

132S-137

Order 1000000

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132-410

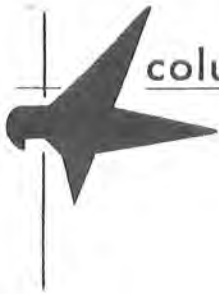
136-420

ch. 2
132S-136 don't get attention

the 139

because 132S-136 is

College garden



columbia basin college

2600 n. chase avenue
tri-cities, washington 99301

OFFICE OF THE PRESIDENT

January 18, 1974

Mrs. Loma Barmore
Office of the Code Reviser
State of Washington
Legislative Building
Olympia, WA 98504

RE: WAC 132S-137 ENTERTAINMENT ON CAMPUS, Order #73-6
WAC 132S-139 FOOD SERVICE, Order #73-6

Dear Mrs. Barmore:

I have been notified that certain numbering errors exist in the
aforementioned WAC's. I would appreciate it if you could make
the following changes:

WAC 132S-137 ENTERTAINMENT ON CAMPUS

WAC 132S-132-400 should be WAC 132S-137-400
WAC 132S-132-410 should be WAC 132S-137-410
WAC 132S-136-420 should be WAC 132S-137-420

WAC 132S-136-600 FOOD SERVICES

WAC 132S-136-600 should be WAC 132S-139-600

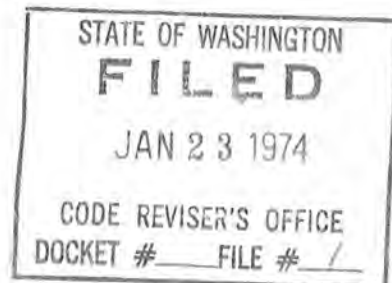
Typographical errors were made in the final typing of the statements.

I do appreciate your help in this matter.

Sincerely,

(Mrs.) Jean Dunn
Secretary

jd





columbia basin college

2600 n. chase avenue
pasco, washington 99301



Mrs. Loma Barmore
State of Washington
Code Reviser's Office
Legislative Building
Olympia, WA 98504



TRANSMITTAL OF RULES ADOPTED BY INSTITUTION C. HIGHER EDUCATION
(Instruction for Completion on Back of Page)

FROM: Columbia Basin College
(Name of Institution)

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

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

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

Placement Service Facilities, WAC 132S-140; Regulation of Commercial Activities on Campus, WAC 132S-138; Parking & Traffic Control, WAC 132S-116; Academic Transcripts, WAC 132S-19; Appointing Authority, WAC 132S-18; Rules Relating to Meetings Occurring During Working Hours & Use of College Facilities by Employee Organizations, WAC 132S-136; Entertainment on the Campus, WAC 132S-137; Food Service Policies, WAC 132S-139; Bookstore, WAC 132S-142; Health & Safety Regulations, WAC 132S-152; Student Publications, WAC 132S-52; Practices & Procedures, WAC 132S-108; Instructional Resource Center, WAC 132S-168; Disposition of Obligations Owed to College by Students, WAC 132S-122; Pet Control Regulations, WAC 132S-124; Smoking Regulations, WAC 132S-125.

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

pursuant to Notice No. 4370 ① filed with the code reviser on 11/14/73 ② were regularly adopted as permanent rules of this institution at CBC, Pasco on 12/10/73 and are herewith filed in the office of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules shall be _____ ③

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

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

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

Dated this Eleventh day of December 1973.

STATE OF WASHINGTON
FILED
JAN 10 1974
CODE REVISER'S OFFICE
DOCKET #5443 FILE #1

Columbia Basin College, District No. 19
(INSTITUTION)
[Signature]
BY Fred L. Esvelt, Secretary
Board of Trustees
Title

Effective 9/7/71

[Form CR-5]

COMMUNITY COLLEGE DISTRICT NO. 19

STATE OF WASHINGTON

BOARD OF TRUSTEES

RESOLUTION NO. 73- 6

BE IT RESOLVED by the Board of Trustees of Community College

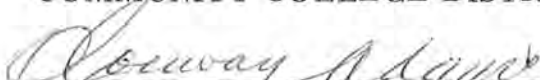
District No. 19, State of Washington, that:

The annexed rules relating to Placement Service Facilities, Regulations of Commercial Activities on Campus, Parking and Traffic Control, Academic Transcripts, Appointing Authority, Rules Relating to Meetings Occurring during Working Hours & Use of College Facilities by Employee Organizations, Entertainment on the Campus, Food Service Policies, Bookstore, Health and Safety Regulations, Student Publications, Practices and Procedures, Instructional Resource Center, Disposition of Obligations Owed to College by Students, Pet Control Regulations, Smoking Regulations, are now hereby adopted and approved as permanent rules of Community College District No. 19, State of Washington, and that the same will immediately be forwarded to the Office of the Code Reviser of the State of Washington for filing.

ADOPTED this 10th day of December, 1973 at a meeting of the Board

of Trustees of Washington State Community College District No. 19, with a quorum of such trustees duly present after notice of such meeting was duly and regularly given as required by law.

BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 19



O. Conway Adams, Chairman

Attest:



Fred L. Esvelt, Secretary
Board of Trustees

WAC 132S-108

PRACTICES AND PROCEDURES

WAC 132S-108-010 FORMAL HEARING POLICY. In accordance with the authority accorded it per RCW 28B.19.120 (10) (c) and (d), the Board of Trustees hereby promulgates the following rules regarding contested cases involving formal hearings.

WAC 132S-108-020 DEFINITIONS. As used herein, the term "agency" shall mean the Board of Trustees of Columbia Basin Community College, District No. 19.

WAC 132S-108-030 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.

WAC 132S-108-040 NOTICE AND OPPORTUNITY FOR HEARING IN CONTESTED CASES. In any contested case all parties shall be served with a notice at least ten (10) 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.

WAC 132S-108-050 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.

WAC 132S-108-060 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.

WAC 132S-108-070 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.

WAC 132S-108-080 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.

WAC 132S-108-090 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.

WAC 132S-108-100 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.

WAC 132S-108-110 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 (20) days after the filing of a complaint, application, or petition. Depositions shall be taken only in accordance with this rule.

WAC 132S-108-120 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.

WAC 132S-108-130 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.

WAC 1321-108-140 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 (3) days in writing to the agency and all parties. The notice shall state the time and place for taking the desposition, 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.

WAC 132S-108-150 DEPOSITIONS AND INTERROGATORIES IN CONTESTED CASES - PROTECTION OF PARTIES AND DEPONENTS. 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 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 any 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.

WAC 132S-108-160 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.

WAC 132S-108-170 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.

WAC 132S-108-190 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.

WAC 132S-108-200 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 apaid by the party at whose instance the depositions are taken.

WAC 132S-108-210 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 (10) days thereafter, a party so served may serve cross interrogatories upon the party proposing to take the deposition. Within five (5) days thereafter, the latter may serve re-direct interrogatories upon the party who served cross interrogatories.

WAC 132S-108-220 DEPOSITIONS UPON INTERROGATORIES - THE INTERROGATION. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132S-108-130, 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.

WAC 132S-108-230 DEPOSITIONS UPON INTERROGATORIES - ATTESTATION AND RETURN. The officer before whom interrogatories are verified or answered shall:

(1) 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, and

WAC 132S-108-240 DEPOSITIONS UPON INTERROGATORIES - PROVISIONS OF DEPOSITION RULE. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule.

WAC 132S-108-250 HEARING OFFICERS. In each instance that a formal hearing is required by institutional policy or RCW 28B.19, and upon receipt of a request for a formal hearing filed in accordance with RCW 28B.19, the chairman, vice chairman, or another member of the Board of Trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three (3) 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 (10) days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of RCW 28B.19.

WAC 132S-108-260 HEARING PROCEDURES. Each hearing shall be conducted in the manner provided for in these rules and in RCW 28B.19.

WAC 132S-108-270 DUTIES OF HEARING OFFICERS

(1) All hearing officers appointed in accordance with WAC 132S-108-250 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 RCW 28B.19: 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 (10) 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.

WAC 132S-108-280 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 pre-hearing conference, oral hearing, oral argument, or by a writing filed and served upon all parties within five (5) 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.

WAC 132S-108-290 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.

WAC 132S-108-300 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.

WAC 132S-108-310 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.

WAC 132S-108-320 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.

WAC 132S-108-330 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) Whenever 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.

WAC 132S-136

RULES RELATING TO MEETINGS OCCURRING
DURING WORKING HOURS AND USE OF COLLEGE
FACILITIES BY EMPLOYEE ORGANIZATIONS

OF

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-136-200 INTRODUCTION. The Board of Trustees of Columbia Basin Community College pursuant to RCW 28B.50 has adopted the following rules and regulations relating to the use of college resources by employee organizations at Columbia Basin Community College. The regulations set forth in this chapter are designed to control the use of college resources by employee organizations and their members when conducting the business of such organizations; provided, however, that nothing in this chapter shall be construed to limit the use of college resources by members of employee organizations when such members are acting in their capacities as employees of Columbia Basin Community College during the conduct of college business.

WAC 132S-136-210 EMPLOYEE ORGANIZATION DEFINED. An "employee organization" means an organization of any kind having as a primary purpose the improvement of terms and conditions of employment of employees holding faculty, classified staff, or exempt position appointments; provided, that the term, "employee organization", shall not include the Faculty Senate. For the purposes of this chapter, references to limits and scope of activities by employee organizations shall be construed to affect and limit the conduct of persons acting on behalf of employee organizations.

WAC 132S-136-220 MEETING ROOMS. Employee organizations may schedule rooms for the conduct of meetings through the Business Office of Columbia Basin Community College on the same basis as any other college organization as set forth in WAC 132S-;36-210.

WAC 132S-136-230 USE OF MAIL SERVICE BY EMPLOYEE ORGANIZATIONS.

(1) Employee organizations may use the facilities of the campus post office for intro-campus distribution of written organizational material to their membership or to the college community at large, provided that official college communications shall be given priority of distribution.

(2) Employee organizations may not use college postage or postal permits for the mailing of organizational materials off-campus.

WAC 132S-136-240 TELEPHONE USAGE

(1) Employee organizations may use college telephones for intra-campus calls.

(2) In accordance with the rules of the Department of General Administration, members and officials of employee organizations may not use college telephones for calls off campus on the state controlled access network (SCAN), or the statewide area telephone system (WATS) when such calls concern business of the employee organization. Such calls shall be considered to be calls for purposes other than state business.

WAC 132S-136-250 USE OF DUPLICATING AND PHOTOCOPIING EQUIPMENT. Employee organizations may use the facilities of the college central duplicating and photocopying units by paying the regular charges established for such services.

WAC 132S-136-260 USE OF SECRETARIAL AND OTHER SUPPORTING STAFF SERVICES. Employee organizations may not use for organizational purposes the services of college secretaries, typists, or other supporting staff during the college duty hours of such staff.

WAC 132S-136-270 OFFICE EQUIPMENT AND SUPPLIES. College supplies may not be used by any employee organization. Office equipment, such as desks, typewriters, and other paraphernalia normally utilized by a faculty member during the course of his regular working hours may be used by the employee organization when such equipment is not in use for college activities.

WAC 132S-136-280 TRAVEL EXPENSE. Travel expenses of staff members on employee organization business shall not be paid by the college. College vehicles shall not be used for employee organization business.

WAC 132S-136-290 ACCESS TO COLLEGE RECORDS. Employee organizations shall have access to college records on the same basis as any citizen as set forth in WAC 132S-17.

WAC 132S-136-300 CONDUCT OF EMPLOYEE ORGANIZATION BUSINESS DURING SCHEDULED WORKING HOURS.

(1) Faculty members of Columbia Basin Community College who belong to employee organizations shall conduct business related to such an organization only in the event that such business does not interfere with the primary responsibilities that the members owe the college as a condition of employment.

(2) The conduct of business of employee organizations by members of the administrative staff shall not take place during the regularly assigned working hours of the staff members unless such use of staff time is specifically authorized by the President or the appropriate Dean, provided that meetings called by the President or Dean with representatives of such organizations may be held during regular working hours.

(3) The business of organizations representing classified staff shall not be conducted by any employee of Columbia Basin College during his or her regular working hours except as may be provided by contract between the organization and the Board of Trustees or as may be specifically authorized by the President of Columbia Basin Community College.

WAC 132S-136-310 CONFLICTS WITH CONTRACTUAL PROVISIONS. Should any provisions of these rules and regulations be in conflict with any provision of a contract between an employee organization and the Board of Trustees, the contractual provisions shall prevail.

WAC 1329-116

PARKING AND TRAFFIC

CONTROL

AT

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-116-010 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).

WAC 132S-116-020 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.

WAC 132S-116-030 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.

WAC 132S-116-040 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.

WAC 132S-116-050 AUTHORIZATION FOR ISSUANCE OF 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.

WAC 132S-116-060 VALID PERMIT. A valid parking permit is:

- (1) An unexpired parking permit registered and properly displayed; or
- (2) A temporary parking permit authorized by the Dean of Student Services or his designee, and properly displayed; or
- (3) A special parking permit authorized by the Dean of Student Services or his designee, and properly displayed; or
- (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.

WAC 132S-116-070 DISPLAY OF 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.

WAC 132S-116-080 TRANSFER OF 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.

WAC 132S-116-090 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; or
- (2) When a permit is used by an unregistered vehicle or by an unauthorized individual; or
- (3) Falsification on a parking permit application; or
- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

WAC 132S-116-100 HEARING PROVIDED. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132S-116-090 (2) thru (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.

WAC 132S-116-120 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.

WAC 132S-116-130 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 (45) 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-116-120.

WAC 132S-116-140 DAY PARKING. The rules and regulations pertaining to the use of certain parking permits in specific areas as contained in WAC 132S-116-130 shall be in force during the hours from 7:00 a.m. to 6:00 p.m.

WAC 132S-116-150 NIGHT PARKING. Night students and faculty members may park in any of the spaces or stalls designated in WAC 132S-116-130 except visitors areas, on a first come, first served basis between the hours of 6:00 p.m. and 11:00 p.m.

WAC 132S-116-160 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.

WAC 132S-116-170 SPEED. No vehicle shall be operated on the campuses at a speed in excess of twenty (20) 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.

WAC 132S-116-180 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.

WAC 132S-116-190 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-116-020.

WAC 132S-116-200 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.

WAC 132S-116-210 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 \$100.00 shall immediately report such accident to the Dean of Student Services and shall within twenty-four (24) hours after such accident, file a State of Washington Motor Vehicle Accident Report.

WAC 132S-116-220 EXCEPTIONS FROM TRAFFIC AND PARKING RESTRICTIONS. These rules and regulations shall not apply to city, county, or state-owned emergency vehicles.

WAC 132S-116-230 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.

WAC 132S-116-240 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.

WAC 132S-116-250 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), 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 pursuant to WAC 132S-12-160.

(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.

WAC 132S-116-260 LIABILITY OF COLLEGE. The college assumes no liability under any circumstances for vehicles parked on campus.

WAC 132S-116-270 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.

WAC 132S-116-280 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.

WAC 132S-168

INSTRUCTIONAL RESOURCE
CENTER

The Instructional Resource Center (IRC) exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of Southeastern Washington and the general scholarly community. The IRC may adjust the service hours to meet changing public demand, availability of staff, and budgetary limitations.

WAC 132S-168-020 SELECTION OF SERVICES, PERSONNEL, RESOURCES. It is the policy of the Columbia Basin Community College Instructional Resource Center to select on the basis of what is best and most suitable whether the choice involves staff members, library materials or equipment and services. The IRC expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin, or political viewpoint.

WAC 132S-168-030 CIRCULATION RECORDS. Instructional Resource Center circulation records exist to enable the Instructional Resource Center to monitor the use of its materials and to aid in the operation of the Center. They are not a matter of public record and borrower information is confidential. Records may be released through subpoena or appropriate administrative action.

WAC 132S-168-040 INSPECTION. The IRC shall have the right to inspect packages, briefcases, containers, articles, materials, etc. leaving the building to prevent unauthorized removal of IRC resources. The inspection may be done by persons, by electronic equipment, or other devices designed to detect unauthorized removals.

WAC 132S-168-050 PROHIBITED ENTRY. The IRC shall have the right to prevent entry of foods and beverages, animals, or other objects or materials detrimental to the IRC purpose.

WAC 132S-168-060 SMOKING. Smoking in the Instructional Resource Center is restricted to areas so specified by the Director of the IRC or her designee.

WAC 132S-168-070 DISPLAYS. Displays utilizing IRC space and facilities shall be by invitation only. Solicitation of a display invitation must be submitted to the Director of the Instructional Resource Center or her designee for review and evaluation concerning the display's relation to the IRC services. The IRC shall have the discretionary authority regarding the decision to extend display invitations.

WAC 132S-168-080 GIFTS. The Instructional Resource Center welcomes the donation of books, other library materials, and money. Valuation of gifts for tax purposes will be based upon information available in the IRC and assessment of value incurs no liability of proof by the IRC. Gifts become College property when accepted and received. The IRC reserves the right to reject, dispose, or return to the donor any gift.

WAC 132S-168-090 IRC BORROWERS. Use of the IRC as part of a state public institution is the right of any adult resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the IRC may be denied to anyone for continuing abuse of IRC services or resources.

WAC 132S-168-100 IRC CIRCULATION POLICY. Amounts of materials borrowed at a given time may be limited by demand, materials available, and judgment of library personnel. All materials held past the due date are considered overdue. Those materials designated for the Reference, Microform, and Bound Periodicals Collections ordinarily do not circulate. The Director of the Instructional Resource Center or her designee shall establish and clearly post the time periods for which library materials may circulate.

WAC 132S-168-110 LIBRARY FINES AND CHARGES FOR LOST, DAMAGED, AND OVERDUE MATERIALS.

(1) Persons to whom overdue materials are checked out are subject to the fine schedule which shall be established by the Board of Trustees of Columbia Basin Community College and clearly posted in the Instructional Resource Center.

(2) Ordinarily the IRC sends reminder notices and hold notices on overdue materials. However, it must be recognized that the return of IRC materials is solely the borrower's responsibility, and the IRC may, when necessary, curtail the practice of sending notices.

(3) Reimbursement shall be made to the IRC for lost or damaged materials, the charges to be established by the Director of the IRC or her designee. Such charges will be a fair estimate of replacement or repair cost plus a \$1.50 processing charge.

(4) The IRC may request of the registrar and the student accounting office that registration or transfer information of any student charged with overdue materials or unpaid fines be withheld until such materials are returned and/or fines paid.

(5) All IRC patrons should be aware of the following section of the Revised Washington Code:

"27.12.340 Penalty for willfully retaining books. Whoever willfully retains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging in or to any public library, reading room, or other educational institution, for thirty days after notice in writing to return the same, given after the expiration of the time that by the rules of such institution such article or other property may be kept, shall be guilty of a misdemeanor."

(6) The IRC may resort to legal action to obtain compliance with these regulations.

WAC 132S-168-120 INSTRUCTIONAL RESOURCE CENTER FEES. Fees may be levied for some special services in the IRC which are not funded and must be self-supporting. In all cases, the fees reflect the actual cost of the service. A current fee schedule will be maintained in the IRC as established by the Director of the IRC, or her designee. At present, fees are charged for a variety of photocopying and related services.

WAC 132S-18

APPOINTING AUTHORITY

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-18-010 DESIGNATION OF APPOINTING AUTHORITY. Pursuant to WAC 251-40-020 (2), the position of "appointing authority" at Columbia Basin College is designated:

(1) The president or the person occupying the position of president at Columbia Basin College is denominated as the "appointing authority" for purposes of Chapter 28B.16 RCW at Columbia Basin College.

(2) The president of Columbia Basin College is delegated authority by written order of the board of trustees to terminate, suspend, reduce or demote any classified employee at Columbia Basin College without the prior approval of the board of trustees. Additionally, the president of Columbia Basin College, as the appointing authority, is authorized to make such appointments of eligible persons to classified positions at Columbia Basin College.

WAC 132S-18-020 CLASSIFIED EMPLOYEE EXEMPTIONS. Pursuant to RCW 28B.16.040, the following positions at Columbia Basin College and in Community College District No. 19, State of Washington, are deemed exempt from the provisions of Chapter 28.16 RCW:

- (1) Members of the board of trustees;
- (2) President;
- (3) Administrative officers:
 - (a) Administrative assistant for business or financial affairs;
 - (b) Dean of Students;
 - (c) Dean of Instruction;
 - (d) Associate Dean for Occupational Education;
 - (e) Associate Dean for Academic Transfer;
 - (f) Associate Dean for Community Service;
- (4) All employees of Community College District No. 19 who are either probationary faculty appointees or tenured faculty appointees pursuant to RCW 28B.50.850 through RCW 28B.50.869;
- (5) All directors and assistants to the president and administrative officers:
 - (a) Director of evening programs;
 - (b) Director of admissions;
 - (c) Director of guidance;
 - (d) Director of student activities;
 - (e) Director of placement;
 - (f) Director of federal programs;
 - (g) Director of Instructional Resources Center;
- (6) Director of Placement and Information;
- (7) Executive secretary to the president;
- (8) Professional Consultants under contract and all student employees;
- (9) Media technician;
- (10) Bookstore manager;
- (11) Director of Maintenance;
- (12) Director of Operation;

WAC 132S-140

PLACEMENT SERVICE FACILITIES
AT
COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-140-010 PLACEMENT SERVICE FACILITIES. The Placement Office is maintained as a service to graduating students and alumni of Columbia Basin Community College who are seeking employment or to students who have completed special programs not of degree status.

WAC 132S-140-020 ELIGIBILITY FOR PLACEMENT SERVICES. To be fully eligible for placement services, a person must have received a degree or certificate from Columbia Basin Community College or completed special programs not of degree status.

WAC 132S-140-030 ESTABLISHING A PLACEMENT FILE. The Placement Office will maintain a placement file for eligible students and alumni of Columbia Basin College. However, it is the responsibility of the eligible individuals to start their files and to keep them current.

WAC 132S-140-040 USE OF PLACEMENT FILES.

- (1) Recommendation in a placement file are confidential and may be sent only to prospective employers.
- (2) An individual's placement file must be complete and up-to-date before it may be sent to a prospective employer.
- (3) In the event that an individual wishes to start a placement file at another college or university and is eligible to do so, his or her file may be transferred to such college or university.

WAC 132S-140-050 ELIGIBILITY FOR RECRUITMENT AT THE PLACEMENT OFFICE. All legitimate employers are welcome to recruit in the Placement Office of Columbia Basin Community College and shall be afforded an equal opportunity to do so. Location as to where recruitment may be conducted on campus shall be determined by the Placement Office.

WAC 132S-142

BOOKSTORE

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-142-010 COLUMBIA BASIN COLLEGE BOOKSTORE OPERATING PROCEDURES.

(1) The opening and closing hours of the college bookstore are established by the bookstore manager and the Dean of Student Services.

(2) Entering customers are required to leave their books and briefcases at the entrance to the bookstore on the shelves provided.

WAC 132S-142-020 RETURN AND REFUND POLICY.

(1) Defective merchandise may be returned within a reasonable time for replacement or refund at the discretion of the bookstore manager.

(2) Used books may be resold to the bookstore on specified dates as established and posted by the bookstore manager.

(3) Exceptions to the above are subject to the discretion of the bookstore manager.

WAC 132S-142-030 PERSONAL CREDIT. Personal credit is not permitted.

Credit may be extended to students who have an authorization from the Financial Aids Office. Credit will be extended to authorized public agencies when the occasion demands such service.

WAC 132S-142-040 COLUMBIA BASIN COLLEGE BOOKSTORE PRICING POLICIES.

The pricing policies of the bookstore are established at the discretion of the bookstore manager. Such pricings may be subject to review by the Board of Trustees of Columbia Basin College.

WAC 132S-152
HEALTH AND SAFETY REGULATIONS FOR
VOCATIONAL COURSES AND CAMPUS EMPLOYMENT AT
COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-152-010 DECLARATION OF PURPOSE. The Board of Trustees of Columbia Basin Community College District No. 19 expressly finds by the adoption of the following health and safety regulations that a need exists for the safe operation of equipment and machinery by students and instructors in facilities operated by Community College District No. 19 and that certain health regulations are necessary for the successful operation of the classes and programs operated by Columbia Basin Community College. The rules set forth in this chapter shall apply to all students, faculty, and staff of Columbia Basin Community College

WAC 132S-152-015 REQUIREMENTS AS OUTLINED IN WASHINGTON STATE PLAN FOR VOCATIONAL EDUCATION. Vocational instructors would be required to conform to the Safety and Hygiene requirements as outlined in Section 3.43 of the Washington State Plan for Vocational Education and WAC 490-28-010 (07).

It includes responsibilities as they relate to the safety supervisors assigned for each vocational division and contained in the above WAC Code.

WAC 132S-152-020 GENERAL SAFETY RULES AND RESPONSIBILITIES. Students and personnel of Columbia Basin Community College shall make it their individual responsibility to keep themselves, their co-workers and their machines or equipment free from accidents to the best of their ability. In order that each individual may be better qualified to cooperate with his or her fellow students and instructors in the prevention of accidents, the following rules and regulations shall be strictly complied with:

(1) The students and personnel shall be on constant alert for any and all unsafe conditions and practices.

(2) The student shall report immediately to his supervisor any and all unsafe conditions and practices.

(3) The student shall ascertain from the supervisor where medical help may be obtained if it is needed.

(4) Individuals shall not engage in practical jokes and "horseplay" while attending classes or on the job.

(5) The student shall make a prompt report to the supervisor, first aid attendant or person in charge of every accident regardless of the degree of severity of the injury.

(6) All students working on any machine or appliance shall be first properly instructed in how to stop the same in case of an emergency. If a student is not properly instructed in the above matter, it is his duty to request such instruction from a supervisor before he works on such machines or appliances. All students shall secure proper instruction as to manner of operation of any machine or appliance before attempting to operate same. Instructors may refuse permission to operate such machine if a safety hazard is present.

(7) No faculty member or student shall "bridge" a fuse or other material other than a regular fuse for connecting up the circuit at a fuse box.

(8) Students shall not loosen or disconnect wires when starting machinery or turning off lights.

(9) All power-driven machinery shall be completely stopped and disconnected from the power source before any repairs or adjustments are made or pieces of material or fuses removed, except where motion is necessary to make the adjustment.

WAC 132S-152-030 PROTECTIVE EQUIPMENT AND CLOTHING

(1) Goggles, mask shields or other prescribed face and eye protection shall be used by individuals who are engaged in welding, grinding, torch cutting, snagging or chipping, handling molten metals, acids or caustics, or who are exposed to harmful rays, dust or flying materials of any kind. Respirators or masks shall be used by students who are exposed to hazardous dusts, gases, fumes or mists, or to atmosphere deficient in oxygen. Hard hats shall be worn by individuals who work around or under scaffolds or other overhead structures or who are otherwise exposed to hazards of falling materials.

(2) Other personal safety equipment or clothing such as rubber gloves or rubber boots, leggings, aprons, safety belts, life lines, buoyant vests, safety shoes shall be worn by individuals who are exposed to hazards where such devices may be expected to prevent injury.

(3) An instructor may require students and other shop participants to use any of the above-mentioned or other protective equipment and clothing when such equipment and clothing may reasonably be expected to prevent harm or injury. The cost of personal protective equipment and clothing shall be borne by the student or shop participant unless otherwise provided by Columbia Basin Community College.

(4) Individuals working around machinery or other hazardous situations shall have hair or beards trimmed to within safe limits or shall wear caps or other type of head or face covering which completely covers the hair if such action is necessary to prevent vision obstruction or any other hazardous condition.

WAC 132S-152-040 HYGIENE. All individuals working in food handling or food preparation classes or in or around cafeterias, either as employees or as part of the course of instruction, or who are in any of the programs under the title of health occupations, shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Additionally, the following requirements are imposed on students and personnel working in the herein-mentioned areas:

(1) Hair shall be clean. Hair shall be short unless a hair net or cap or other effective hair restraint is used.

(2) A student shall be well-groomed and wear clean, neat clothing.

(3) Hands and fingernails shall be clean.

WAC 132S-152-050 PROHIBITING UNSAFE ACTS OR UNHEALTHFUL PRACTICES. Any violation of sound health practices not specifically enumerated in this chapter shall not be permitted, and the instructor or supervisor in charge may prohibit such practices. In the event the instructor terminates any unsafe or unhealthful practice pursuant to this section, he shall immediately notify the Dean of Instruction of his action.

WAC 132S-152-060 VIOLATIONS. Violations by students of the rules and regulations set forth in this chapter shall be cause for disciplinary action under the provisions of WAC 132S-12. Personnel violating said rules shall be referred to their supervisors for appropriate disciplinary action.

WAC 132S-136-600 FOOD SERVICE POLICIES AT COLUMBIA BASIN COMMUNITY COLLEGE.

(1) The cafeteria at Columbia Basin Community College operates on a cost basis with a consideration of balanced meals.

(2) Service at the Columbia Basin Community College cafeteria is restricted to students, faculty, staff, and their guests. This facility is not open for service to the general public.

(3) Hours of operation shall be as posted by the Columbia Basin Community College Business Manager or his appointed designee.

For the health and safety of all persons and property the manager shall have the right to refuse service to anyone displaying disruptive conduct.

WAC 132S-19-500

ACADEMIC TRANSCRIPTS
OF
COLUMBIA BASIN COMMUNITY COLLEGE
STUDENTS

(1) Objective information of a public nature will be provided without a signed release by the students. Public information shall include student name, address, telephone number, dates of attendance, current enrollment status, degree(s) received, and other schools attended.

(2) All other information contained in student records shall be deemed personal information concerning a student, per section 31 of Initiative 276, and will not be released without the written authorization of the student.

(3) Unless the student has instructed the Registrar's office not to release copies of his or her transcript without his written authorization, academic information from the transcript will be released when it is clear the institution is being cited as an educational reference.

WAC 132S-138

REGULATION OF COMMERCIAL ACTIVITIES
ON CAMPUS

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-138-010 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.

WAC 132S-138-020 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.

WAC 132S-138-030 PENALTIES FOR VIOLATIONS OF COMMERCIAL ACTIVITIES REGULATIONS.

(1) Any violation of WAC 132S-138-010 by a student of Columbia Basin Community College shall be deemed a violation of the code of conduct, WAC 132S-12-070.

(2) Non-student persons violating WAC 132S-138-010 may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass.

WAC 132S-137

ENTERTAINMENT ON THE CAMPUS OF
COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-132-400 ENTERTAINMENT DEFINED. "Entertainment" as used in this chapter shall include, but is not limited to, any performance, dance, concert, attraction, or fund-raising event, presented on the campus of Columbia Basin Community College.

WAC 132S-132-410 APPROVAL OF ENTERTAINMENT REQUIRED. All entertainment to be presented must have the written approval of the Director of Student Activities. The Director of Student Activities shall have the responsibility for determining the financial feasibility of scheduling entertainment and shall make arrangement for physical facilities.

WAC 132S-136-420 RESPONSIBILITY OF SPONSORING GROUP. All groups sponsoring entertainment as defined in WAC 132S-136-400 shall be responsible for the admissions, attendance, and crowd control in the college facilities during the time reserved for their organization.

WAC 132S-122

DISPOSITION OF OBLIGATIONS OWED
TO COLLEGE BY STUDENTS AT
COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-122-010 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.

WAC 132S-122-020 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 (10) 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 (10) days after his right to a hearing has expired, the college may take the action provided in WAC 132S-122-010 after providing the financially obligated student with notice of the intended action, whenever such notice is possible.

WAC 1323-125-100

SMOKING REGULATIONS AT

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-125-010 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.

PET CONTROL REGULATIONS AT
COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-124-010 DEFINITION. For the purposes of this section, the word "pets" shall mean any domestic or other animal.

WAC 132S-124-020 PET CONTROL.

(1) 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 seeing eye dogs under the immediate control of a blind individual.

WAC 132S-124-030 PENALTIES FOR VIOLATIONS OF PET CONTROL REGULATIONS.

Persons violating WAC 132S-124-020 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.

WAC 132S-52

STUDENT PUBLICATIONS

OF

COLUMBIA BASIN COMMUNITY COLLEGE

WAC 132S-52-010 RESPONSIBILITY OF THE STUDENT SENATE. The Student Senate shall represent the students and the college in the general operation of official college student publications and other publications financed in whole or in part from student fees administered by the Associated Students of Columbia Basin College.

WAC 132S-52-020 AUTHORITY OF THE STUDENT SENATE. The Student Senate shall have the authority to review all publications within its responsibility as to form, style, content, and editorial judgment, and to determine the policy for distribution of the publications. It shall have no authority to preview any publication, but may conduct hearings, hold public meetings, conduct investigations, and submit recommendations concerning all publications within its authority; provided, however, that it shall have no power to censor any publication.

WAC 132S-52-030 EDITORS OF PUBLICATIONS. The Student Senate shall appoint the editor of the college newspaper and any other publications under its charge.

(1) The editors shall be chosen from among applicants, who shall be considered in light of recommendations which shall be submitted by the advisor of the publication in question, the current (or prior) editor of the publication in question, and by any other person or organization.

(2) Applicants for editor of a publication should ordinarily have served on the staff of the publication for a sufficient length of time to become familiar with its operations and standards.

(3) The Senate shall have the authority to make recommendations directly to an editor concerning his publication, based upon prior published material.

WAC 132S-52-040 HEARING PROCEDURES FOR EDITORS.

(1) The Student Senate shall have the authority to suspend and/or dismiss an editor from his duties for stated reasons; provided, however, that the Senate must conduct a hearing confined to the issues contained in the reasons stated for suspension within two (2) weeks after notice of suspension is tendered to the editor and made public through available campus media.

(2) Hearings before the Student Senate relative to the suspension and/or dismissal of an editor will generally be open hearings, but upon request of the editor charged with suspension and/or dismissal, the hearing shall be closed.

(3) In all cases in which an open hearing occurs, the chairman of the Senate shall have the discretion to reasonably limit the number of attendees at such hearing. In cases in which the chairman of the Senate decides that the hearing cannot be conducted fairly in an open session he may direct that hearing be recessed and that the remainder be conducted in closed session.

(4) Only those matters presented at the hearing relating to the Senate's stated reasons for suspension or dismissal will be considered in the determination by the Senate as to whether it has sufficient cause to believe that the editor charged with suspension and/or dismissal shall be suspended or dismissed.

(5) The Senate will, following the conclusion of the hearing, meet in closed session and decide by majority vote whether the editor charged with suspension or dismissal should be dismissed or suspended. If the decision is that he should be suspended or dismissed, the Senate will by majority vote determine what sanction should be imposed. This decision shall be accomplished within three (3) days of the time at which the hearing proceedings are terminated.

WAC 132S-52-050 GUIDELINES FOR STUDENT PUBLICATIONS. All publications within the scope of the Student Senate shall:

- (1) Be published in the best interests of the students of Columbia Basin College.
- (2) Follow accepted rules and conventions of current journalistic practice, but shall always keep an openness for the new and the creative.

WAC 132S-52-060 FINANCING

- (1) All financial operations of student publications funded in whole or in part by monies from student fees collected by the college shall be reviewed by the Senate.
- (2) The Senate shall set salaries for all paid positions.
- (3) The finances of student publications shall be handled as are other monies budgeted by the Associated Students of Columbia Basin College.