

All parties shall be provided with a copy of the decision. The decision of the president shall be final and not reviewable.

[Statutory Authority: RCW 28B.50.140(13), 88-23-072 (Order 88-1), § 132V-120-250, filed 11/17/88; 85-02-004 (Order 84-1), § 132V-120-250, filed 12/21/84. Formerly WAC 132V-16-100.]

WAC 132V-120-260 Suspension--Reestablishment of academic standing. A student who has been suspended or expelled pursuant to disciplinary procedures set forth in this chapter and whose suspension or expulsion upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake exams or otherwise complete course offerings missed by reason of such action.

[Statutory Authority: RCW 28B.50.140(13), 88-23-072 (Order 88-1), § 132V-120-260, filed 11/17/88; 85-02-004 (Order 84-1), § 132V-120-260, filed 12/21/84. Formerly WAC 132V-16-130.]

Title 132W WAC COMMUNITY COLLEGES--WENATCHEE VALLEY COLLEGE

Chapter

132W-104 Bylaws and standing orders of the board of trustees.

Chapter 132W-104 WAC

BYLAWS AND STANDING ORDERS OF THE BOARD OF TRUSTEES

WAC

132W-104-040 Meetings of the board of trustees.
132W-104-050 Order of agenda.

WAC 132W-104-040 Meetings of the board of trustees. (1) Regular meetings. A regular meeting of the board of trustees shall be held once each month on the second Wednesday of each month in Room 230 of Anderson Hall, Wenatchee Valley College at 7:00 p.m., unless dispensed with by the board of trustees, at such time and place as the board of trustees by motion from time to time may direct.

(2) Special meetings. The chairman of the board of trustees or a majority of the members of the board may call special meetings of the board of trustees.

(3) Official business. No official business shall be conducted by the board of trustees except during a regular or special meeting.

(4) Publicity. All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting as required under chapter 42.30 RCW, as now or hereafter amended, and the meetings shall be open to the general public.

(5) Quorum. Three members of the board shall constitute a quorum; and no action shall be taken by less than a unanimous vote of a majority of the total board

members, except that a lesser number may adjourn, from time to time, to a definite time and place announced in open meeting, any regular or special meeting at which a quorum is not present. The secretary of the board shall in person or in writing notify the absent members of the time, date, and place set for the adjourned meeting.

(6) Voting. Normally, voting shall be *viva voce*; however, a roll call vote may be requested by any member of the board for the purposes of the record.

(7) Executive sessions. The board of trustees may convene in executive sessions during a regular or special meeting to consider matters previously announced, limited to issues affecting national security; the selection of a site or the acquisition of real estate by lease or purchase; the minimum price at which real estate will be offered for sale or lease; the negotiation of a publicly bid contract; the receipt and evaluation of complaints against public officers or employees; the evaluation of an applicant for public employment or the review of the performance of a public employee; instructions by the governing body to legal counsel relating to enforcement actions, litigation, or pending litigation. Final action on any such matters must be taken in open session. The governing body also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the governing body.

(8) Rules of procedure. The actions of the board shall be conducted according to *Robert's Rules of Order Newly Revised* unless specified otherwise by state law or regulation of the state board or bylaws of the board of trustees.

(9) Agenda. Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to the trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12 o'clock six working days before the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his judgment the matter is of an emergency nature. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken other than the purpose or purposes for which this meeting was called.

[Statutory Authority: RCW 28B.50.140, 87-19-050 (Resolution No. 87-126), § 132W-104-040, filed 9/14/87; 80-05-106 (Order 80-87), § 132W-104-040, filed 5/5/80; Order 77-70, § 132W-104-040, filed 12/19/77; Order 72-16, § 132W-104-040, filed 11/22/72.]

WAC 132W-104-050 Order of agenda. (1) The order of the agenda governing all regular meetings of the board of trustees shall be as follows:

- (a) Approval of minutes.
- (b) Curriculum.
- (c) Student services.
- (d) Personnel.
- (e) Policy.
- (f) Finance.

- (g) Buildings and grounds.
 (h) Other.

(2) The order of the agenda may be changed by the chairman with the consent of the board members present.

[Statutory Authority: RCW 28B.50.140. 87-19-050 (Resolution No. 87-126), § 132W-104-050, filed 9/14/87; Order 77-70, § 132W-104-050, filed 12/19/77; Order 72-16, § 132W-104-050, filed 11/22/72.]

Title 132X WAC

COMMUNITY COLLEGES—SOUTH PUGET SOUND COMMUNITY COLLEGE

Chapters

- 132X-10** Public records.
132X-20 Emergency procedures.
132X-30 Use of college facilities.
132X-40 Environmental protection.
132X-50 Parking and traffic regulations—South Puget Sound Community College.
132X-60 South Puget Sound code of student rights and responsibilities.

Chapter 132X-10 WAC PUBLIC RECORDS

WAC

- 132X-10-010 Purpose.
 132X-10-020 Definitions.
 132X-10-030 Description of central and field organization of South Puget Sound Community College District 24.
 132X-10-040 Operations and procedures.
 132X-10-050 Public records available.
 132X-10-060 Public records officer.
 132X-10-070 Office hours.
 132X-10-080 Requests for public records.
 132X-10-090 Copying.
 132X-10-100 Exemptions.
 132X-10-110 Review of denials of public records requests.
 132X-10-120 Protection of public records.
 132X-10-130 Records index.
 132X-10-140 Adoption of form.
 132X-10-150 Request for public records to South Puget Sound Community College.

WAC 132X-10-010 Purpose. The purpose of this chapter shall be to ensure compliance by the South Puget Sound Community College District 24 with the provisions of chapter 42.17 RCW, Disclosure—Campaign finances—Lobbying—Records; and in particular with RCW 42.17.250 through 42.17.320, dealing with public records.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-010, filed 10/18/88.]

WAC 132X-10-020 Definitions. (1) Public records. "Public record" includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or

local agency regardless of physical form or characteristics.

(2) Writing. "Writing means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents."

(3) South Puget Sound Community College District 24. The South Puget Sound Community College District 24 is an agency organized by statute pursuant to RCW 28B.50.040. Where appropriate, the term college also refers to the staff, the board of trustees, and the employees of the college.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-020, filed 10/18/88.]

WAC 132X-10-030 Description of central and field organization of South Puget Sound Community College District 24. South Puget Sound is a community college district organized under RCW 28B.50.040. The district administrative office and its staff are located at South Puget Sound Community College, 2011 Mottman Road, S.W., Olympia, Washington 98502.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-030, filed 10/18/88.]

WAC 132X-10-040 Operations and procedures. The college is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet on the South Puget Sound Community College campus in accordance with public notice and hold such special meetings as are announced by public notice. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-040, filed 10/18/88.]

WAC 132X-10-050 Public records available. All public records of the college, as defined in WAC 132X-10-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132X-10-100.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-050, filed 10/18/88.]

WAC 132X-10-060 Public records officer. The college's public records shall be in the charge of the public records officer designated by the president. The public records officer shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally ensuring