

- 132E-168-050 Everett Community College—Fines. [Order 72-1, § 132E-168-050, filed 2/1/73, effective 3/9/73.] Repealed by 88-12-006 (Order 88-5-3, Resolution No. 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.
- 132E-168-060 Everett Community College—Reserves. [Order 72-1, § 132E-168-060, filed 2/1/73, effective 3/9/73.] Repealed by 88-12-006 (Order 88-5-3, Resolution No. 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.
- 132E-168-070 Everett Community College—Hours of opening. [Order 72-1, § 132E-168-070, filed 2/1/73, effective 3/9/73.] Repealed by 88-12-006 (Order 88-5-3, Resolution No. 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.
- 132E-168-080 Everett Community College—Archival materials. [Order 72-1, § 132E-168-080, filed 2/1/73, effective 3/9/73.] Repealed by 88-12-006 (Order 88-5-3, Resolution No. 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.
- 132E-168-090 Edmonds Community College library—Media center. [Order 72-1, § 132E-168-090, filed 2/1/73, effective 3/9/73.] Repealed by 88-12-006 (Order 88-5-3, Resolution No. 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.

WAC 132E-168-010 through 132E-168-090 Repealed. See Disposition Table at beginning of this chapter.

Chapter 132E-276 WAC

GOVERNING ACCESS TO PUBLIC RECORDS

WAC

- 132E-276-030 Description of Community College District V.
132E-276-060 Records officer.
132E-276-070 Office hours.

WAC 132E-276-030 Description of Community College District V. Community College District V is organized under RCW 28B.50.040. The district operates at Everett Community College, 801 Wetmore Avenue, Everett, Washington 98201, and encompasses the following area:

All of Snohomish County except the Edmonds School District No. 15, and those portions of the Mukilteo School District No. 6, the Northshore School District No. 417, and the Everett School District No. 2 that lie south of 124th Street.

[Statutory Authority: RCW 28B.50.040. 88-12-005 (Order 88-5-3, Resolution No. 88-5-3), § 132E-276-030, filed 5/19/88; Order 4393, § 132E-276-030, filed 12/28/73, effective 1/30/74.]

WAC 132E-276-060 Records officer. For purposes of compliance with chapter 1, Laws of 1973, a records officer shall be designated by the president of the district. The duties of the records officer shall be as provided by the president of the district and may include, but not be limited to: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. The person so designated shall be located in district headquarters.

[Statutory Authority: RCW 28B.50.140 and 42.17.250 et. seq. 88-14-013 (Order 88-6A-7, Resolution No. 88-6A-7), § 132E-276-060, filed 6/27/88; Order 4393, § 132E-276-060, filed 12/28/73, effective 1/30/74.]

WAC 132E-276-070 Office hours. For purposes of this chapter, the office hours of Community College District V shall be regular business hours, Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 28B.50.140 and 42.17.250 et. seq. 88-14-013 (Order 88-6A-7, Resolution No. 88-6A-7), § 132E-276-070, filed 6/27/88; Order 4393, § 132E-276-070, filed 12/28/73, effective 1/30/74.]

Title 132F WAC

COMMUNITY COLLEGES--SEATTLE COMMUNITY COLLEGE DISTRICT

Chapters

- 132F-104 Seattle community college district board of trustees--Rules and regulations.
132F-120 Seattle Community College student policies and procedures.
132F-148 Affirmative action program.

Chapter 132F-104 WAC

SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES--RULES AND REGULATIONS

WAC

- 132F-104-010 Regular meeting of the Community College District VI board of trustees.

WAC 132F-104-010 Regular meeting of the Community College District VI board of trustees. The board of trustees will hold a regular meeting on the first Tuesday of each month for eleven months of the year, unless that day is a legal holiday or otherwise modified by board action. In the event that the board of trustees is unable to meet on the regular meeting date, the chairman of the board may order that the meeting be rescheduled or that no regular meeting of the board be held that month. The board shall maintain and announce a tentative meeting schedule approximately six months in advance showing the date, time[,] and location of each meeting. Advance notice of meetings shall be given in accordance with the Open Public Meetings Act of 1971, as amended.

[Statutory Authority: Chapter 28B.50 RCW. 87-19-122 (Order 50, Resolution No. 1987-24), § 132F-104-010, filed 9/21/87; 85-21-016 (Order 48, Resolution No. 1985-20), § 132F-104-010, filed 10/7/85; Order 27, § 132F-104-010, filed 10/10/75; Order 20, § 132F-104-010, filed 6/6/75; Order 6, § 132F-104-010, filed 12/12/72.]

Reviser's note: RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

Chapter 132F-120 WAC

SEATTLE COMMUNITY COLLEGE STUDENT
POLICIES AND PROCEDURES

WAC

132F-120-090 Student complaints.

WAC 132F-120-090 Student complaints. Seattle Community College District shall establish a process whereby students may file a complaint against any member of the college community. Students who feel they have a complaint relating to an action by a member of the college community have the following procedure available:

(1) When a student has a complaint, he/she is encouraged first to consult with the person involved before initiating a complaint.

(2) When the student determines the complaint may be handled more appropriately without the person's involvement, a student may consult with a counselor to assist in determining the appropriate course of action or the student may contact the head of the appropriate division/department or the college's designated complaints officer.

(3) When complaints made to the head of the appropriate division/department have not been resolved, the student may bring the complaint to the complaints officer for further action.

(4) The designated complaints officer shall discuss the concerns outlined by the student and the options available for resolution. Should the student elect to proceed with a formal complaint, the concerns must be outlined in writing, specifying the complaint and identifying dates and persons involved as accurately as possible.

(a) When the written complaint is filed with the designated complaints officer, it shall be forwarded within fifteen calendar days to the appropriate division/department head and other persons named in the complaint for response, within fifteen calendar days.

(b) Should the written response not resolve the complaint, then a conference shall be convened by the designated complaints officer among all parties involved, within fifteen calendar days, for the purpose of achieving a resolution of the complaint.

(c) The designated complaints officer shall keep all written statements, transcripts, and minutes associated with the complaint as part of the confidential files of the campus.

(d) If the conference does not resolve the complaint, the designated complaints officer shall notify the appropriate dean and forward the complaint for resolution within five calendar days.

(5) The appropriate dean shall review the minutes, transcripts, and other pertinent statements and discuss the complaint with the parties involved. If complaints filed with the dean have not been resolved, the dean shall, within fifteen calendar days, issue a written recommendation to the president which offers a resolution to the complaint.

(6) The recommendations of the dean, as well as the written record, shall be reviewed by the president who

may amend, modify, reverse or accept the recommendations, and who shall then implement the resolution of the complaint within thirty calendar days, in the absence of an appeal.

(7) Within fifteen calendar days following receipt of a written decision by the president, the complainant may appeal to the district president, who may upon review of the written record amend, modify, reverse, or concur in the decision. The district president shall, within fifteen calendar days of receiving the appeal, direct the college president to implement the resolution of the complaint. The decision of the district president shall be the final decision of the college district and no appeals of hearings to the board of trustees shall be provided. Any implementation to resolve a student complaint shall be in conformity with any written agreements between the college district and the employee(s) in question.

(8) No complaints requesting a grade review will be considered after two consecutive quarters, not to include summer quarter, from the date of issue for that grade. Student complaints related to grades shall be reviewed as follows:

(a) Students are encouraged to consult with the instructor before initiating a grade review process as outlined in this procedure.

(b) The student shall indicate the grade received in the course together with the reason for the complaint, specifying as accurately as possible all pertinent performance scores and attendance data. This information shall be filed in writing with the designated complaints officer.

(c) When the complaint has been received by the designated complaints officer, it shall be forwarded to the division/department administrator and the course instructor who reported the grade for the instructor's review and possible adjustment.

(d) The course instructor shall reply in writing, indicating the basis on which the decision was made and include the grade reported for the student, the evaluation criteria for the course, and the performance scores and attendance data achieved by the student in that course. The decision is transmitted to the student through the complaints officer with whom the complaint was initially filed.

(e) Ordinarily, the above process of review should be sufficient, but if the student feels there were extenuating circumstances, a conference may be requested with the division/department administrator, the course instructor and the complaints officer. The conference shall investigate the circumstances of performance in the course and determine appropriate adjustments if warranted.

(f) Since the evaluation of the extent of course mastery is exclusively within the province of the instructor for a particular course, any adjustments or grade changes may be initiated only by that instructor or, under proven extenuating circumstances, by the appropriate dean of instruction, upon approval by the president.

[Statutory Authority: Chapter 28B.19 RCW. 88-08-069 (Order 51, Resolution No. 1988-3), § 132F-120-090, filed 4/6/88. Statutory Authority: Chapter 28B.50 RCW. 84-03-028 (Order 42, Resolution No. 1984-1), § 132F-120-090, filed 1/12/84. Statutory Authority:

RCW 28B.50.140(13), 78-10-109 (Order 37), § 132F-120-090, filed 10/4/78; Order 2, § 132F-120-090, filed 9/20/72.]

Chapter 132F-148 WAC
AFFIRMATIVE ACTION PROGRAM

WAC

132F-148-010 Policy statement.
132F-148-030 Responsibility for program implementation.
132F-148-040 Recruitment plan.

WAC 132F-148-010 Policy statement. The policy of Seattle Community College District (SCCD) is to provide equal opportunity to all its employees and applicants for employment, and to assure that there is no discrimination against any persons on the grounds of race, ethnicity, creed, color, religion, national origin, age, gender, sexual orientation, marital status, or the presence of any physical, sensory, or mental handicap, except where a disability may impede performance to an acceptable level. However, reasonable accommodations will be made for known physical or mental limitations for all otherwise qualified persons of disability. The Seattle Community College is committed to affirmative action for Asians, Blacks, Hispanics, Native Americans, women, persons between the ages of 40 and 70, persons of disability, and disabled and Vietnam-era veterans. This policy extends to all areas of employment and to all relations with employees including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and other terms and conditions of employment.

The importance of fulfilling this policy is given top priority consideration in the day-to-day operations of the SCCD. All employees have been, and will continue to be, made aware that any violations of this policy by an employee shall result in appropriate disciplinary action, including termination, if warranted.

Affirmative action is a priority in the district because it insures equal employment opportunities for all applicants, while also assisting in ways to hire underrepresented groups in the district's labor force.

The successful implementation of this policy will depend upon a cooperative spirit and commitment to achieve the goals set forth. The district will work with the district minority task forces and the greater Seattle communities in seeing that the SCCD affirmative action plan/program, which is updated annually and included in the appendices of this manual, is implemented in a responsible and conscientious manner.

[Statutory Authority: Chapter 28B.50 RCW, 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-010, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-010, filed 6/19/85; Order 5, § 132F-148-010, filed 11/13/72.]

WAC 132F-148-030 Responsibility for program implementation. Responsibility for the implementation of the affirmative action program rests with the chancellor

for the district as a whole and with the president of each campus.

(1) The chancellor's responsibilities are to:

(a) Review the SCCD affirmative action plan with each president as part of the performance evaluation process.

(b) Carry out the responsibilities for implementation of the affirmative action plan for the district office as described below for each president.

(2) The president's responsibilities are to:

(a) Insure that all campus administrators and supervisors are aware of the affirmative action policy and plan and take it into consideration in day-to-day operations.

(b) Insure that hiring and promotion patterns are monitored so that protected group members are given full consideration.

(c) Insure that facilities are comparable for both sexes and are accessible to handicapped persons.

(d) Insure that protected group members are afforded full opportunity and are encouraged to participate in college-sponsored education and training programs.

(e) Designate a specific individual to be responsible for the supervision and monitoring of affirmative action efforts in that organizational unit. These designates are: North campus - dean of students, central campus - director of graphics and media, south campus - executive assistant to the president.

(f) Insure adequate representation of protected group members on selection committees.

(3) The vice-chancellor, human resources responsibilities are to:

(a) Design and implement audit and reporting systems that will: (i) Measure the effectiveness of the program, (ii) indicate need for corrective action, and (iii) determine degree to which goals and objectives have been attained.

(b) Develop policies and procedures related to equal employment opportunity and affirmative action for review, approval, and action by the chancellor's cabinet and board of trustees.

(c) Serve as liaison between the district and compliance agencies, organizations for minority, women, Vietnam veterans, disabled veterans, handicapped persons, and with other such community and municipal action programs.

(d) Keep management informed of current developments in areas related to affirmative action and equal employment opportunity.

(e) Develop and maintain internal and external communication systems.

(f) Assist in the identification of problem areas.

(g) Ensure proper dissemination of information contained in the affirmative action plan to all employees, supervisors/managers and other interested parties.

[Statutory Authority: Chapter 28B.50 RCW, 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-030, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-030, filed 6/19/85; Order 5, § 132F-148-030, filed 11/13/72.]

WAC 132F-148-040 Recruitment plan. (1) Recruitment for minority, female, and handicapped applicants for SCCD employment is the primary responsibility of each campus and the district personnel department as indicated below:

(2) The district personnel department can assist campuses in the recruitment process by:

(a) Providing possible recruitment sources, and providing copies of the district mailing list;

(b) Contacting employment sources with which the SCCD affirmative action plan has a referral arrangement;

(c) Participating in campus recruitment efforts;

(d) Advertising in minority newspapers.

(e) Identify underutilization and target recruitment by personal contacts with individuals and agencies.

(f) Analyze recruitment effort and applicant flow to determine weak areas in the recruitment program.

[Statutory Authority: Chapter 28B.50 RCW. 87-08-026 (Order 49, Resolution No. 1987-6), § 132F-148-040, filed 3/26/87; 85-13-076 (Order 47, Resolution No. 1985-17), § 132F-148-040, filed 6/19/85; Order 5, § 132F-148-040, filed 11/13/72.]

Title 132H WAC

COMMUNITY COLLEGES--BELLEVUE COMMUNITY COLLEGE

Chapters

- 132H-105** Bylaws and standing orders of Community College District VIII.
132H-148 Affirmative action program.
132H-200 General operating policies of Community College District VIII.

Chapter 132H-105 WAC

BYLAWS AND STANDING ORDERS OF COMMUNITY COLLEGE DISTRICT VIII

WAC

132H-105-140 Delegation of authority for higher education personnel law—Classified personnel.

WAC 132H-105-140 Delegation of authority for higher education personnel law—Classified personnel. Be it resolved that the president or his designee, the dean of student programs and personnel services, is hereby delegated the power and duty of the board of trustees to act in its behalf as the appointing authority of the college for the purpose of the Higher Education Personnel Law. This delegation shall include but not be limited to the authority to employ, dismiss, suspend, demote, lay off, reassign or accept the resignations of members of the classified staff. In addition, the president or his designee, the dean of student programs and personnel services, is hereby delegated such authority as is necessary to effectuate the administration of the classified personnel; provided that all contracts between recognized bargaining agents of classified personnel and Bellevue Community

College shall be valid only after those contracts have received the approval of the board of trustees. The president of the college or his designee, the dean of student programs and personnel services, may be delegated the authority to negotiate on behalf of the board of trustees, but in no event shall the president or his designee, the dean of student programs and personnel services, be authorized to bind contractually the college in any agreement with a recognized bargaining agent of the classified staff.

[Statutory Authority: RCW 28B.50.140. 88-13-047 (Order 95, Resolution No. 178), § 132H-105-140, filed 6/10/88; 78-10-017 (Order 61, Resolution No. 116), § 132H-105-140, filed 9/13/78.]

Chapter 132H-148 WAC

AFFIRMATIVE ACTION PROGRAM

WAC

- 132H-148-020 Repealed.
 132H-148-030 Repealed.
 132H-148-040 Repealed.
 132H-148-050 Repealed.
 132H-148-060 Repealed.
 132H-148-070 Repealed.
 132H-148-080 Repealed.
 132H-148-090 Repealed.
 132H-148-100 Repealed.
 132H-148-110 Equal employment opportunity/affirmative action policy.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132H-148-020 Equal opportunity employer. [Order 3, § 132H-148-020, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-030 Responsibility for administration and implementation. [Order 3, § 132H-148-030, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-040 Affirmative action committee. [Order 36, § 132H-148-040, filed 10/10/75. Prior: Order 3, § 132H-148-040, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-050 Personnel recruitment. [Order 3, § 132H-148-050, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-060 Utilization analysis. [Order 3, § 132H-148-060, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-070 Complaint of discrimination grievance procedure. [Order 3, § 132H-148-070, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-080 Dissemination. [Order 3, § 132H-148-080, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-090 Purchasing subcontractors. [Order 3, § 132H-148-090, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.
 132H-148-100 Public works projects. [Order 3, § 132H-148-100, filed 9/19/72.] Repealed by 88-23-051 (Order 97, Resolution No. 182), filed 11/14/88. Statutory Authority: RCW 28B.50.140.