplinary action.

NEW SECTION

WAC 132S-40-015 DRUGS. Any student who shall use, possess or sell any drug as defined in WAC 132S-40-005 on college facilities or at college related activities shall be subject to disciplinary action except when the use or possession of a drug is specifically prescribed

as medication by a practitioner as defined in RCW 69.41.010. For purposes of this regulation, "sell" shall include the statutory meaning defined in RCW 69.04.005.

NEW SECTION

WAC 132S-40-020 LARCENY. Any student who shall commit larceny of the property of another upon college facilities shall, in addition to possible criminal penalties, be subject to disciplinary action.

NEW SECTION

WAC 132S-40-025 ASSAULT. Any student who shall assault another upon college facilities, shall, in addition to possible criminal penalties, be subject to disciplinary action.

NEW SECTION

WAC 132S-40-030 FORGERY. Any student who engages in acts of forgery upon college facilities shall, in addition to possible criminal penalties, be subject to disciplinary action.

NEW SECTION

WAC 132S-40-035 MISDEMEANOR AND/OR FELONY. Any student who commits any other act on college facilities which act is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

NEW SECTION

WAC 132S-40-040 CHEATING. (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student's program of instruction at the college, shall knowingly tender any work product that the student fraudulently represents as the student's work product, shall be deemed to have cheated. Cheating shall be cause for disciplinary action.

(2) Any student who aids or abets the accomplishment of cheating as defined in subsection (1) above, shall also be subject to disciplinary action.

NEW SECTION

WAC 132S-40-045 DAMAGING PROPERTY. Any student who shall wilfully attempt to damage or destroy or who in fact does wilfully damage or destroy any property owned, controlled or operated by the college shall be subject to disciplinary action.

NEW SECTION

WAC 132S-40-046 TRESPASS. (1) The president of the college, or, in such president's absence, the acting president, is authorized in the instance of any event that the president deems to be disruptive of order or which the president deems impedes the movement of persons or vehicles or which the president deems to disrupt or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, then the president acting through the dean of students or such other person designated by the president, shall have the power and authority to:

(a) Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college;

(b) Give notice against trespass by any manner specified in section 1(2), chapter 7, Laws of 1969 to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or

(c) Order any person, persons or group of persons to leave or vacate all or any portion of a college facility which is owned and/or operated by the college.

(2) Any student who shall disobey a lawful order given by the president or his designee pursuant to the requirements of subsection (1) of this section, shall in addition to violating criminal law also be subject to disciplinary action.

NEW SECTION

WAC 132S-40-050 DELEGATION OF DISCIPLINARY AUTHORITY. The board, acting pursuant to RCW 28B.50.140(14), do by written order delegate to the president of the college authority to administer the disciplinary action prescribed in WAC 132S-40-075. All disciplinary actions in which there is a recommendation that a student be suspended or expelled, shall be acted upon by the president. The president shall have no authority to delegate this decision.

NEW SECTION

WAC 132S-40-055 DISCIPLINARY ACTION. (1) The dean of students shall be the primary person responsible for the initiation of disciplinary action for conduct which is prohibited pursuant to the rules of student conduct and for the violation of other college rules except for those rules which are the responsibility of the divisions and instructors hereafter enumerated:

(a) The division chairman, and the faculty of each division, shall be responsible for the administration of discipline, for the infraction of any rule relating to such student's academic program;

(b) The instructor of each course shall be responsible for the maintenance of order and proper student conduct in a classroom. Such instructor shall be authorized to take any summary steps as may be necessary to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course; and

(c) The classroom instructor may, for a serious violation of classroom decorum or order, refer such violation to the chairman of the division involved and such chairman, through the dean of instruction may request the dean of students to initiate disciplinary action.

(2) Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the dean of students or his designated representative, and will be informed of what provision or provisions of the rules of student conduct he is charged with violating, and what appears to be the maximum penalties which might result from consideration of the disciplinary proceeding.

(3) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the dean of students or his designated representative may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counselling and advice may be appropriate;

(c) Impose minor sanctions directly (warning or reprimand);

(d) If major sanctions are deemed necessary, the dean of students may recommend that the president impose disciplinary action pursuant to WAC 132S-40-075 after a hearing before the hearing panel as denominated in WAC 132S-40-060 unless the student waives the right to a hearing in writing, in which case the president shall interview the student and consider all evidence including the examination of any witnesses and impose disciplinary action pursuant to WAC 132S-40-075.

#### NEW SECTION

WAC 132S-40-060 HEARING PANEL. (1) If disciplinary action is initiated by the dean of students and the student does not waive his right to a hearing in writing, the said dean of students shall appoint a hearing panel of three persons to be composed of a member of the administrative staff, a faculty member chosen from a list of three faculty members nominated by the faculty senate, and a regularly enrolled student chosen from a list of three students nominated by the associated student body president. The hearing panel so chosen will designate the chairman of the hearing panel who shall be a voting member of such hearing panel.

(2) The hearing panel shall conduct such hearing within twenty-five days after appointment and shall give the student charged with violation of the rules of student conduct a minimum of twenty days notice as specified within WAC 132S-40-065.

#### NEW SECTION

WAC 132S-40-065 HEARING PANEL PROCEDURES. (1) The hearing panel will hear, de novo, and make recommendations to the president of the college on all disciplinary cases referred to it by the dean of students.



(2) The student has a right to a fair and impartial hearing before the hearing panel on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the hearing panel from making its findings of fact, conclusions and recommendations as provided in WAC 132S-40-070. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the president the appropriate disciplinary action.

(3) The student shall be given written notice of the time and place of the hearing before the hearing panel by personal service or registered mail. Said notice shall contain:

(a) A statement of the time, place and nature of the disciplinary proceeding; and

(b) A statement of the charges against him including reference to the particular sections of the rules of student conduct involved.

(4) At the hearing, the student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross examine witnesses testifying against him as to factual matters.

(5) If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as his counsel, he must tender three days notice thereof to the dean of students.

(6) In all disciplinary proceedings, the college may be represented by a designee appointed by the dean of students; said designee may then present the college's case against the student accused of violating the rules of student conduct, provided that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may request the college to be represented by an assistant attorney general.

(7) An adequate summary of all the evidence and facts presented to the hearing panel during the course of the proceedings will be taken. A copy thereof shall be available at the office of the dean of students.

#### NEW SECTION

WAC 132S-40-070 HEARING PANEL DECISION. (1) Upon conclusion of the disciplinary hearing, the hearing panel shall consider all the evidence therein presented, enter appropriate findings of fact and conclusions of law and decide by majority vote whether to recommend to the president either of the following actions:

(a) That the college terminate the proceedings and exonerate the student or students; or

(b) That the president impose any of the disciplinary actions as provided in WAC 132S-40-075.

(2) The student will be provided with a copy of the committee's findings of fact and conclusions as to whether the student did violate any rules of student conduct, and such student shall also be provided with a copy of the recommendations of disciplinary action.

#### NEW SECTION

WAC 132S-40-075 IMPOSITION OF DISCIPLINE. (1) The college president shall review all actions for which the hearing panel has recommended disciplinary action and determine whether or not disciplinary action shall be imposed against the said student. The college president shall have no authority to impose any disciplinary action on a student unless disciplinary action has been recommended by the hearing

panel against such student or unless the student has waived his right to a hearing before such hearing panel: PROVIDED, That nothing contained within this section shall prohibit the college president from imposing disciplinary action against such student which disciplinary action exceeds the recommendations of the hearing panel.

(2) In determining whether or not to impose disciplinary action against a student, the president shall review the summary of the evidence and facts presented to the hearing panel and the hearing panel's findings and conclusions and recommendations, and the college president shall then determine whether or not to impose disciplinary action in any form.

(3) If the college president determines to impose disciplinary action for a violation of the rules of conduct for which disciplinary action has been recommended by the hearing panel unless such student waives his right to such hearing, the college president shall have authority to:

- (a) Expel such student permanently from the college;
- (b) Suspend the right of such student to attend the college for a maximum of three consecutive academic quarters; or
- (c) Reprimand such student in writing and forward a copy of such reprimand to the guardian or parents of such student.

#### NEW SECTION

WAC 132S-40-080 STUDENT APPEAL. Any student feeling aggrieved by the findings or conclusions of the hearing panel or the order of the college president imposing disciplinary action may appeal the same in writing by directing an appeal to the chairman of the board within fifteen days following receipt of the order of the president imposing disciplinary action. The board may, at their discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary action imposed.

#### NEW SECTION

WAC 132S-40-085 CIVILIAN PROSECUTION. The board acting through the college president may refer any violations of the rules of student conduct which involve violations of federal or state law to civilian authorities for disposition.

#### NEW SECTION

WAC 132S-40-090 DISPOSITION OF FINANCIAL OBLIGATIONS OF STUDENTS. The conferring of degrees, issuance of academic transcripts and grade reports may be withheld by Columbia Basin Community College for failure of a student to meet his or her financial obligations owed to the college. Such fees, charges, debts, fines, or other financial obligations shall include but are not limited to the following:

- (1) Bookstore debts;
- (2) Parking fines;
- (3) Library fines;
- (4) "Not Sufficient Funds" checks;
- (5) Damages to college property;
- (6) Failure to return borrowed, leased, or rented college property;

- (7) Unreturned keys;
- (8) Personal telephone tolls charged to a college number.

#### NEW SECTION

WAC 132S-40-095 STUDENTS--FINANCIAL OBLIGATION--APPEAL PROCEDURE. (1) Every student has the right to appeal a decision of any college department or division to assess a fee, fine, charge, debt, or other financial obligation for a determination of the validity and legitimacy of that charge. The appeal must be in writing and directed to the division or department head assessing the financial obligation. Notice of the appeal shall be given within ten days after notice of right to appeal is received. Following such notice, the student shall be allowed an informal hearing with the head or appointed representative of the department or division assessing the obligation. The decision of such hearing shall be final: PROVIDED, That in the event such financial obligation shall prove to be of a magnitude requiring the assessed student to terminate his or her relationship with Columbia Basin Community College, the student shall have a right to a formal hearing as provided in RCW 28B.19.120.

(2) If the student has not satisfied his financial obligation to the college within ten days after his right to a hearing has expired, the college may take the action provided in WAC 132S-40-090 after providing the financially obligated student with notice of the intended action, whenever such notice is possible.

#### NEW SECTION

WAC 132S-40-100 STUDENT DATA--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.

#### NEW SECTION

WAC 132S-40-105 STUDENT 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.

NEW SECTION

WAC 132S-40-110 STUDENT INFORMATION--WHO MAY REQUEST AND RECEIVE SUCH 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 nonpublic 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.

NEW SECTION

WAC 132S-40-115 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.

NEW SECTION

WAC 132S-40-125 PROBATION, SUSPENSION AND EXPULSION. Students who fail to achieve a grade point average of 2.00 are to be placed on probation. Students on probation for two or more consecutive quarters are subject to suspension.

Students who transfer to Columbia Basin College while on academic probation or suspension will be permitted to enter on probationary status only.

A student who is expelled loses his rights and privileges as a student and forfeits all fees which he has paid to the college. Expulsion may be effected only through action by the board of trustees.

Suspension is defined as a situation whereby a student is temporarily not allowed to attend classes.

Expulsion is defined as a situation where a student is removed from the rolls of the college and is no longer allowed to attend classes for the duration of that period for which he is enrolled.



Chapter 132S-50 WAC

COLLEGE FACILITIES

NEW SECTION

WAC 132S-50-010 PURPOSE. Columbia Basin College exists as a facility which must provide for the needs of a community as expressed in the geographical boundaries of Benton and Franklin counties. Beyond its initial charge of education and training of people, there rests an additional responsibility to provide maximum use of its physical facilities for institutional and community use. It shall be the policy of Columbia Basin College to offer its physical facilities for group use on a priority basis as follows:

- (1) Instructional activities;
- (2) Student activities;
- (3) Community activities.

Each group must abide by rules and regulations of use which shall be determined by the administration. Instructional and student groups must make an application in advance of the intended date of use to avoid scheduling conflicts. Community groups must make application thirty days prior to the intended date of use.

NEW SECTION

WAC 132S-50-020 REGULATIONS REGARDING USE OF COLLEGE FACILITIES. The specific use of school facilities shall be governed by the regulations consistent with the intent of the policy. These regulations shall be as follows:

- (1) Requests for facility use must be submitted by means of a facility use form to the business office of Columbia Basin College.
- (2) A paid Columbia Basin College employee must be assigned to the building during the scheduled time the facility is to be used.
- (3) The administration reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the school or for which satisfactory sponsorship is not provided. Review of such action may be carried to the board of trustees.
- (4) Applications for college facility use which may be considered a major policy decision not fully covered by this existing policy statement may be referred directly to the administration for disposition.
- (5) Rental charges shall be levied per twenty-four hour setting on the following basis:
  - (a) Instructional use - wherein facility is used for instructionally related activities, either by the college or by another post secondary institution .. NO CHARGE
  - (b) Student use - where the use has been scheduled through the student activities office and is primarily for an activity that directs itself toward the benefit of Columbia Basin College ASB card holders ..... NO CHARGE
  - (c) Community activities - all other uses which are noninstructional and nonstudent sponsored:

Category I - use which results in a community benefit and is usually arranged for by a non-profit civic organization..... CHARGE TO BE

DETERMINED BY THE BUSINESS OFFICE TO COVER EXPENSES

Category II - use by community group for a private or profit return..... THE SCHEDULE FOR SUCH RENTALS SHALL BE AS FOLLOWS:

|   |          |
|---|----------|
| (i) Little theater.....                               | \$125.00 |
| (ii) Little theater (with specialized equipment)..... | \$150.00 |
| (iii) Gym.....  | \$ 75.00 |
| (iv) Lounge.....                                      | \$ 75.00 |
| (v) Lecture room.....                                 | \$ 30.00 |
| (vi) Classroom.....                                   | \$ 15.00 |

NEW SECTION

WAC 132S-50-024 COMMERCIAL ACTIVITIES. Columbia Basin Community College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic or career oriented community or the display or demonstration of technical or research equipment, and when such commercial activities related to educational objectives and are conducted under the sponsorship or at the request of a college department or of the dean of student services or his designee; provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.

NEW SECTION

WAC 132S-50-025 COMMERCIAL ACTIVITIES DEFINED. For the purposes of this chapter, the term "commercial activities" does not include handbills, leaflets, or newspapers distributed free of charge by any student or students or by members of recognized student organizations or by college personnel that are distributed in a manner that does not unreasonably interfere with the ingress and egress of persons or the free flow of vehicular or pedestrian traffic, nor does it include commercial items sold through the college bookstore or any other facility at the direction of the business manager.

NEW SECTION

WAC 132S-50-026 PENALTIES FOR VIOLATIONS OF COMMERCIAL ACTIVITIES REGULATIONS. Nonstudent persons violating WAC 132S-10-070 may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass.

NEW SECTION

WAC 132S-50-027 DISTRIBUTION OF MATERIALS. (1) Handbills, leaflets, newspapers and similar related matter may be sold or distributed

free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the director of activities; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall be required to register with the director of activities prior to the distribution of any handbill, leaflet, newspaper or related matter. Nonstudents shall not be allowed to sell handbills, leaflets, newspapers or related matter.

(4) Permission for the posting or display of handbills, leaflets, newspapers, posters and similar related matter on college facilities must be granted by the dean of students or in such dean's absence by the director of student activities. Permission for such posting or display will be given only if such material is:

- (a) Written and presented in good taste;
- (b) Designed to attract attention rather than incite emotion; and
- (c) Consistent and factual in content.

#### NEW SECTION

WAC 132S-50-030 TRAFFIC AND PARKING--INTRODUCTION. The rules and regulations provided in this chapter have been established by the board of trustees of Columbia Basin Community College acting on behalf of Columbia Basin Community College to govern pedestrian traffic and vehicular traffic and parking upon all state lands devoted to the educational, recreational and research activities of Columbia Basin Community College pursuant to the authority granted them by RCW 28B.50.140(10).

#### NEW SECTION

WAC 132S-50-040 TRAFFIC AND PARKING--DEFINITIONS. The words used in this chapter shall have the meaning given in this section, unless the context clearly indicates otherwise.

(1) "Board" shall mean the board of trustees of Community College District No. 19, state of Washington.

(2) "Campus" shall mean any or all real property owned, operated, or maintained by Community College District No. 19, state of Washington.

(3) "College" shall mean Columbia Basin Community College.

(4) "Faculty members" shall mean any employee of Community College District No. 19 who is certified to teach in a community college in the state of Washington.

(5) "Campus patrolman" shall mean an employee of the college, or a law enforcement student, who is responsible to the dean of student services for campus security.

(6) "Staff" shall mean the classified employees of Washington State Community College District No. 19.

(7) "Vehicle" shall mean an automobile, truck, motor driven cycle, scooter, or any vehicle empowered by a motor.

(8) "Visitors" shall mean any person or persons, excluding students as defined above, who come upon the campus as guests and any person or persons who lawfully visit the campus for the purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(9) "Permanent permits" shall mean permits which are valid for a school term and shall be obtained from the cashier's office at the fee set by the board of trustees.

(10) "School term" shall mean, unless otherwise designated, the time period commencing with the fall quarter of a community college teaching year and extending through the immediately subsequent winter and spring quarters. It shall not include, however, summer school sessions.

(11) "Temporary permits" shall mean permits which are valid for a specific period of time designated on the permit.

#### NEW SECTION

WAC 132S-50-050 TRAFFIC AND PARKING--PURPOSES OF REGULATIONS. The purposes of the rules and regulations established by this chapter are:

- (1) To control parking on college owned parking lots;
- (2) To protect and control pedestrian and vehicular traffic;
- (3) To assure access at all times for emergency equipment;
- (4) To minimize traffic disturbance during class hours;
- (5) To expedite Columbia Basin Community College business, protect state property and to provide maximum safety and convenience.

#### NEW SECTION

WAC 132S-50-055 TRAFFIC AND PARKING--APPLICABLE RULES AND REGULATIONS. The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational and research activities of Columbia Basin Community College are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington;
- (2) The traffic code of the city of Pasco; and
- (3) Special regulations set forth in this chapter.

#### NEW SECTION

WAC 132S-50-060 SPECIAL TRAFFIC AND PARKING REGULATIONS AND RESTRICTIONS AUTHORIZED. Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the dean of student services or his appointed designee, is authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 132S-50-050.

#### NEW SECTION

WAC 132S-50-065 EXCEPTIONS FROM TRAFFIC AND PARKING RESTRICTIONS. These rules and regulations shall not apply to city, county, or state-owned emergency vehicles.



NEW SECTION

WAC 132S-50-070 TRAFFIC AND PARKING--ENFORCEMENT. (1) Enforcement of the parking rules and regulations will begin the first day of the first week of full classes of the fall quarter and will continue until the end of spring quarter. These rules and regulations will not be enforced during summer quarter, Saturdays, Sundays, and official college holidays.

(2) The dean of student services, or his designee, shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean of student services is hereby authorized to delegate this responsibility to the campus patrolman or other designated subordinates.

NEW SECTION

WAC 132S-50-075 ISSUANCE OF TRAFFIC TICKETS. Upon the violations of any of the rules and regulations contained in this chapter, the dean of student services, his designee or subordinates, may issue a summons or traffic ticket setting forth the date, the approximate time, permit number, license information, infraction, officer, and schedule of fines. Such summons or traffic tickets may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

NEW SECTION

WAC 132S-50-080 TRAFFIC AND PARKING--FINES AND PENALTIES. The dean of student services or his designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

(1) Except as provided under subsection (2) of this section, fines will be levied for all violations of the regulations contained in this chapter.

(2) Vehicles which are parked on any campus within Community College District No. 19 and which are in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the dean of student services. If a vehicle is impounded, it may be taken to such place for storage as the dean of student services, or his designee, selects. The expenses of such impounding and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) At the discretion of the dean of student services, an accumulation of traffic violations by a student will be cause for disciplinary action, and the dean of student services shall initiate disciplinary proceedings against such student.

(4) A schedule of fines shall be set and reviewed annually by a committee of students appointed by the dean of students. This schedule shall be published in the student handbook, summary of parking regulations, and traffic summons form.

NEW SECTION

WAC 132S-50-085 AUTHORIZATION FOR ISSUANCE OF PARKING PERMITS. The dean of student services or his appointed designee, is authorized to issue parking permits to faculty members and staff members of the college pursuant to the following regulations:

(1) Faculty and staff members may be issued parking permits upon the registration of their vehicles at the beginning of fall quarter; provided that new faculty and staff members employed during the regular academic year may be issued parking permits upon the registration of their vehicles at the time they begin their employment at the college.

(2) The dean of student services or his designee, may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the college.

NEW SECTION

WAC 132S-50-090 VALID PARKING PERMIT. A valid parking permit is:

(1) An unexpired parking permit registered and properly displayed;

(2) A temporary parking permit authorized by the dean of student services or his designee, and properly displayed;

(3) A special parking permit authorized by the dean of student services or his designee, and properly displayed;

(4) A visitor's permit authorized by the dean of student services or his designee, and properly displayed; or

(5) A shop permit authorized by a vocational-technical instructor and properly displayed.

NEW SECTION

WAC 132S-50-095 DISPLAY OF PARKING PERMIT. All permanent parking permits shall be permanently affixed to the vehicle upon issuance of the permits and according to the directions given at the time of issuance. Temporary, special, visitors, or shop permits shall be placed in a visible position on the dash board of the automobile.

(1) Expired permits shall be removed before the new permits are attached.

(2) Permits not displayed pursuant to the provisions of this section shall not be valid.

NEW SECTION

WAC 132S-50-100 TRANSFER OF PARKING PERMITS. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

(1) Records permit number;

(2) Removes permit from vehicle which has been traded or sold.

NEW SECTION

WAC 132S-50-110 PARKING PERMIT REVOCATION. Parking permits are the property of the college and may be recalled by the dean of student services for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists;
- (2) When a permit is used by an unregistered vehicle or by an unauthorized individual;
- (3) Falsification on a parking permit application;
- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

NEW SECTION

WAC 132S-50-115 PARKING PERMIT REVOCATION--HEARING PROVIDED. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132S-50-110(2) through (5) may be appealed to the dean of student services, who shall then refer the matter to a hearing before a special hearing officer designated by the dean of student services. The hearing shall conform to the due process requirements of the Columbia Basin Community College student code and the decision of the hearing officer shall be final. The same appeal procedure as above shall be utilized in the case where the revoked permit has been held by an administrator or faculty member.

NEW SECTION

WAC 132S-50-120 ALLOCATION OF PARKING SPACE. The parking space available on campus shall be designated and allocated by the dean of student services or his designee, in such a manner as will best effectuate the objectives of the rules and regulations in this chapter.

(1) Faculty and staff spaces will be so designated for their use; provided, physically handicapped students and others designated by the dean of student services or his appointed designee may be granted special permits to park in close proximity to the classroom used by such students.

(2) Parking spaces will be designated for use of visitors on campus.

NEW SECTION

WAC 132S-50-125 PARKING WITHIN DESIGNATED SPACES. (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

(4) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

(5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132S-50-120.

NEW SECTION

WAC 132S-50-130 DAY PARKING. The rules and regulations pertaining to the use of certain parking permits in specific areas as contained in WAC 132S-50-125 shall be in force during the hours from 7:00 a.m. to 6:00 p.m.

NEW SECTION

WAC 132S-50-135 NIGHT PARKING. Night students and faculty members may park in any of the spaces or stalls designated in WAC 132S-50-125 except visitors areas, on a first come, first served basis between the hours of 6:00 p.m. and 11:00 p.m.

NEW SECTION

WAC 132S-50-140 REGULATORY SIGNS AND DIRECTIONS. The dean of student services or his appointed designee, is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings, and directions, shall be so made and placed as in the opinion of the dean of student services, or his designee, will best effectuate the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrolman in the control and regulation of traffic.

NEW SECTION

WAC 132S-50-145 SPEED LIMIT. No vehicle shall be operated on the campuses at a speed in excess of twenty miles per hour in parking lots; or such lower speed as is reasonable and prudent in the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

NEW SECTION

WAC 132S-50-150 PEDESTRIAN'S RIGHT OF WAY. (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the



path of a vehicle which is so close that it is impossible for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Every pedestrian crossing at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles.

(4) Where a sidewalk is provided, pedestrian shall proceed upon such a sidewalk.

#### NEW SECTION

WAC 132S-50-155 TWO-WHEELED MOTOR BIKES OR BICYCLES. (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for motorcycles only.

(2) No motorcycle or motorscooter may be operated on sidewalks, walkways, lawns, or other property not set aside for such purposes on the Columbia Basin Community College campus.

#### NEW SECTION

WAC 132S-50-160 REPORT OF ACCIDENTS. The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total of claimed damage to either or both vehicles exceeding one hundred dollars shall immediately report such accident to the dean of student services and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report.

#### NEW SECTION

WAC 132S-50-165 LIABILITY OF COLLEGE. The college assumes no liability under any circumstances for vehicles parked on campus.

#### NEW SECTION

WAC 132S-50-170 DELEGATION OF AUTHORITY. The authority and powers conferred upon the dean of student services by these regulations shall be subject to delegation by him to his appointed designees.

#### NEW SECTION

WAC 132S-50-175 SEVERABILITY. If any provision of this chapter shall be adjudged by a court of record to be unconstitutional, the remaining provisions of this chapter shall continue in effect.

NEW SECTION

WAC 132S-50-180 PETS DEFINITION. For the purposes of this section the word "pets" shall mean any domestic or other animal.

NEW SECTION

WAC 132S-50-185 PET CONTROL. In order to assure the health and safety of all persons on properties owned or controlled by Columbia Basin Community College, the following rules and regulations regarding pet control are hereby promulgated: No person will be permitted to bring any pet upon properties owned or controlled by Columbia Basin Community College unless such pet is under the immediate control of such person; provided, however, under no circumstances will pets be permitted to enter into buildings owned or controlled by Columbia Basin Community College, except guide dogs as defined in RCW 70.84.020.

NEW SECTION

WAC 132S-50-190 PENALTIES FOR VIOLATIONS OF PET CONTROL REGULATIONS. Persons violating WAC 132S-50-185 may be referred to authorities of the city of Pasco for appropriate prosecution under the animal control code of the city of Pasco, which is expressly applicable to all portions of the Columbia Basin Community College properties contained within the city of Pasco; employees of Columbia Basin Community College office of campus security shall have express authority to refer such violations of the Pasco city animal control code to appropriate city officials.

NEW SECTION

WAC 132S-50-195 SMOKING REGULATIONS FOR CAMPUS BUILDINGS. Smoking of tobacco substances are subject to the provisions of this chapter, insofar as it designates where such smoking is permitted or prohibited.

(1) Smoking is permitted in the following areas:

- (a) Office (at the discretion of the assigned occupants);
- (b) Meeting rooms (at the option of the group);
- (c) Lounges;
- (d) Public lavatories;
- (e) Designated corridors.

(2) The president of Columbia Basin Community College or his designee may prohibit smoking in the following areas:

- (a) Classrooms during scheduled classes;
- (b) Laboratories;
- (c) Library;
- (d) Auditoriums;
- (e) Storerooms;
- (f) Places deemed fire hazard areas by the city of Pasco Fire Department.

(3) The responsibility of fire prevention is the smoker's.

NEW SECTION

WAC 132S-50-280 REGULATIONS GOVERNING FIREARMS AND WEAPONS ON OR IN COLLEGE FACILITIES. (1) It shall be the policy of this college that possession of weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities or college-leased facilities.

(2) Explosives are prohibited on or in college facilities or leased college facilities.

(3) Carrying of firearms on or in college facilities or college-leased facilities is prohibited except and unless the firearm is registered with the campus security department for a specified period of time.

(4) The aforementioned regulations shall not apply to equipment or materials owned, used or maintained by the college; nor will they apply to law enforcement officers.

(5) Violations of these rules may be grounds for immediate suspension pending a hearing in accordance with WAC 132S-40-075.

REPEALER

Chapter 132S-04 of the Washington Administrative Code is repealed as follows:

WAC 132S-04-010 ADMISSION CRITERIA FOR NONHIGH SCHOOL GRADUATES.



REPEALER

Chapter 132S-08 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-08-010 PURPOSE.
- (2) WAC 132S-08-020 DEFINITIONS.
- (3) WAC 132S-08-035 COMPOSITION OF REVIEW COMMITTEE.
- (4) WAC 132S-08-040 DUTIES OF REVIEW COMMITTEES.
- (5) WAC 132S-08-050 REQUIRED REVIEW COMMITTEE ACTION.
- (6) WAC 132S-08-060 DISMISSAL FOR CAUSE.
- (7) WAC 132S-08-070 DISMISSAL FOR SUFFICIENT CAUSE.
- (8) WAC 132S-08-080 NONRENEWAL OF TENURED FACULTY CONTRACTS.
- (9) WAC 132S-08-090 REVIEW COMMITTEE RECOMMENDATIONS.
- (10) WAC 132S-08-100 TENURE CONSIDERATION.
- (11) WAC 132S-08-110 EFFECTIVE DATE.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 132S-10-015 RESPONSIBILITY.

REPEALER

Chapter 132S-11 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-11-010 PURPOSE OF RULES.
- (2) WAC 132S-11-020 DEFINITIONS.
- (3) WAC 132S-11-030 INITIAL PROCEDURES FOR REDUCTION IN FORCE.
- (4) WAC 132S-11-040 INITIAL ORDER OF LAYOFF.
- (5) WAC 132S-11-050 OPTIONS IN LIEU OF LAYOFF.
- (6) WAC 132S-11-060 PROCEDURES FOR ESTABLISHING ORDER OF LAYOFF AND NOTICE OF REQUIREMENTS.
- (7) WAC 132S-11-070 DISTRIBUTION OF LAYOFF NOTICE.
- (8) WAC 132S-11-080 REEMPLOYMENT RIGHTS OF LAID OFF EMPLOYEES.

REPEALER

Chapter 132S-12 of the Washington Administrative Code is repealed as follows:

- |          |                        |  |
|----------|------------------------|--|
| (1)      | <u>WAC 132S-12-010</u> | DEFINITION.                                |
| (2)      | <u>WAC 132S-12-020</u> | LIQUOR.                                    |
| (3)      | <u>WAC 132S-12-030</u> | DRUGS.                                     |
| (4)      | <u>WAC 132S-12-040</u> | ASSEMBLY RIGHTS.                           |
| (5)      | <u>WAC 132S-12-050</u> | CRIMINAL VIOLATIONS.                       |
| (6)      | <u>WAC 132S-12-055</u> | REGULATIONS GOVERNING FIREARMS AND WEAPONS |
| ON OR IN | <u>WAC 132S-12-060</u> | CHEATING.                                  |
|          | <u>WAC 132S-12-070</u> | COMMERCIAL ACTIVITIES.                     |
|          | <u>WAC 132S-12-080</u> | OUTSIDE SPEAKERS.                          |
|          | <u>WAC 132S-12-090</u> | TRESPASS.                                  |
| (11)     | <u>WAC 132S-12-100</u> | DISTRIBUTION OF MATERIALS.                 |
| (12)     | <u>WAC 132S-12-110</u> | DELEGATION OF DISCIPLINARY AUTHORITY.      |
| (13)     | <u>WAC 132S-12-120</u> | DISCIPLINARY ACTION.                       |
| (14)     | <u>WAC 132S-12-130</u> | HEARING PANEL.                             |
| (15)     | <u>WAC 132S-12-140</u> | HEARING PANEL PROCEDURES.                  |
| (16)     | <u>WAC 132S-12-150</u> | HEARING PANEL DECISION.                    |
| (17)     | <u>WAC 132S-12-160</u> | IMPOSITION OF DISCIPLINE.                  |
| (18)     | <u>WAC 132S-12-170</u> | STUDENT APPEAL.                            |
| (19)     | <u>WAC 132S-12-180</u> | DAMAGING PROPERTY.                         |
| (20)     | <u>WAC 132S-12-190</u> | CIVILIAN PROSECUTION.                      |
| (21)     | <u>WAC 132S-12-200</u> | EXCLUSIVENESS.                             |
| (22)     | <u>WAC 132S-12-210</u> | SEVERABILITY.                              |
| (23)     | <u>WAC 132S-12-220</u> | EFFECTIVE DATE.                            |



REPEALER

Chapter 132S-14 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-14-010 SUMMARY SUSPENSION.
- (2) WAC 132S-14-020 HEARING.

REPEALER

Chapter 132S-16 of the Washington Administrative Code is repealed as follows:

- |      |                          |  |
|------|--------------------------|--|
| (1)  | <u>WAC 132S-16-010</u>   | RENTAL OF FACILITIES.                            |
| (2)  | <u>WAC 132S-16-020</u>   | LOCATION OF ACTIVITIES.                          |
| (3)  | <u>WAC 132S-16-030</u>   | CONTROL OF TRANSCRIPT AND GRADES.                |
| (4)  | <u>WAC 132S-16-050</u>   | TUITION AND FEES.                                |
| (5)  | <u>WAC 132S-16-052</u>   | FEE WAIVERS FOR EDUCATIONALLY DISADVANTAGED.     |
| (6)  | <u>WAC 132S-16-060</u>   | INTERNAL POLICY.                                 |
| (7)  | <u>WAC 132S-16-070</u>   | TRAVEL REQUESTS.                                 |
| (8)  | <u>WAC 132S-16-081</u>   | PURPOSE.   |
| (9)  | <u>WAC 132S-16-082</u>   | TRANSPORTATION OFFICER.                          |
| (10) | <u>WAC 132S-16-083</u>   | POLICY STATEMENT.                                |
| (11) | <u>WAC 132S-16-083.1</u> | FUNDING.   |
| (12) | <u>WAC 132S-16-084</u>   | POLICY ENFORCEMENT.                              |
| (13) | <u>WAC 132S-16-090</u>   | PAYROLL OFFICE.                                  |
| (14) | <u>WAC 132S-16-100</u>   | RECRUITING PERSONNEL.                            |
| (15) | <u>WAC 132S-16-110</u>   | SELECTION OF PERSONNEL.                          |
| (16) | <u>WAC 132S-16-120</u>   | EMPLOYMENT.                                      |
| (17) | <u>WAC 132S-16-130</u>   | NONDISCRIMINATION.                               |
| (18) | <u>WAC 132S-16-131</u>   | EQUAL OPPORTUNITY POLICY.                        |
| (19) | <u>WAC 132S-16-132</u>   | RECRUITMENT, SCREENING AND SELECTION PROCEDURES. |
| (20) | <u>WAC 132S-16-133</u>   | GRIEVANCE PROCEDURE.                             |
| (21) | <u>WAC 132S-16-134</u>   | REFERRALS OF COMPLAINTS.                         |
| (22) | <u>WAC 132S-16-135</u>   | AFFIRMATIVE ACTION RESPONSIBILITY--              |
|      |                          | APPOINTING AUTHORITY OF THE COLLEGE.             |
| (23) | <u>WAC 132S-16-136</u>   | CONTRACT COMPLIANCE REVIEW OFFICIALS.            |
| (24) | <u>WAC 132S-16-140</u>   | CONTRACTS.                                       |
| (25) | <u>WAC 132S-16-150</u>   | SALARY SCHEDULE.                                 |
| (26) | <u>WAC 132S-16-160</u>   | ORIENTATION.                                     |
| (27) | <u>WAC 132S-16-170</u>   | LEAVES OF ABSENCE.                               |
| (28) | <u>WAC 132S-16-180</u>   | FRINGE BENEFITS.                                 |
| (29) | <u>WAC 132S-16-190</u>   | ASSIGNMENT OR PLACEMENT.                         |
| (30) | <u>WAC 132S-16-200</u>   | CHANGE OF STATUS.                                |
| (31) | <u>WAC 132S-16-210</u>   | DISMISSAL PROCEDURES.                            |
| (32) | <u>WAC 132S-16-220</u>   | EXCHANGE TEACHING.                               |
| (33) | <u>WAC 132S-16-230</u>   | GRIEVANCE PROCEDURE.                             |
| (34) | <u>WAC 132S-16-240</u>   | PROMOTION.                                       |
| (35) | <u>WAC 132S-16-250</u>   | SUBSTITUTE TEACHING.                             |
| (36) | <u>WAC 132S-16-260</u>   | TRANSFER AT THE REQUEST OF THE FACULTY MEMBER.   |
| (37) | <u>WAC 132S-16-270</u>   | RESIGNATION.                                     |
| (38) | <u>WAC 132S-16-280</u>   | PROFESSIONAL GROWTH.                             |
| (39) | <u>WAC 132S-16-290</u>   | EVALUATION.                                      |
| (40) | <u>WAC 132S-16-300</u>   | ETHICS AND CONDUCT.                              |
| (41) | <u>WAC 132S-16-310</u>   | IN-SERVICE WORK.                                 |
| (42) | <u>WAC 132S-16-320</u>   | MEETINGS.  |
| (43) | <u>WAC 132S-16-330</u>   | ORGANIZATIONS, MEMBERSHIP.                       |
| (44) | <u>WAC 132S-16-340</u>   | SUPERVISION.                                     |
| (45) | <u>WAC 132S-16-350</u>   | OPEN DOOR POLICY, STUDENT.                       |
| (46) | <u>WAC 132S-16-360</u>   | COLLEGE MAY DENY ADMISSION.                      |
| (47) | <u>WAC 132S-16-370</u>   | ELIGIBILITY FOR ADMISSION.                       |
| (48) | <u>WAC 132S-16-380</u>   | MAXIMUM LOAD.                                    |
| (49) | <u>WAC 132S-16-390</u>   | OUT-OF-STATE STUDENTS.                           |
| (50) | <u>WAC 132S-16-400</u>   | REGULAR ATTENDANCE.                              |
| (51) | <u>WAC 132S-16-410</u>   | FOREIGN STUDENTS.                                |
| (52) | <u>WAC 132S-16-420</u>   | PHYSICAL EXAMINATION.                            |
| (53) | <u>WAC 132S-16-430</u>   | PARKING FEES.                                    |
| (54) | <u>WAC 132S-16-440</u>   | SUPERIOR ACHIEVEMENT.                            |
| (55) | <u>WAC 132S-16-445</u>   | STUDENT HOUSING.                                 |
| (56) | <u>WAC 132S-16-450</u>   | PROBATION, SUSPENSION AND EXPULSION.             |
| (57) | <u>WAC 132S-16-455</u>   | STUDENT ACTIVITIES.                              |
| (58) | <u>WAC 132S-16-460</u>   | WITHDRAWAL IN GOOD STANDING.                     |
| (59) | <u>WAC 132S-16-470</u>   | INCIDENTAL FEES.                                 |

- (60) WAC 132S-16-480 CAMPUS PROGRAMS.
- (61) WAC 132S-16-490 CLUBS AND ORGANIZATIONS.
- (62) WAC 132S-16-500 FACULTY PARTICIPATION.
- (63) WAC 132S-16-510 LONG-RANGE CURRICULUM PLANS.
- (64) WAC 132S-16-520 THE CURRICULUM COMMITTEE.
- (65) WAC 132S-16-530 ANNUAL EXAMINATION OF CURRICULUM.
- (66) WAC 132S-16-540 EVENING SCHOOL.
- (67) WAC 132S-16-550 ACADEMIC YEAR CALENDAR.
- (68) WAC 132S-16-560 EVALUATION OF INSTRUCTION.
- (69) WAC 132S-16-570 STUDENT ACHIEVEMENT CRITERIA.
- (70) WAC 132S-16-580 THE LEARNING ENVIRONMENT.
- (71) WAC 132S-16-590 INSTRUCTIONAL INNOVATION AND RESEARCH
- (72) WAC 132S-16-600 ACADEMIC ADVISEMENT.
- (73) WAC 132S-16-610 IN-SERVICE PROGRAMS.

REPEALER

Chapter 132S-17 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-17-010 PURPOSE.
- (2) WAC 132S-17-015 DEFINITIONS.
- (3) WAC 132S-17-020 DESCRIPTION OF CENTRAL AND FIELD ORGANIZATION OF COMMUNITY COLLEGE DISTRICT NO. 19.
- (4) WAC 132S-17-025 OPERATIONS AND PROCEDURES.
- (5) WAC 132S-17-030 PUBLIC RECORDS AVAILABLE.
- (6) WAC 132S-17-035 PUBLIC RECORDS OFFICER.
- (7) WAC 132S-17-040 OFFICE HOURS.
- (8) WAC 132S-17-045 REQUESTS FOR PUBLIC RECORDS.
- (9) WAC 132S-17-050 COPYING.
- (10) WAC 132S-17-055 EXEMPTIONS.
- (11) WAC 132S-17-060 REVIEW OF DENIALS OF PUBLIC RECORDS REQUESTS.
- (12) WAC 132S-17-065 RECORDS INDEX.
- (13) WAC 132S-17-070 REQUESTS FOR PUBLIC RECORDS--ADDRESS.



REPEALER

Chapter 132S-18 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-18-010 DESIGNATION OF APPOINTING AUTHORITY.
- (2) WAC 132S-18-020 CLASSIFIED EMPLOYEE EXEMPTIONS.
- (3) WAC 132S-18-030 EFFECTIVE DATE.

REPEALER

Chapter 132S-19 of the Washington Administrative Code is repealed as follows:

WAC 132S-19-500 ACADEMIC TRANSCRIPTS OF COLUMBIA BASIN COMMUNITY COLLEGE STUDENTS.

REPEALER

The following sections of the Washington Administrative Code are repealed:

- (1) WAC 132S-20-005 INTRODUCTION.
- (2) WAC 132S-20-010 DEFINITIONS AND PROCEDURES.

REPEALER

Chapter 132S-25 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-25-010 INTRODUCTION.
- (2) WAC 132S-25-015 STATEMENT RELATIVE TO CONFIDENTIALITY.
- (3) WAC 132S-25-020 INFORMATION WHICH MAY BE RELEASED.
- (4) WAC 132S-25-025 WHO MAY REQUEST AND RECEIVE INFORMATION.
- (5) WAC 132S-25-030 STUDENT ACCESS TO RECORDS.



REPEALER

Chapter 132S-27 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-27-010 INTRODUCTION.
- (2) WAC 132S-27-020 EXCEPTION TO USING SOCIAL SECURITY NUMBER FOR IDENTIFICATION PURPOSES.

REPEALER

Chapter 132S-29 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-29-010 INTRODUCTION.
- (2) WAC 132S-29-020 FAILURE TO MAINTAIN GOOD ACADEMIC STANDING.
- (3) WAC 132S-29-030 DEFINITIONS.

REPEALER

Chapter 132S-52 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-52-010 RESPONSIBILITY OF THE STUDENT SENATE.
- (2) WAC 132S-52-020 AUTHORITY OF THE STUDENT SENATE.
- (3) WAC 132S-52-030 EDITORS OF PUBLICATIONS.
- (4) WAC 132S-52-040 HEARING PROCEDURES FOR EDITORS.
- (5) WAC 132S-52-050 GUIDELINES FOR STUDENT PUBLICATIONS.
- (6) WAC 132S-52-060 FINANCING.

## W PALER

Chapter 132S-108 of the Washington Administrative Code is amended as follows:

- (1) WAC 132S-108-010 FORMAL HEARING POLICY.
- (2) WAC 132S-108-020 DEFINITIONS.
- (3) WAC 132S-108-030 APPEARANCE AND PRACTICE BEFORE AGENCY.
- (4) WAC 132S-108-040 NOTICE AND OPPORTUNITY FOR HEARING IN CONTESTED CASES.
- (5) WAC 132S-108-050 SERVICE OF PROCESS--BY WHOM SERVED.
- (6) WAC 132S-108-060 SERVICE OF PROCESS--UPON WHOM SERVED.
- (7) WAC 132S-108-070 SERVICE OF PROCESS--SERVICE UPON PARTIES.
- (8) WAC 132S-108-080 SERVICE OF PROCESS--METHOD OF SERVICE.
- (9) WAC 132S-108-090 SERVICE OF PROCESS--WHEN SERVICE COMPLETE.
- (10) WAC 132S-108-100 SERVICE OF PROCESS--FILING WITH AGENCY.
- (11) WAC 132S-108-110 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--RIGHT TO TAKE.
- (12) WAC 132S-108-120 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--SCOPE.
- (13) WAC 132S-108-130 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--OFFICER BEFORE WHOM TAKEN.
- (14) WAC 132S-108-140 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--AUTHORIZATION.
- (15) WAC 132S-108-150 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--PROTECTION OF PARTIES AND DEponents.
- (16) WAC 132S-108-160 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--ORAL EXAMINATION AND CROSS EXAMINATION.
- (17) WAC 132S-108-170 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--SIGNING ATTESTATION AND RETURN.
- (18) WAC 132S-108-190 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--USE AND EFFECT.
- (19) WAC 132S-108-200 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES--FEES OF OFFICERS AND DEponents.
- (20) WAC 132S-108-210 DEPOSITIONS UPON INTERROGATORIES--MISSION OF INTERROGATORIES.
- (21) WAC 132S-108-220 DEPOSITIONS UPON INTERROGATORIES--THE INTERROGATION.
- (22) WAC 132S-108-230 DEPOSITIONS UPON INTERROGATORIES--ATTESTATION AND RETURN.
- (23) WAC 132S-108-240 DEPOSITIONS UPON INTERROGATORIES--PROVISIONS OF DEPOSITION RULE.
- (24) WAC 132S-108-250 HEARING OFFICERS.
- (25) WAC 132S-108-260 HEARING PROCEDURES.
- (26) WAC 132S-108-270 DUTIES OF HEARING OFFICERS.
- (27) WAC 132S-108-280 STIPULATIONS AND ADMISSIONS OF RECORD.
- (28) WAC 132S-108-290 DEFINITION OF ISSUES BEFORE HEARING.
- (29) WAC 132S-108-300 CONTINUANCES.
- (30) WAC 132S-108-310 RULES OF EVIDENCE--ADMISSIBILITY CRITERIA.
- (31) WAC 132S-108-320 TENTATIVE ADMISSION--EXCLUSION--DISCONTINUANCE--OBJECTIONS.
- (32) WAC 132S-108-330 FORM AND CONTENT OF DECISIONS IN CONTESTED CASES.

REPEALER

Chapter 132S-116 of the Washington Administrative Code is repealed as follows:

- |      |                         |   |
|------|-------------------------|---|
| (1)  | <u>WAC 132S-116-010</u> | INTRODUCTION.                           |
| (2)  | <u>WAC 132S-116-020</u> | PURPOSES OF REGULATIONS.                |
| (3)  | <u>WAC 132S-116-030</u> | DEFINITIONS.                            |
| (4)  | <u>WAC 132S-116-040</u> | APPLICABLE RULES AND REGULATIONS.       |
| (5)  | <u>WAC 132S-116-050</u> | AUTHORIZATION FOR ISSUANCE OF PERMITS.  |
| (6)  | <u>WAC 132S-116-060</u> | VALID PERMIT.                           |
| (7)  | <u>WAC 132S-116-070</u> | DISPLAY OF PERMIT.                      |
| (8)  | <u>WAC 132S-116-080</u> | TRANSFER OF PERMITS.                    |
| (9)  | <u>WAC 132S-116-090</u> | PERMIT REVOCATION.                      |
| (10) | <u>WAC 132S-116-100</u> | HEARING PROVIDED.                       |
| (11) | <u>WAC 132S-116-120</u> | ALLOCATION OF PARKING SPACE.            |
| (12) | <u>WAC 132S-116-130</u> | PARKING WITHIN DESIGNATED SPACES.       |
| (13) | <u>WAC 132S-116-140</u> | DAY PARKING.                            |
| (14) | <u>WAC 132S-116-150</u> | NIGHT PARKING.                          |
| (15) | <u>WAC 132S-116-160</u> | REGULATORY SIGNS AND DIRECTIONS.        |
| (16) | <u>WAC 132S-116-170</u> | SPEED.                                  |
| (17) | <u>WAC 132S-116-180</u> | PEDESTRIAN'S RIGHT OF WAY.              |
| (18) | <u>WAC 132S-116-190</u> | SPECIAL TRAFFIC AND PARKING REGULATIONS |
|      |                         | AND RESTRICTIONS AUTHORIZED.            |
| (19) | <u>WAC 132S-116-200</u> | TWO-WHEELED MOTOR BIKES OR BICYCLES.    |
| (20) | <u>WAC 132S-116-210</u> | REPORT OF ACCIDENTS.                    |
| (21) | <u>WAC 132S-116-220</u> | EXCEPTIONS FROM TRAFFIC AND PARKING     |
|      |                         | RESTRICTIONS.                           |
| (22) | <u>WAC 132S-116-230</u> | ENFORCEMENT.                            |
| (23) | <u>WAC 132S-116-240</u> | ISSUANCE OF TRAFFIC TICKETS.            |
| (24) | <u>WAC 132S-116-250</u> | FINES AND PENALTIES.                    |
| (25) | <u>WAC 132S-116-260</u> | LIABILITY OF COLLEGE.                   |
| (26) | <u>WAC 132S-116-270</u> | DELEGATION OF AUTHORITY.                |
| (27) | <u>WAC 132S-116-280</u> | SEVERABILITY.                           |



REPEALER

Chapter 1325-122 of the Washington Administrative Code is repealed as follows:

- (1) WAC 1325-122-010 FINANCIAL OBLIGATIONS OF STUDENTS.
- (2) WAC 1325-122-020 APPEAL PROCEDURE.

REPEALER

Chapter 132S-124 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-124-010 DEFINITION.
- (2) WAC 132S-124-020 PET CONTROL.
- (3) WAC 132S-124-030 PENALTIES FOR VIOLATIONS OF PET CONTROL REGULATIONS.

REPEALER

Chapter 132S-125 of the Washington Administrative Code is repealed as follows:

WAC 132S-125-010 SMOKING REGULATIONS FOR CAMPUS BUILDINGS.

REPEALER

Chapter 132S-136 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-136-010 PURPOSE.
- (2) WAC 132S-136-020 REGULATIONS REGARDING USE.
- (3) WAC 132S-136-200 INTRODUCTION.
- (4) WAC 132S-136-210 EMPLOYEE ORGANIZATION DEFINED.
- (5) WAC 132S-136-220 MEETING ROOMS.
- (6) WAC 132S-136-230 USE OF MAIL SERVICE BY EMPLOYEE ORGANIZATIONS.
- (7) WAC 132S-136-240 TELEPHONE USAGE.
- (8) WAC 132S-136-250 USE OF DUPLICATING AND PHOTOCOPYING EQUIPMENT.
- (9) WAC 132S-136-260 USE OF SECRETARIAL AND OTHER SUPPORTING STAFF SERVICES.
- (10) WAC 132S-136-270 OFFICE EQUIPMENT AND SUPPLIES.
- (11) WAC 132S-136-280 TRAVEL EXPENSE.
- (12) WAC 132S-136-290 ACCESS TO COLLEGE RECORDS.
- (13) WAC 132S-136-300 CONDUCT OF EMPLOYEE ORGANIZATION BUSINESS DURING SCHEDULED WORKING HOURS.
- (14) WAC 132S-136-310 CONFLICTS WITH CONTRACTUAL PROVISIONS.

REPEALER

Chapter 132S-137 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-137-400 ENTERTAINMENT DEFINED.
- (2) WAC 132S-137-410 APPROVAL OF ENTERTAINMENT REQUIRED.
- (3) WAC 132S-137-420 RESPONSIBILITY OF SPONSORING GROUP.



DEALER

Chapter 132S-138 of the Washington Administration Code is repealed as follows:

- (1) WAC 132S-138-010 COMMERCIAL ACTIVITIES.
- (2) WAC 132S-138-020 COMMERCIAL ACTIVITIES DEFINED.
- (3) WAC 132S-138-030 PENALTIES FOR VIOLATIONS OF COMMERCIAL ACTIVITIES REGULATIONS.

REPEALER

Chapter 132S-139 of the Washington Administrative Code is repealed as follows:

WAC 132S-139-600 FOOD SERVICE POLICIES AT COLUMBIA BASIN  
COMMUNITY COLLEGE.

REPEALER

Chapter 132S-140 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-140-010 PLACEMENT SERVICE FACILITIES.
- (2) WAC 132S-140-020 ELIGIBILITY FOR PLACEMENT SERVICES.
- (3) WAC 132S-140-030 ESTABLISHING A PLACEMENT FILE.
- (4) WAC 132S-140-040 USE OF PLACEMENT FILES.
- (5) WAC 132S-140-050 ELIGIBILITY FOR RECRUITMENT AT THE  
PLACEMENT OFFICE.

REPEALER

Chapter 132S-142 of the Washington Administrative Code is repealed as follows:

- |                             |  |
|-----------------------------|--|
| (1) <u>WAC 132S-142-010</u> | COLUMBIA BASIN COLLEGE BOOKSTORE OPERATING PROCEDURES. |
| (2) <u>WAC 132S-142-020</u> | RETURN AND REFUND POLICY.                              |
| (3) <u>WAC 132S-142-030</u> | PERSONAL CREDIT.                                       |
| (4) <u>WAC 132S-142-040</u> | COLUMBIA BASIN COLLEGE BOOKSTORE PRICING POLICIES.     |

REPEALER

Chapter 132S-152 of the Washington Administrative Code is repealed as follows:

- |                             |  |
|-----------------------------|--|
| (1) <u>WAC 132S-152-010</u> | DECLARATION OF PURPOSE.                    |
| (2) <u>WAC 132S-152-015</u> | REQUIREMENTS AS OUTLINED IN WASHINGTON     |
| STATE PLAN FOR VOCATIONAL   | EDUCATION.                                 |
| (3) <u>WAC 132S-152-020</u> | GENERAL SAFETY RULES AND RESPONSIBILITIES. |
| (4) <u>WAC 132S-152-030</u> | PROTECTIVE EQUIPMENT AND CLOTHING.         |
| (5) <u>WAC 132S-152-040</u> | HYGIENE.                                   |
| (6) <u>WAC 132S-152-050</u> | PROHIBITING UNSAFE ACTS OR UNHEALTHFUL     |
| PRACTICES.                  |  |
| (7) <u>WAC 132S-152-060</u> | VIOLATIONS.                                |



REPEALER

Chapter 132S-165 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-165-010 INTRODUCTION.
- (2) WAC 132S-165-020 PROCEDURES.

REPEALER

Chapter 132S-168 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-168-010 COLUMBIA BASIN COLLEGE INSTRUCTIONAL RESOURCE CENTER.
- (2) WAC 132S-168-020 SELECTION OF SERVICES, PERSONNEL, RESOURCES.
- (3) WAC 132S-168-030 CIRCULATION RECORDS.
- (4) WAC 132S-168-040 INSPECTION.
- (5) WAC 132S-168-050 PROHIBITED ENTRY.
- (6) WAC 132S-168-060 SMOKING.
- (7) WAC 132S-168-070 DISPLAYS.
- (8) WAC 132S-168-080 GIFTS.
- (9) WAC 132S-168-090 IRC BORROWERS.
- (10) WAC 132S-168-100 IRC CIRCULATION POLICY.
- (11) WAC 132S-168-110 LIBRARY FINES AND CHARGES FOR LOST, DAMAGED, AND OVERDUE MATERIALS.
- (12) WAC 132S-168-120 INSTRUCTIONAL RESOURCE CENTER FEES.

REPEALER

Chapter 132S-170 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-170-010 INTRODUCTION.
- (2) WAC 132S-170-020 APPLICATIONS AND ACCOUNTING FOR ABSENCES AND BENEFITS, OBLIGATIONS, AND REIMBURSEMENT.
- (3) WAC 132S-170-030 TYPES OF LEAVES.

REPEALER

Chapter 132S-172 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-172-010 INTRODUCTION.
- (2) WAC 132S-172-020 PROCEDURES.

REPEALER

Chapter 132S-173 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-173-010 INTRODUCTION.
- (2) WAC 132S-173-020 DEFINITIONS.
- (3) WAC 132S-173-030 PROCEDURES.



REPEALER

Chapter 132S-175 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-175-010 INTRODUCTION.
- (2) WAC 132S-175-020 DEFINITIONS.
- (3) WAC 132S-175-030 PROCEDURES.
- (4) WAC 132S-175-040 APPEAL.

REPEALER

Chapter 132S-180 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-180-010 INTRODUCTION.
- (2) WAC 132S-180-020 SELECTION PROCESS.
- (3) WAC 132S-180-030 SCREENING PROCESS.
- (4) WAC 132S-180-040 FINAL LIST OF CANDIDATES.

REPEALER

Chapter 132S-185 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-185-010 PURPOSE.
- (2) WAC 132S-185-020 DEFINITIONS.
- (3) WAC 132S-185-030 COMMUNICATIONS WITH EMPLOYEES' REPRESENTATIVES.
- (4) WAC 132S-185-040 NEGOTIATIONS PROCEDURE.
- (5) WAC 132S-185-050 SEVERABILITY.

REPEALER

Chapter 132S-187 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-187-010 POLICY STATEMENT.
- (2) WAC 132S-187-015 RESPONSIBLE OFFICIAL FOR CARRYING OUT POLICY.

REPEALER

Chapter 132S-190 of the Washington Administrative Code is repealed as follows:

- |                             |   |
|-----------------------------|---|
| (1) <u>WAC 132S-190-010</u> | INSTRUCTIONAL RESPONSIBILITIES.                     |
| (2) <u>WAC 132S-190-020</u> | ANNUAL WORKLOAD STANDARDS.                          |
| (3) <u>WAC 132S-190-030</u> | DEVELOPMENT OF WRITTEN SYLLABI.                     |
| (4) <u>WAC 132S-190-040</u> | VERIFICATION OF CLASS ROSTER.                       |
| (5) <u>WAC 132S-190-050</u> | EXTENDED DAY DUTY ASSIGNMENTS.                      |
| (6) <u>WAC 132S-190-060</u> | SPLIT SHIFT--LIBRARIANS AND GUIDANCE<br>COUNSELORS. |

REPEALER

Chapter 132S-195 of the Washington Administrative Code is repealed as follows:

WAC 132S-195-010 TUITION AND FEE WAIVERS FOR FULL-TIME EMPLOYEES.



REPEALER

Chapter 132S-197 of the Washington Administrative Code is repealed as follows:

- (1) WAC 132S-197-010 AUTHORITY TO WAIVE TUITION AND FEES FOR DISPLACED HOMEMAKERS.
- (2) WAC 132S-197-012 DEFINITION OF DISPLACED HOMEMAKERS.



December 8, 1982

Mrs. Loma Barmore  
Code Reviser's Office  
Legislative Building, AS-15  
Olympia, WA 98504

Dear Mrs. Barmore:

We are requesting that the following Title changes be made to WAC 132S-  
Chapter 10 and Chapter 20:

Change

WAC 132S-10- ~~Legislative Liaison~~ to

WAC 132S-10- PUBLIC RECORDS

and

WAC 132S-20- ~~Challenge~~ to

WAC 132S-20- PRACTICES AND PROCEDURES - CONTESTED CASES

Thank you for your assistance in these change.

Sincerely,

Jean Dunn  
Administrative Assistant

*Changed  
WAC base 0 ✓  
WAC base 0 ✓*

*Changed in  
WAC base 0 ✓  
WAC base 0 ✓*