

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Community College District 12
(Name of Institution)

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

The enclosed rules Permanent rules , being Order No. 77-30
Emergency rules
relating to (Name of rules or description of subject matter)

Emergency Procedures for Community College District 12,
WAC 132L-26-010 through WAC 132L-26-080;

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

pursuant to Notice No. 7575 ① filed with the code reviser
on May 18, 1977 ② were regularly adopted as permanent rules of
(date)
this institution at O.T.C.C. on June 9, 1977 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter 28B.19
RCW. The effective date of such rules shall be -- ③

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

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

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

Dated this Nineteenth (19th) day of August 1977.

STATE OF WASHINGTON
FILED
SEP 1 1977
CODE REVISER'S OFFICE
DOCKET # 8440 FILE # 1

Community College District 12
(INSTITUTION)
[Signature]
By
District President
Title

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



COMMUNITY COLLEGE

DISTRICT TWELVE

P.O. BOX 639, CENTRALIA, WA. 98531 TELEPHONE 736-9391

September 14, 1977

MEMO TO: Mrs. Loma Barmore

FROM: Hobe Jenkins

This memo is to confirm the correction of an error in filing WAC 132L-26-010 through 132L-26-080 on a permanent basis. Attached is a revised copy of the resolution, a copy of the Board of Trustees minutes indicating the adoption was made on a permanent basis.

I trust this action will correct all the paper work. I do appreciate your diligence in catching this error before any damage could have been done.

attachments

HGJ/sw

ADMINISTRATIVE ORDER

Community College District No. 12
Adoption of Rules

A resolution relating to the adoption of permanent rules of Community College District No. 12, to wit: a new section setting forth emergency procedures for Community College District No. 12, WAC 132L-26-010 through WAC 132L-26-080.

This rule is promulgated under the general rules, making authority of the Community College Board of Trustees as authorized in RCW 28B.50.140

WHEREAS, there is a present threat of a general state-wide strike by public employees, and

WHEREAS, such a strike would create a serious emergency for Community College District No. 12 in which it will be necessary to preserve the public health, safety and general welfare, and

WHEREAS, in order to deal with such an emergency, it is necessary that Community College District No. 12 adopt emergency rules dealing with district policies in the event district operations are suspended temporarily;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College District No. 12 adopt on a permanent basis WAC 132L-26-010 through WAC 132L-26-080, a copy of which regulations are attached hereto and made a part hereof by this reference, and

BE IT FURTHER RESOLVED that this Administrative Order after being first recorded in the Order Register of this agency, shall be forwarded to the Code Reviser together with the emergency regulations referred to above for filing, pursuant to Chapter 34.04 RCW.

I certify that the foregoing, together with the attached rules, accurately reflects the action taken by the Board of Trustees of Community College District No. 12 during the course of their regularly scheduled public meeting held on June 9, 1977.



President, Community College District
No. 12; Secretary, Board of Trustees

B. District Emergency Procedures for Suspended Operations

Mr. Warren noted that a public hearing was also held earlier in the meeting on this proposed policy. If the policy seemed appropriate, action could be taken to adopt the policy on a permanent basis.

The following motion was made:

MOTION
77-30

Dr. Lawrence moved and Ms. Knutsen seconded the motion to approve the proposed district emergency procedures for suspended operations as district policy. The motion passed unanimously.

C. ASCC and ASOTCC Budgets for 1977-78

Dr. Curtis reported that copies of the proposed budgets had been sent by each student body president to each trustee for their approval prior to this meeting. Dr. Curtis commended students on both campuses for having both budgets ready for board approval before the end of the school year.

Mr. Warren stated that he had reviewed the budgets, and congratulated those responsible for doing such a fine job.

Mr. Elsworth noted that both budgets obviously had been scrutinized quite closely because various programs were funded last year that were not funded this year and vice versa. He stated that a highly commendable job had been done on the budgets.

After some discussion, the following motion was made:

MOTION
77-31

Dr. Lawrence moved and Mr. Elsworth seconded the motion to approve and accept the ASCC and ASOTCC budgets as proposed for the 1977-78 school year. The motion passed unanimously.

D. GHEC Contract for 1977-79 Biennium

Dr. Hanson reported that since the amended SB 2493 does contain the criteria which the board considered essential, in that it does allow tenure to be granted to GHEC faculty after a review process, board approval of the GHEC contract for the 1977-79 biennium could be considered for approval at this time. He also noted that the amended SB 2493 does not allow for GHEC faculty to "bump" CC or OTCC faculty, or to be bumped, in case of a reduction in force on any campus -- should one ever be necessary.

After some discussion by trustees, the following motion was made:

MOTION
77-32

Ms. Knutsen moved and Mr. Elsworth seconded the motion to authorize the Chairman and board Secretary to sign the proposed contract with DSHS to operate the GHEC in accordance with terms of that agreement. The motion passed unanimously.

ADMINISTRATIVE ORDER
Community College District No. 12
Adoption of Rules

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This rule is promulgated under the general rule, making authority of the Community College Board of Trustees as authorized in RCW 28B.50.140.

WHEREAS, there is a present threat of a general state-wide strike by public employees, and

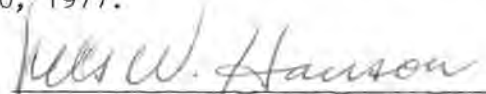
WHEREAS, such a strike would create a serious emergency for Community College District No. 12 in which it will be necessary to preserve the public health, safety and general welfare, and

WHEREAS, in order to deal with such an emergency, it is necessary that Community College District No. 12 adopt emergency rules dealing with district policies in the event district operations are suspended temporarily;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Community College District No. 12 adopt on an emergency basis . WAC 132L-26-010 through WAC 132L-26-080, a copy of which regulations are attached hereto and made a part hereof by this reference, and

BE IT FURTHER RESOLVED that this Administrative Order after being first recorded in the Order Register of this agency, shall be forwarded to the Code Reviser together with the emergency regulations referred to above for filing, pursuant to Chapter 34.04 RCW.

I certify that the foregoing, together with the attached rules, accurately reflects the action taken by the Board of Trustees of Community College District No. 12 during the course of their regularly scheduled public meeting held on May 10, 1977.



President, Community College District
No. 12; Secretary, Board of Trustees

Chapter 132L-26
EMERGENCY PROCEDURES

WAC

- 132L-26-010 Authority to suspend operations.
- 132L-26-020 Remuneration for classified employees.
- 132L-26-025 Authority to staff campus—Limitations.
- 132L-26-030 Employee notification—Time.
- 132L-26-035 Return to work.
- 132L-26-040 Voluntary staffing.
- 132L-26-050 Mandatory staffing.
- 132L-26-055 Temporary duties.
- 132L-26-060 Suspended operation procedures after twenty-one days.
- 132L-26-065 Layoffs—Conditions.
- 132L-26-070 Closure notification plan—Recall plan.
- 132L-26-075 Option to recover time loss.
- 132L-26-080 Suspended operations—Not a lock-out.

NEW SECTION

WAC 132L-26-010 AUTHORITY TO SUSPEND OPERATIONS. The president of District 12 is authorized to suspend the operation of any or all campuses in the district if, in his opinion, an emergency condition beyond his control makes this closure advisable. (Such as, but not limited to: Riot, civil disturbance, mechanical failure, severe weather conditions, strike or work stoppage.)

In accordance with WAC 251-22-240, as amended by the higher education personnel board December 22, 1975, Community College District 12 adopts the following suspended operation rules.

NEW SECTION

WAC 132L-26-020 REMUNERATION FOR CLASSIFIED EMPLOYEES. All compensation paid classified employees during a period of suspended operations shall be in accordance with the provisions of WAC 251-22-240, higher education personnel board rules.

NEW SECTION

WAC 132L-26-025 AUTHORITY TO STAFF CAMPUS—LIMITATIONS. In the event of suspended operation, the president or his designee shall have the option to staff any campus or any portion thereof in any manner during the first five days of suspended operation.

NEW SECTION

WAC 132L-26-030 EMPLOYEE NOTIFICATION—TIME. If the president declares a condition of suspended operations in accordance with WAC 132L-26-010 and provides notification of this closure to employees by radio transmission through the local stations at least one hour prior to the reporting time of an employee, and by telephone or by personal contact prior to the time the individual employee would depart home for work, the provisions of WAC 251-22-240 would not apply. Employees not notified prior to their usual departure time from home would be covered by the provision of WAC 251-22-240.

NEW SECTION

WAC 132L-26-035 RETURN TO WORK. If operations are suspended, employees are directed to contact the district dean of administration's office or other designated office prior to returning to work on the following day to determine whether the institution will be reopened or if partial staffing is required. Teaching personnel will contact the dean/director of the appropriate division for this purpose.

NEW SECTION

WAC 132L-26-040 VOLUNTARY STAFFING. When the period of suspended operation is expected to exceed five working days, but less than twenty-one, staffing shall be on a volunteer basis. Employees qualified to perform the task with the most layoff seniority shall be given the first option to work.

NEW SECTION

WAC 132L-26-050 MANDATORY STAFFING. If sufficient volunteers cannot be found, the president shall have the authority to require employees to work. If the employees who are requested to work withhold their services (except for illness or prearranged leave not related to or precipitated by the suspended operation) they shall not be allowed to use compensatory time or annual leave. Employees will be called in reverse seniority.

NEW SECTION

WAC 132L-26-055 TEMPORARY DUTIES. During periods of suspended operations, employees may be required to temporarily perform tasks above or below their assigned categories.

NEW SECTION

WAC 132L-26-060 SUSPENDED OPERATION PROCEDURES AFTER TWENTY-ONE DAYS. If the period of suspended operation is expected to exceed twenty-one days, the full classified personnel layoff provisions shall apply.

NEW SECTION

WAC 132L-26-065 LAYOFFS—CONDITIONS. Layoffs necessitated by conditions causing suspended operations shall be accomplished in accordance with WAC 251-10-030.

NEW SECTION

WAC 132L-26-070 CLOSURE NOTIFICATION PLAN—RECALL PLAN. The district will provide all employees with a copy of the Closure Notification Plan and the Recall Plan.

NEW SECTION

WAC 132L-26-075 OPTION TO RECOVER TIME LOSS. The district shall have the option to make up lost time due to suspended operations by extending the calendar.

NEW SECTION

WAC 132L-26-080 SUSPENDED OPERATIONS—NOT A LOCK-OUT. Suspended operations shall not be interpreted as a lock-out by District 12.

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT NO. 12
Board of Trustees

RESOLUTION NO. 77-30

Administrative Order No. _____

A RESOLUTION Relating to permanent rules of the Community College District No. 12.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE COMMUNITY COLLEGE DISTRICT NO. 12,
STATE OF WASHINGTON:

Section 1. The annexed regulations, to-wit:

WAC 132L-26-010 through WAC 132L-26-080;

Emergency Procedures for Community College District 12;

are hereby approved and adopted as permanent rules of the Community College
District No. 12.

Sec. 2. This resolution and annexed regulations, after being
first recorded as an administrative order in the Order Register of the Com-
munity College District No. 12, shall be forwarded to the Code Reviser for
filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c 57) and WAC 1-13-050.

APPROVED and ADOPTED June 9, 1977.

Attest:

Wesley Hanson
Secretary of the Board of Trustees