

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Community College District VIII
(Name of Institution)

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

The enclosed rules Permanent rules
Emergency rules , being Order No. 52

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

The adoption of emergency rules of Community College District VIII - Special Grievance Procedures for Community College District VIII. These rules are being adopted on an emergency basis in order to make available to the community the process by which grievance procedures can be implemented at the earliest possible time.

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

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

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

pursuant to its finding in the attached administrative order, that the immediate adoption of these rules is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest, were regularly adopted as emergency rules of this institution at Bellevue Community College on May 3, 1977 and (place) (date) are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW.

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

Dated STATE OF WASHINGTON 3rd day of May 1977.

FILED

MAY 4 1977

Community College District VIII
(INSTITUTION)

Wayne G. Siegel
BY Wayne G. Siegel

Secretary, Board of Trustees
Title

CODE REVISER'S OFFICE
DOCKET # 8175 FILE # 2

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

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT VIII
BOARD OF TRUSTEES

RESOLUTION NO. 99

Administrative Order No. 52

A RESOLUTION relating to the adoption of emergency rules of Community College District VIII - Special Grievance Procedures for Community College District VIII.

WAC 132H-152-100 through WAC 132H-152-120 - Special Grievance Procedures for Community College District VIII are being filed as emergency rules of this institution in order to make available to the community the process by which grievance procedures can be implemented at the earliest possible time.

APPROVED AND ADOPTED May 3, 1977.

BOARD OF TRUSTEES

Delores E. Teutsch, Chairperson

Claire Thomas
Claire Thomas, Vice-Chairperson

Neil L. McReynolds
Neil L. McReynolds, Trustee

Mary McKinley
Mary McKinley, Trustee

Patricia McGlashan
Patricia McGlashan, Trustee

ATTEST:

Wayne G. Siegel
Wayne G. Siegel
Secretary, Board of Trustees

Chapter 132H-152
SPECIAL GRIEVANCE PROCEDURES
FOR
COMMUNITY COLLEGE DISTRICT VIII

NEW WAC 132H-152-100 SPECIAL GRIEVANCE PROCEDURES FOR COMMUNITY COLLEGE DISTRICT VIII. Chapter WAC 132H-152 shall be known as Special Grievance Procedures for Community College District VIII.

NEW WAC 132H-152-110 PREAMBLE. Community College District VIII is covered by Title IX prohibiting sex discrimination in education. It is the policy of Community College District VIII to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

NEW WAC 132H-152-120 GRIEVANCE PROCEDURE. Any applicant for admission, enrolled student, applicant for employment or employee of Community College District VIII who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by: (1) Step 1: Informal Meeting. Requesting an informal meeting with the individual believed to have committed the alleged 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 30 days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the Complainant and the person to whom the complaint is directed. It shall be at the discretion of the Complainant to determine whether the Title IX officer will meet with each part 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 10 days after receiving the written results of Title IX Official Hearing. Within 15 days after receiving the written request, the College President or the president's designee will conduct the Presidential Appeal hearing and report the findings in writing to both the Complainant and the person to whom the complaint is directed.

(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 generally be considered final with the following provisions:

(i) The President will communicate his/her written findings to the Board of Trustees, Community College District VIII.

(ii) The Board of Trustees shall accept the written findings as presented or at their discretion offer the Complainant a Board Appeal.

(4) Step 4: Board Appeal. The Board of Trustees shall invite within 30 days of their decision to conduct a Board Appeal, the College President or his designee, the Title IX officer, the Complainant and the person to whom the complaint is directed, to a meeting to be presided over by the Chairperson of the Board of Trustees or his/her designee.

(a) Either the Complainant or person to whom the complaint is directed may have witnesses present at the discretion of the Board Chairperson.

(b) The written findings of the Board Appeal will be communicated to the Complainant in writing within 30 days after the Board hearing.

NEW

WAC 132H-152-130 APPEALS BEYOND INSTITUTIONAL LEVEL. If desired, inquiries or appeals beyond the institutional level may be directed to:

(1) Regional Director - Office of Civil Rights, HEW - 1321 Second Avenue - Seattle WA 98101.

(2) The Equal Opportunity Commission - 705 Second Avenue - Seattle WA 98101.

(3) Human Rights Commission - 402 Evergreen Plaza Building - 7th and Capitol Way - Olympia WA 98504.