

**Chapter 132S-05 WAC  
ADMINISTRATION**

Last Update: 11/10/20

**WAC**

RULES COORDINATOR—LOCATION

132S-05-010 Rules coordinator.

ORGANIZATION

132S-05-015 Organization—Operation—Information.  
132S-05-025 Service of process.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

132S-05-020 Regular meeting date, board of trustees. [Statutory Authority: RCW 28B.50.140. WSR 90-07-006, § 132S-05-020, filed 3/12/90, effective 4/12/90.] Repealed by WSR 16-12-039, filed 5/25/16, effective 6/25/16. Statutory Authority: RCW 28B.50.140.

**RULES COORDINATOR—LOCATION**

**WAC 132S-05-010 Rules coordinator.** The rules coordinator for Columbia Basin College as designated by the president is:

The Vice President for  
Human Resources & Legal Affairs  
Columbia Basin College  
2600 North 20th Avenue  
Pasco, WA 99301

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-05-010, filed 5/25/16, effective 6/25/16; WSR 90-07-006, § 132S-05-010, filed 3/12/90, effective 4/12/90.]

**ORGANIZATION**

**WAC 132S-05-015 Organization—Operation—Information.** (1) Organization. Columbia Basin College is established in Title 28B RCW as a public institution of higher education.

The president is the chief executive officer and as such, establishes the structure of the administration.

(2) Operation. The Columbia Basin College administrative office at the Pasco campus is located at the following address:

Columbia Basin College  
2600 North 20th Avenue  
Pasco, WA 99301

and is open from 7:00 a.m. to 4:30 p.m., Monday through Thursday, and 7:00 a.m. to 12:00 p.m., Friday, except on legal holidays. College campuses are also located at the following addresses:

CBC Richland Health Science Center  
891 Northgate Drive  
Richland, WA 99352

Columbia Basin Access Center (CBAC)  
1620 North 20th Avenue  
Pasco, WA 99301

Sunhawk Hall Residence  
2901 North 20th Avenue  
Pasco, WA 99301

(3) Additional and detailed information concerning the educational offerings may be obtained from college website at [www.columbiabasin.edu](http://www.columbiabasin.edu) and at various locations including college libraries, admissions and the counseling office.

[Statutory Authority: RCW 28B.50.140. WSR 20-03-046, § 132S-05-015, filed 1/9/20, effective 2/9/20; WSR 16-12-039, § 132S-05-015, filed 5/25/16, effective 6/25/16; WSR 90-07-006, § 132S-05-015, filed 3/12/90, effective 4/12/90.]

**WAC 132S-05-025 Service of process.** To protect the interests of Columbia Basin College employees, all process servers (those attempting to deliver summonses, subpoenas, etc.) to employees should be directed to the human resources office on the Pasco campus. When the process server comes to the human resources office, they should be connected with the person to whom the papers are being served, if that person can be immediately located and is not instructing a class or performing other services at the time. If the person served is not immediately located, the papers will be left during usual business hours with the vice president for human resources & legal affairs or his or her executive assistant. If any of the above designees receives the papers from a process server, they will arrange a time and place for the individual being served to receive the legal documents in such a way as to minimize embarrassment and preserve confidentiality.

[Statutory Authority: RCW 28B.50.140 and 20 U.S.C. § 1092(f) and Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq. WSR 20-23-031, § 132S-05-025, filed 11/10/20, effective 12/11/20. Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-05-025, filed 5/25/16, effective 6/25/16.]