

Chapter 132C-10 WAC

BOARD OF TRUSTEES—POLICIES

WAC

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(2) Use. The seal shall be used only in connection with the transaction of official business of Olympic College or for promotional purposes.

[08-19-095, recodified as § 132C-10-001, filed 9/16/08, effective 9/16/08. Statutory Authority: Chapter 28B.50 RCW. 08-04-038, § 132C-104-040, filed 1/30/08, effective 3/1/08; Order 4433, § 132C-104-040, filed 1/24/74.]

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132C-10-005	Noncollege speakers. [Order, § 132C-10-005, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
132C-10-025	Summer school. [Order, § 132C-10-025, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
132C-10-040	Name, composition, and powers of the board of trustees. [Order 68-2, § 132C-10-040, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-045	The board of trustees of Community College District Number III. [Order 68-2, § 132C-10-045, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-050	Special provision relating to the board of trustees. [Order 68-2, § 132C-10-050, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-055	Officers of the board. [Order 68-2, § 132C-10-055, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-060	Powers and duties of officers. [Order 7, § 132C-10-060 (3) and (4), filed 10/8/70; Order 68-2, § 132C-10-060, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-065	Committees. [Order 68-2, § 132C-10-065, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-070	Meetings. [Order 7, § 132C-10-070 (1), filed 10/8/70; Order 68-2, § 132C-10-070, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-075	Seal. [Order 68-2, § 132C-10-075, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-080	Board legislation. [Order 68-2, § 132C-10-080, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-085	Procedure. [Order 68-2, § 132C-10-085, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-090	Business procedure. [Order 68-2, § 132C-10-090, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
132C-10-095	Reduction in staff. [Order 70-1, § 132C-10-095, filed 7/7/70.] Repealed by 82-01-008 (Order 22, Resolution No. 50-1181), filed 12/4/81. Statutory Authority: Chapter 28B.50 RCW.

WAC 132C-10-001 Seal. (1) Design. The seal of Olympic College shall be the following form and design:

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WAC 132C-10-009 First amendment activities. (1) **Purpose.** Olympic College recognizes and supports the rights of groups and individuals to engage in first amendment activities. This policy shall be interpreted and construed to support such activities while simultaneously balancing the needs and interests of the college to fulfill its mission as a state educational institution of Washington.

The purpose of this policy is to establish procedures and reasonable controls for the use of college facilities for both noncollege and college groups. It establishes time, place and manner regulations intended to balance the college's responsibility to fulfill its mission as a state educational institution of Washington with the interests of noncollege groups or college groups who are interested in using the campus for purposes of constitutionally protected speech, assembly or expression.

(2) Definitions.

(a) **Noncollege groups:** For the purposes of this policy noncollege groups shall mean individuals, or combinations of individuals, who are not currently enrolled students or current employees of Olympic College or who are not officially affiliated or associated with a recognized student organization or a recognized employee group of the college.

(b) **College groups:** For the purposes of this policy college groups shall mean individuals, or combinations of individuals, who are currently enrolled students or current employees of Olympic College or who are affiliated with a recognized student organization or a recognized employee group of the college.

(c) **First amendment activities:** For the purposes of this policy first amendment activities (hereinafter "the event") would include, but not necessarily be limited to: Informational picketing, petition circulation, distribution of

information leaflets or pamphlets, speech-making, demonstrations, rallies, and/or other types of constitutionally protected assemblies to share information, perspectives, or viewpoints.

(d) **Limited public forum:** For the purposes of this policy a limited public forum is identified by the college as a location where noncollege groups or individuals may exercise their first amendment rights through expressive activity.

(3) **Policy.** Olympic College is an educational institution provided and maintained for and by the people of the state of Washington. However, the public character of the college does not grant to individuals or groups an unlimited license to engage in activity which limits, interferes with, or otherwise disrupts the normal activities and business of the college.

The college's buildings, facilities, and grounds are not available for unrestricted use by either college groups or noncollege groups. College groups will be given priority except when advance booking and payment by a noncollege group is accepted by the college.

Materials which are commercial, obscene, or unlawful in character are prohibited.

(4) **Commercial events.** Activities and events of a commercial nature by college groups are not covered by the first amendment policy. See chapter 42.52 RCW.

(5) **Criminal trespass.** Any person determined to be violating this policy is subject to an order from the college safety and security department to leave the college campus. Persons failing to comply with such an order are subject to arrest for criminal trespass.

[Statutory Authority: Chapter 28B.50 RCW, 10-23-121, § 132C-10-009, filed 11/17/10, effective 12/18/10.]

WAC 132C-10-010 Distribution of printed material on campus. Publications, handbills, leaflets, statements, and similar materials EXCEPT THOSE WHICH ARE COMMERCIAL, OBSCENE OR UNLAWFUL IN CHARACTER—may be distributed without review or approval by any regularly enrolled full-time student, faculty or staff member or recognized group of students enrolled at Olympic College. It is to be understood that such materials do not necessarily represent the views of the college, its faculty, student body or staff. Such materials may be distributed from authorized public areas in the student center and at any outdoor area on the campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs.

All such materials shall INDICATE THE NAME OF THE SPONSORING PERSON OR STUDENT ORGANIZATION, and its chairman, by which the distribution is made. Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the college president or his designee.

[Order, § 132C-10-010, filed 4/15/68.]

WAC 132C-10-015 Publications. All printing requests such as programs, recruitment or departmental brochures, booklets, catalog or any other printed matter that requires an expenditure from college funds must be coordinated through the office of public relations. Help in lay-out and design will be provided. The most economical method of production will

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be secured and all charges will be made to the appropriate departmental budget.

[Order, § 132C-10-015, filed 4/15/68.]

WAC 132C-10-020 Rental of Olympic College facilities by noncollege organizations or individuals. It shall be the policy of Community College District No. 3 to allow rental of the Olympic College facilities when they are not previously scheduled for college use to noncollege organization or any individuals upon approval by the president of the college and in accordance with administrative regulations.

[Order, § 132C-10-020, filed 4/15/68.]

WAC 132C-10-030 Addition of courses to the curriculum. In addition to the basic program, additional courses may be offered (1) on a trial basis, (2) as a special service to the community, or (3) to meet a specific occupational need which has not been previously anticipated, when financial and other arrangements are feasible and regulations regarding scheduling and appointment of instructors have been met.

[Order, § 132C-10-030, filed 4/15/68.]

WAC 132C-10-035 Deletion of courses from the curriculum. Courses may be dropped from the curriculum by the same procedure as for addition. Courses not offered in any two consecutive years shall be automatically dropped and deleted from the college catalog.

[Order, § 132C-10-035, filed 4/15/68.]

WAC 132C-10-041 Animal control policy. (1) This section governs the control of pets and other animals on and in all campuses and buildings owned or controlled by Olympic College.

(2) Except as provided herein, no person may bring an animal into a building owned or controlled by the college. This provision shall not apply to or prohibit a service animal as defined under RCW 49.60.040 (23) and (24), an animal under the control of a law enforcement officer, or an animal authorized by the college for educational purposes.

(3) Animals are permitted on the campus grounds only when under the direct control of their owners or keepers. Direct control for this purpose means control by means of a leash, cage, bridle, or other restraining device held by the owner or keeper, except that reasonable modifications of this provision may be made to accommodate a service animal.

(4) No animal whether on the campus grounds or in a college building, shall be permitted to run at large, to disrupt the college's programs or activities, or to pose a direct threat to the health or safety of others.

(5) Any violation of this section will be cause for removal of the violator and/or animal from campus and/or disciplinary action against the violator. An animal found in violation of this section may also be subject to impoundment under city or county animal control ordinances. Violations may be reported to campus security; however, community support is urged in reminding pet owners of their obligation if a violation is observed by a community member.

(6) A student or employee who is responsible for an animal that is repeatedly in violation of this section may be subject to the disciplinary proceedings appropriate to his or her

status. Visitors to campus who are responsible for an animal that repeatedly fails to comply with this section may be subject to legal process.

(7) Brief adjudicative proceedings under RCW 34.05.-482 through 34.05.494, shall be used in all matters relating to the college's enforcement of this section.

[Statutory Authority: Chapter 28B.50 RCW. 08-04-039, § 132C-10-041, filed 1/30/08, effective 3/1/08.]

WAC 132C-10-07001 Legislative matters. The board may from time to time designate persons to represent the board and the college in matters requiring action by the legislature or officers of the state of Washington.

[08-19-095, recodified as § 132C-10-07001, filed 9/16/08, effective 9/16/08. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-05-002 (Order 18, Resolution 46-0378), § 132C-104-070 (codified as WAC 132C-104-07001), filed 4/6/78.]

WAC 132C-10-100 Parking authority. Per RCW 28B.50.140(10), the board of trustees of Olympic College has authority to adopt rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the college. Parking fees may be adopted by the board of trustees, specifying the charge per quarter and per year. The college reserves the right to refuse the issuance of a parking permit.

[Statutory Authority: Chapter 28B.50 RCW. 10-16-002, § 132C-10-100, filed 7/21/10, effective 8/21/10; 10-02-022, § 132C-10-100, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-110 Parking enforcement. The Olympic College safety and security department is responsible for all matters regarding pedestrian and vehicular traffic and parking regulation and enforcement of parking including, but not limited to:

- (1) Assignment of parking spaces, parking permits;
- (2) Assessment of fines for violations;
- (3) Assessment of security enhancement fees;
- (4) Designation of lot and space numbers;
- (5) Issuance of traffic or parking citations; and
- (6) Permit revocation.

[Statutory Authority: Chapter 28B.50 RCW. 10-16-002, § 132C-10-110, filed 7/21/10, effective 8/21/10; 10-02-022, § 132C-10-110, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-120 Parking fines. (1) A full schedule of traffic and parking infractions shall be published by the college and made available for review in the public safety office.

(2) All fines are to be paid through the Olympic College cashier's office, either in person or by mail during normal business hours and within fifteen days of the infraction. Failure to pay fines may result in any of the following actions, but is not necessarily limited to:

- (a) Denial of registration.
- (b) Withholding transcripts, degrees, refunds, credits and grades.
- (c) Denial of future parking privileges.
- (d) Violators will be given fifteen calendar days to appeal or pay a citation. If payment or appeal is not made in this period, a warning notice will be sent indicating that pay-

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ment is due within five business days with notice of penalty or action taken if not paid.

(i) If payment is not made by the final due date any parking privileges will be revoked.

(ii) If payment is not made by the final due date and the individual does not have parking privileges, future violations may result in impounding, immobilization (boot) with storage charged to the owner or operator of the vehicle. A payment plan (or payment in full for all citations) must be established through the accounting department prior to removal of the boot.

(3) During the first week of each quarter, a warning card may, at the discretion of safety and security, be placed on the vehicle in lieu of a citation. The college reserves the right to issue citations at all times.

[Statutory Authority: Chapter 28B.50 RCW. 10-16-002, § 132C-10-120, filed 7/21/10, effective 8/21/10; 10-02-022, § 132C-10-120, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-130 Parking impoundment. Vehicles will be impounded if found to be blocking another vehicle or access, posing any potential threat to property or personal safety, multiple parking or traffic infractions restricting access to emergency vehicles, and other reasons seen as creating a safety hazard in the opinion of a safety and security supervisor. All costs of impoundment will be the responsibility of the vehicle owner. The college shall not be liable for loss or damage of any kind resulting from such impounding, immobilization or storage. Impoundment does not remove the obligation for any fines associated with the violation(s).

[Statutory Authority: Chapter 28B.50 RCW. 10-16-002, § 132C-10-130, filed 7/21/10, effective 8/21/10; 10-02-022, § 132C-10-130, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-140 Parking appeal process. All appeals by anyone who has received a citation for a violation of these parking and traffic rules must be made in writing using the Olympic College Parking Appeal form (available from safety and security).

(1) **Level one:** Appeals must be submitted to safety and security within five working days of initial citation with an appeal form and a copy of the citation. The safety and security supervisor will make a determination and notify the appellant within five working days of receipt of the appeal.

(2) **Level two:** If a level one appeal is denied, the appellant may petition the parking advisory committee within five working days. The decision of the parking advisory committee is final. The appeal to the parking advisory committee must include the following:

- (a) A copy of the level one appeal;
- (b) A written statement indicating reasons the denial should be overturned; and
- (c) A receipt showing that the citation has been paid.

The committee will make a determination and notify the appellant within five working days of receipt of a level two appeal. The appellant will be refunded any citation fee paid if the committee overturns the citation(s).

[Statutory Authority: Chapter 28B.50 RCW. 10-16-002, § 132C-10-140, filed 7/21/10, effective 8/21/10; 10-02-022, § 132C-10-140, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-150 Parking advisory committee. The parking advisory committee is coordinated by the safety and security department. It is composed of one faculty, one staff, and one student. The committee will meet as needed.

[Statutory Authority: Chapter 28B.50 RCW. 10-02-022, § 132C-10-150, filed 12/29/09, effective 1/29/10.]

WAC 132C-10-160 Nondiscrimination policy. (1) Intent. The Olympic College board of trustees herein affirms its policy of equal opportunity to all individuals and all the communities we serve. Olympic College is committed to the principle of equal opportunity in all matters relating to employment, college-sponsored activities, and education programs and will comply with all applicable laws prohibiting discrimination including Titles VII and IX of the Civil Rights Act of 1964, and amendments; the Age Discrimination in Employment Act of 1967; section 504 of the Rehabilitation Act of 1974; the Americans with Disabilities Act of 1990; and the Washington state laws against discrimination, chapter 49.60 RCW.

(2) Policy. Olympic College is committed to the principle of equal opportunity in education and employment. Harassment and/or discrimination directed toward any individual or group on the basis of race, creed, color, national origin, sex, honorably discharged veteran or military status, age, religious preference, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, status as a disabled or Vietnam-era veteran, or political opinions or affiliations, or any other population designated by statute is a violation of the mission and purpose of Olympic College and will not be tolerated. The college is committed to preventing and stopping discrimination, including harassment, on any of these unlawful bases, and any associated retaliatory behavior. All employees and students shall be allowed to work and learn in an environment free from discrimination.

(a) This policy is based on the principle that all forms of harassment and/or discrimination are unacceptable and will be dealt with promptly and effectively. Students, faculty or staff who are determined to have violated this policy (following investigatory proceedings) are subject to disciplinary action up to and including termination of employment and permanent dismissal (students).

(b) Applicants for admission or employment or any employees, students, or participants in college activities or programs who believe that they have been discriminated against may pursue an institutional complaint and/or may pursue other remedies provided by law.

(c) Administrators, supervisors and faculty members shall assist in ensuring that no retaliation occurs against persons who make complaints, persons who are complained against or persons who are involved in the investigation of complaints.

(3) Responsibility.

(a) The president of the college, and all administrative employees shall have ultimate responsibility for overseeing compliance with this policy at his or her respective unit of the college.

(b) In addition, each vice-president, executive officer, administrative officer, faculty member or other person with

supervisory responsibility shall be required to report any complaint of discrimination, sexual harassment, or any harassment that violates this policy.

(c) All members of the college community are required to cooperate in any investigation of the discrimination/harassment complaint.

(4) Complaint procedure. Persons who believe that they have been the subject of unlawful discrimination or harassment are encouraged to bring such issues to the attention of their supervisor, instructor, or human resource services, or follow the established complaint procedures.

[Statutory Authority: Chapter 28B.50 RCW. 10-19-026, § 132C-10-160, filed 9/9/10, effective 10/10/10.]