

Appendix B of the District V/Everett Community College Federation of Teachers Labor Agreement. [Statutory Authority: RCW 28B.50.140. 82-18-068 (Order 82-8-1, Resolution No. 82-8-1), § 132E-130-020, filed 9/1/82.]

**WAC 132E-130-030 Seniority.** Seniority shall be determined by establishing the date of the signing of the first full-time contract for continuous full-time professional services for Community College District V and continuous professional services for the Everett School District prior to July 1967. Continuous service shall include leaves of absence, professional leaves, and periods of lay-offs. The longest term of employment as thus established shall be considered the highest level of seniority. In instances where faculty members have the same beginning date of full-time professional service, seniority shall be determined in the following order:

- (1) First date of signature of an employment contract.
- (2) First date of signature of letter of intent.
- (3) First date of application for employment.

[Statutory Authority: RCW 28B.50.140. 82-18-068 (Order 82-8-1, Resolution No. 82-8-1), § 132E-130-030, filed 9/1/82.]

**WAC 132E-130-040 Lay-off units.** (1) The lay-off units included under this policy are as follows:

Accounting and General Business	Geology
Alternative Education	History
Anthropology	Home Economics
Art	Journalism
Automotive Technology	Law Enforcement
Aviation Technology	Library
Biology	Licensed Practical Nursing
Carpentry	Math
Chemistry	Media Services
Cosmetology	Music
Counseling	Nursing Aide
Dance	Paramedical
Data Processing	Philosophy
Developmental Studies	Photography
Economics	Physical Education
Electronics	Physics and Physical Science
Emergency Medical	Political Science
Engineering	Psychology
English	Quality Control
Environmental Science	Real Estate
Family Life	Registered Nursing
Fire Science	Secretarial
Food Technology	Sociology
Foreign Languages	Speech
Forestry	Theater
Geography	Water Science
	Welding

(2) Additional lay-off units may be included under this policy at the discretion of the district president. Seniority lists of tenured and probationary faculty will be developed and published and/or posted by the district president and will be updated within five working days of November 1 of each year. Tenured and probationary academic employees shall be placed in the lay-off unit which best reflects their training and ability as determined by the district president. [Statutory Authority: RCW 28B.50.140. 82-18-068 (Order 82-8-1, Resolution No. 82-8-1), § 132E-130-040, filed 9/1/82.]

## Title 132F WAC COMMUNITY COLLEGES--SEATTLE COMMUNITY COLLEGE

### Chapters

- 132F-08 Procedure for contested case hearings.
- 132F-104 Procedure governing appearance before the board--Appointing authority.
- 132F-136 Policy on the use of college facilities.

### Chapter 132F-08 WAC

#### PROCEDURE FOR CONTESTED CASE HEARINGS

##### WAC

- 132F-08-001 Formal hearing policy.
- 132F-08-080 Notice and opportunity for hearing in contested cases.
- 132F-08-120 Method of service.
- 132F-08-140 Filing with agency.

**WAC 132F-08-001 Formal hearing policy.** In each instance that a formal hearing is required by RCW 28B.19.110, the provisions of WAC 132F-08-001 through 132F-08-999 shall be applicable. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-001, filed 7/1/81; Order 18, § 132F-08-001, filed 5/22/73.]

**WAC 132F-08-080 Notice and opportunity for hearing in contested cases.** In any contested case, all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the chancellor of the Seattle Community College District or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-080, filed 7/1/81; Order 18, § 132F-08-080, filed 5/22/73.]

**WAC 132F-08-120 Method of service.** Service of papers shall be made personally or, unless otherwise provided by law, by first-class or certified mail (return receipt); or by telegraph. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-120, filed 7/1/81; Order 18, § 132F-08-120, filed 5/22/73.]

**WAC 132F-08-140 Filing with agency.** Papers required to be filed with the agency shall be deemed filed upon actual receipt by the executive secretary of the agency at 300 Elliott Avenue West, Seattle, Washington 98119, accompanied by proof of service upon parties required to be served. [Statutory Authority: RCW 28B.19.110, 28B.19.120, 28B.19.130, 28B.19.140, 28B.19.150 and 28B.50.140. 81-14-072 (Order 39), § 132F-08-140, filed 7/1/81; Order 18, § 132F-08-140, filed 5/22/73.]

## Chapter 132F-104 WAC

PROCEDURE GOVERNING APPEARANCE  
BEFORE THE BOARD--APPOINTING AUTHORITY

## WAC

- 132F-104-030 Location of meeting.  
 132F-104-810 Submission of items for board consideration.  
 132F-104-811 Review of agenda items.  
 132F-104-812 Deadlines.  
 132F-104-813 Submission routes.  
 132F-104-814 Informational materials.  
 132F-104-815 Board mailing list.  
 132F-104-818 New business.  
 132F-104-819 Notification to board office.

**WAC 132F-104-030 Location of meeting.** The board meetings will be rotated among the three campuses and the district office, in accordance with the published schedule:

- (1) North Seattle Community College  
9600 College Way North  
Seattle, WA 98103
- (2) Seattle Central Community College  
1701 Broadway  
Seattle, WA 98122
- (3) South Seattle Community College  
6000 - 16th Avenue S.W.  
Seattle, WA 98106
- (4) Seattle Community College District  
300 Elliott Avenue West  
Seattle, WA 98119

[Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-030, filed 7/1/81; Order 20, § 132F-104-030, filed 6/6/75.]

**WAC 132F-104-810 Submission of items for board consideration.** Any individual, group of individuals, or organization may submit any item of concern to the board for consideration; however, normal administrative channels are recommended to assure adequate background information. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-810, filed 7/1/81; Order 14, § 132F-104-810, filed 5/22/73.]

**WAC 132F-104-811 Review of agenda items.** All items submitted for the board agenda will be previewed by the appropriate campus president and the district chancellor. A standard cover sheet containing background information and the district chancellor's recommendation, as appropriate, shall be attached and the item shall be assigned to the agenda for the board meeting. As practicable, all materials prepared for consideration by the board of trustees shall be reviewed by the chancellor's cabinet and the district council prior to submission to the board. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-811, filed 7/1/81; Order 14, § 132F-104-811, filed 5/22/73.]

**WAC 132F-104-812 Deadlines.** Items for regular board meeting agendas should be in the board office two

weeks before the board meeting. Advance materials, including the agenda, background materials, and other information will be mailed to the board members and an approved board materials distribution list three work days in advance of regular meetings (including the day on which the materials are mailed and the day on which the meeting is held). [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-812, filed 7/1/81; Order 14, § 132F-104-812, filed 5/22/73.]

**WAC 132F-104-813 Submission routes.** To allow the board to have the benefit of background information and research, and to permit access for all SCCD constituencies to the board, the following submission routes to the board are available:

Initiated By:	Submitted By:
(1) An individual student, group of students, or student government organization.	Student body government or other elected student representative to students' advisory representative to the board, or through the dean of students to the campus president.
(2) An individual faculty member, group of faculty members, or the faculty organization (SCCFT).	Faculty representative organization (SCCFT) to the faculty advisory representative to the board, or to the campus president via the dean of instruction or the District Chancellor.
(3) An individual support staff employee, group of support staff employees, or the CPA organization.	Classified Personnel Association officers /advisory representative to the board, or via the business representative for the support staff employees' organization to the campus president or the District Chancellor.
(4) An individual administrative employee, a group of administrative employees, or the administrative organization.	To either the campus president or the District Chancellor via immediate supervisor.
(5) Individual citizens, groups, organizations, associations, agencies, or others who are not regular members of the district community.	Campus president if the matter concerns only one campus or to the District Chancellor if the matter concerns the entire district.

[Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-813, filed 7/1/81; Order 14, § 132F-104-813, filed 5/22/73.]

**WAC 132F-104-814 Informational materials.** Written background materials, arguments, views, or supporting data are extremely helpful to the board's understanding of matters before it. Accordingly, the reviewing authorities on the campuses or at the district

level may request or suggest these if they are not provided initially. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-814, filed 7/1/81; Order 14, § 132F-104-814, filed 5/22/73.]

**WAC 132F-104-815 Board mailing list.** The board mailing list will include the following:

	No. Copies	Total
Regular Board Members	1 each	5
Campus Presidents' Offices	2 "	6
Chancellor's Office	1 "	3
Assistant Attorney General	1 "	1
District Officers and staff	1 "	7
ASB Presidents	1 "	3
Chairman, CPA	1 "	1
Advisory Representative, CPA		1
President, SCCFT	1 "	1
Advisory Representative, SCCFT	1 "	1
Campus Vice-Presidents, SCCFT	1 "	3
Campus Library	1 "	3
Editor, <i>Polaris</i>	1 "	1
Editor, <i>City Collegian</i>	1 "	1
Editor, <i>Sentinel</i>	1 "	1
Education Editor, <i>Seattle Times</i>	1 "	1
Education Editor, <i>Seattle Post-Intelligencer</i>	1 "	1
		40

Individuals or groups who wish to read these materials may do so in the campus presidents' offices or in the board office anytime during regular working hours. They are also available in each college library. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-815, filed 7/1/81; Order 14, § 132F-104-815, filed 5/22/73.]

**WAC 132F-104-818 New business.** Items not previously discussed may be presented by any individual or group at this time. Normally, no action may be taken at this time on any item which has not appeared on the printed agenda unless they are of an emergency nature. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-818, filed 7/1/81; Order 14, § 132F-104-818, filed 5/22/73.]

**WAC 132F-104-819 Notification to board office.** Individuals or groups are requested to notify the board office ten work days prior to the regular board meeting of the title and/or nature of any items which they wish to discuss under old or new business at the meeting. [Statutory Authority: RCW 28B.50.140. 81-14-073 (Order 40), § 132F-104-819, filed 7/1/81; Order 14, § 132F-104-819, filed 5/22/73.]

### Chapter 132F-136 WAC POLICY ON THE USE OF THE COLLEGE FACILITIES

#### WAC

- 132F-136-020 Limitation of use to school activities.
- 132F-136-040 Administrative control.
- 132F-136-050 Trespass.

**WAC 132F-136-020 Limitation of use to school activities.** The college buildings, properties, and facilities, including those assigned to student programs, may be used only for:

(1) The regularly established teaching, research, or public service activities of the college and its departments or related agencies.

(2) Cultural, educational, or recreational activities of the students or of the faculty or staff.

(3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.

(4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.

(5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college.

(6) College facilities shall be assigned to student organizations for regular business meetings, social functions and for programs open to the public. Any recognized campus student organization may invite speakers from outside the college community. In conformance with state guidelines, the appearance of an invited speaker on campus does not represent an endorsement by the college, its students, faculty, administration or the board of trustees, whether implicit or explicit, of the speaker's views.

(7) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and to insure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Such arrangements by both organizations and individuals must be made through the designated administrative officer. Allocation of space shall be made in accordance with published college regulations and on the basis of time, space availability, priority of request and the demonstrated needs of the individual, group or organization.

(8) Use of space shall not interfere with regularly scheduled classes or activities. Physical abuse of assigned facilities may result in limitation of future allocation of space to the offending parties. Charges may be imposed for damage or for any unusual costs for the use of facilities. The individual, group or organization requesting

space will be required to state in advance the general purpose of any meeting. If any charge or collection of funds is contemplated, advance permission from the party giving authority for space allocations will be required. [Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-020, filed 5/27/81; Order 35, § 132F-136-020, filed 11/21/77; Order 3, § 132F-136-020, filed 9/20/72.]

**WAC 132F-136-040 Administrative control.** The board hereby delegates to the chancellor authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate. [Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-040, filed 5/27/81; Order 3, § 132F-136-040, filed 9/20/72.]

**WAC 132F-136-050 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of chapter 9A.52 RCW.

(2) Members of the college community (students, faculty, and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Persons who violate or are in violation of a district policy may have their license or privilege to be on district property revoked and be ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass. [Statutory Authority: RCW 28B.19.030 and 28B.50.140. 81-12-008 (Order 38), § 132F-136-050, filed 5/27/81; Order 35, § 132F-136-050, filed 11/21/77; Order 26, § 132F-136-050, filed 9/16/75; Order 3, § 132F-136-050, filed 9/20/72.]

## Title 132G WAC

### COMMUNITY COLLEGES--SHORELINE COMMUNITY COLLEGE

#### Chapters

- 132G-116 Parking and traffic rules.  
132G-160 Admission and registration procedures.

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## Chapter 132G-116 WAC PARKING AND TRAFFIC RULES

#### WAC

- 132G-116-210 Faculty and staff permit periods.  
132G-116-280 Grievance proceedings—Bond for appearance—Date of hearing.  
132G-116-290 Fines and penalties.  
132G-116-300 Mitigation and suspension of penalties.  
132G-116-310 Enforcement of determination of the vice president for student services.

**WAC 132G-116-210 Faculty and staff permit periods.** All faculty and staff will park on a permit basis, i.e., either annually or quarterly. Regular permits will be valid 24 hours a day, 7 days a week. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-210, filed 12/17/82; Order 1-35:72, § 132G-116-210, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-280 Grievance proceedings—Bond for appearance—Date of hearing.** (1) The summons or traffic ticket issued pursuant to WAC 132G-116-270 shall direct the alleged violator to appear at the college business office within five calendar days.

(2) If the alleged violator does not waive his right to appear before the college vice president for student services, he will be informed that any grievance he might have must be made in writing to the said vice president for student services, giving full particulars, listing witnesses, evidence, etc.

(3) The college vice president for student services, upon receipt of the alleged violator's written grievance, will arrange time and place to discuss the violation with that individual. [Statutory Authority: RCW 28B.50.130 and 28B.50.140. 83-01-077 (Orders 42:82 and 43:82), § 132G-116-280, filed 12/17/82; Order 1-35:72, § 132G-116-280, filed 11/29/72, effective 1/1/73.]

**WAC 132G-116-290 Fines and penalties.** The fines or penalties to be assessed for violation of these regulations shall be as follows:

(1) **Parking violations.** First offense: \$3 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$5

Second offense within a twelve month period: \$5 if the five calendar day requirement of WAC 132G-116-280 is met; if not, \$10

Three or more offenses within one academic quarter: \$10 and/or loss of parking privileges on campus for one year if the requirement of WAC 132G-116-280 is met; if not, \$15 and/or loss of parking privileges on campus for one year.

(2) **Exceeding speed limit.** Not less than \$5 or more than \$25 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the vice president for student services for appropriate disciplinary action.

(3) **Any other violation of these regulations.** Not less than \$1 nor more than \$25 and/or loss of parking and