

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION
(Instruction for Completion on Back of Page)

FROM: Community College District VIII
(Name of Institution)

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

The enclosed Permanent rules
Emergency rules , being order No. 3

relating to (Name of rules or description of subject matter)

An affirmative action program for Community College District VIII,
pursuant to State Board for Community College Education Resolution
No. 71-70

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

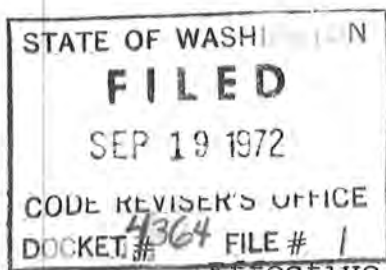
pursuant to Notice No. 3640 ① filed with the code reviser
on Sept. 1, 1972 ② were regularly adopted as permanent rules of this
(date)
institution at Bellevue Community College on 9/5/72 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be _____ . ③

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

pursuant to its finding 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 are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this _____ 6th _____ day of _____ September _____ 1972.



Community College District VIII
(INSTITUTION)
Merle E. Landerholm
By Merle E. Landerholm
Secretary - Board of Trustees
Title

[Form CR-5]

- 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) (1971 1st ex.s. c 57 §5 (2)). Leave this space blank except in such special cases.

STATE OF WASHINGTON
COMMUNITY COLLEGE DISTRICT #8
BOARD OF TRUSTEES

RESOLUTION NO. 23

Administrative Order No. 3

A RESOLUTION Relating to an affirmative action program for Community College District #8.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #8, STATE OF WASHINGTON:

WAC 132H.148.010 AN AFFIRMATIVE ACTION PROGRAM for Community College District #8, pursuant to State Board for Community College Education Resolution No. 71-70.

are hereby approved and adopted as permanent rules of Community College District #8.

APPROVED AND ADOPTED September 5, 1972.

BOARD OF TRUSTEES

(Absent)

Roy S. Peterson, Chairman
Board of Trustees

Robert F. Hayman, Acting Chairman
Board of Trustees

C. W. Duffy, Trustee

Bob T. Gardner, Trustee

Harriet S. Jaquette, Trustee

ATTEST:

Merle E. Landerholm
Secretary, Board of Trustees

Chapter 132H.148

AFFIRMATIVE ACTION PROGRAM

new
WAC 132H.148.010 TITLE. WAC 132H.148.010 through 132H.148.100 will be known as the Affirmative Action Policy of Community College District VIII.

new
WAC 132H.148.020 EQUAL OPPORTUNITY EMPLOYER. Community College District VIII hereby requires that faculty, administration and staff personnel comply with the spirit and intent of all federal and state statutes related to equal employment opportunities.

Community College District VIII also pledges to do business with agencies, persons, vendors and other organizations who demonstrate equal employment opportunities and establish Affirmative Action Programs.

Community College District VIII will employ personnel on the basis of qualifications and experience without regard to race, creed, color, sex, age or national origin. Through this policy, Community College District VIII will seek positive and affirmative action to help open job and program opportunities and will actively recruit minority group persons and females.

Community College District VIII recognizes the necessity of close working relationships and charges the President of Community College District VIII and his designee, the Affirmative Action Administrator, as well as the Dean of Instruction, the Dean of Student Services, the Business Manager, the Director of Personnel, Division Chairmen, Department Chairmen and all others with the responsibility for actively recruiting qualified minorities to include Native Americans, Chicanos, Asiatics, Blacks and females.

new
WAC 132H.148.030 RESPONSIBILITY FOR ADMINISTRATION AND IMPLEMENTATION. The key to an effective action oriented affirmative action program for Community College District #8 lies in the centralization of responsibility for implementation of the affirmative action program in an affirmative action administrator, and the cooperation of all members of the college community with the Affirmative Action Administrator.

To that end the President of Community College District VIII will appoint an Affirmative Action Administrator who is acceptable to the President. While it is desirable to have an Affirmative Action Administrator on a full-time basis, it is also realized that budgetary limitations may require that this individual have other responsibilities. These other responsibilities shall be compatible with, and compliment, the responsibilities of the Affirmative Action Administrator to assure an action oriented program of minority and female recruitment in Community College District VIII.

Overall supervision and responsibility of the affirmative action program for Community College District VIII lies with the Affirmative Action Administrator. To this end the Administrator shall be responsible for effecting the following programs.

(1) The identification of problem areas (deficiencies) by organizational units and job classification. This study shall be updated each year.

(2) The auditing of reports by supervisory personnel as to progress in achieving representation by minority group members and females in all phases of college employment.

(3) Consultation with supervisory personnel prior to any new employment by the district. The supervisory personnel must satisfy the Affirmative Action Administrator that they have a plan for effective recruiting and consideration of minority group members and females for the new position.

(4) Based upon the department and category deficiency analysis and projections of future employment, the Affirmative Action Administrator, in cooperation with the Affirmative Action Committee, will periodically prepare specific action oriented goals and time tables for minority and female employment on a departmental and categorical basis, in Community College District VIII. These goals and time tables will be realistically set and upon projections of new employment on a departmental basis. These goals shall be in keeping with the overall college goals stated in this affirmative action program for the effective implementation of equal employment opportunity in Community College District VIII.

(5) The Affirmative Action Administrator shall be responsible for learning of new developments concerning federal and state requirements as to employment of females and minorities and shall be responsible for the dissemination of all new developments to supervisory personnel.

(6) The Affirmative Action Administrator shall examine job criteria in Community College District VIII for various positions to insure that all job criteria are directly related to job performance to insure that unnecessary impediments to minority or female hiring are removed where job performance would not be adversely affected.

new

WAC 132H.148.040 AFFIRMATIVE ACTION COMMITTEE. The President of Bellevue Community College will appoint an Affirmative Action Committee whose composition is at the discretion of the President, to be chaired by the Affirmative Action Administrator.

The Board of Trustees reiterates its commitment to equal employment opportunity in Community College District VIII and charges the Affirmative Action Committee with the responsibility of formulating departmental and job classification goals to aid in implementation of its affirmative action program. The committee's major responsibility will be to oversee and evaluate effectiveness of the college's affirmative action program.

(1) The Affirmative Action Committee will determine that all personnel charged with the responsibility for recommending minority groups and females are actively complying with the affirmative action policy.

(2) In conjunction with the Affirmative Action Administrator the Affirmative Action Committee shall be responsible for setting goals and time tables on a department and job classification basis for employment in Community College District VIII.

These goals and time tables should be attainable in terms of the deficiency analysis prepared by the Affirmative Action Administrator, and the employment possibilities at the college. These goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work.

These departmental and job classification goals shall be based upon the requirements for establishment of goals and time tables and Revised Order No. 4, CFR Section 60-2.12.

These goals shall be designed to correct identifiable deficiencies and should be significant, measurable and attainable. Following an analysis of the deficiencies on a departmental and job classification basis, in some areas numerical or percentage goals may be considered relevant. In these cases the Affirmative Action Committee shall develop such numerical and percentage goals based upon Section 60.2.11 of Revised Order No. 4.

The periodic setting of goals and time tables by the Affirmative Action Committee shall be considered an integral part of this affirmative action program, and these goals and time tables shall be considered as incorporated into this affirmative action program of Community College District VIII.

(3) In conjunction with the Affirmative Action Administrator, the Affirmative Action Committee shall examine the progress of minority and female hiring on a departmental basis and determine in what areas these goals have not been met.

(4) The Affirmative Action Committee shall have the responsibility for developing goals and evaluating the progress of the affirmative action program in Community College District VIII. The primary responsibility for implementation and effectiveness of the affirmative action program in Community College District VIII lies with the Affirmative Action Administrator, and it is the Administrator's responsibility to secure cooperation from all supervisory personnel in fulfilling the goals and time tables established by the Affirmative Action Committee.

(5) The Affirmative Action Committee shall explore areas of unintentional discrimination and communicate these to the President for remedying.

(6) The Affirmative Action Committee shall be responsible for the formulation of plans to include minority groups and females in job categories not presently filled by members of the categories.

new

WAC 132H.148.050 PERSONNEL RECRUITMENT. The Affirmative Action Administrator will have the responsibility for contacting agencies such as the local branch of the Urban League, Washington Multi-Service Office, the Seattle Opportunities Industrialization Center and other bona fide agencies that maintain lists of potential minority group and female employee candidates. These agencies are to be contacted either in writing, by telephone or in person advising of the vacancies at the college and inviting these agencies to provide the college with names, addresses and telephone numbers of persons of minority groups or females that may be available for interviews. The Affirmative Action Administrator will furnish lists of available candidates to all supervisory personnel and the Director of Personnel engaged in hiring new employees, and will assure that the process by which all new hiring takes place will give effective opportunity to minority and female candidates and will aid in the process of increasing minority and female representation at all levels of college employment.

For purposes of the affirmative action program new hiring includes the hiring of all classified and exempt employees, all academic personnel, including part-time employees and the filling of any full-time academic position. When a full time academic position becomes open the Affirmative Action Administrator is to insure that all candidates including present part-time personnel are given fair consideration and that recruiting and interviewing takes place among minority and female applicants to secure an increasing representation of minority and female applicants at all levels of college employment.

new

WAC 132H.148.060 UTILIZATION ANALYSIS. For purposes of compiling audits of departmental and job category deficiencies and progress made in these categories, division chairmen and administrative supervisors will submit to the Affirmative Action Administrator on or before the last day of the spring quarter each year a report concerning the operation and effectiveness of the affirmative action program in his respective administrative unit or division.

The person writing this report shall be familiar with the date required by Section 60.2.11 of Revised Order No. 4, and shall include sufficient data to enable the Affirmative Action Administrator to comply with the required utilization analysis.

In cases in which the Affirmative Action Committee has previously

noted deficiencies within the responsibility of the supervisor, the supervisor shall report on the progress made to rectify the deficiency, and shall give reasons why any deficiencies may still exist.

new

WAC 132H.148.070 COMPLAINT OF DISCRIMINATION GRIEVANCE PROCEDURE.

Any individual who feels he or she has been discriminated against in matters of employment by either the college or individual members of the college for reasons of sex, color, ethnic origin, national origin or age may file a complaint. He or she should first file a complaint with his or her immediate supervisor. If it is not resolved at this level to the complainant's satisfaction within fifteen (15) days, he should file a written complaint with the Affirmative Action Committee. If the complaint isn't satisfactorily resolved by the Affirmative Action Committee, the complainant should be guided by the Community College District VIII grievance procedures in the Faculty Handbook.

If the complainant is not a member of the college community he or she should file their complaint with the Affirmative Action Administrator. The complaint shall be in writing. Within fifteen (15) days, the Affirmative Action Administrator will investigate the complaint by interviewing all parties involved. The parties involved will be requested to document in writing their part in the complaint. The Affirmative Action Administrator will compile a written report with his findings and recommendations to the President.

If necessary, the President or his designee will meet and confer with the complainant and other involved parties in order to provide them an opportunity to offer any additional information. Within fifteen (15) days of receiving the written report, the President will inform the complainant of his decision.

new

WAC 132H.148.080 DISSEMINATION. To assure that all members of the staff with employment-recommending-authority understand and comply with our affirmative action policy, a copy of this policy and procedures will be issued to all supervisory personnel. At the time a new employee is hired, the policy will be explained and the procedures are to be read by the new employee. All employees of the district, current and newly hired, will be furnished a copy of the affirmative action policy and implementation procedures.

At periodic intervals the Affirmative Action Administrator will conduct a meeting at which all supervisory personnel who have any hiring responsibilities will be informed of the methods for compliance with Community College District VIII's affirmative action program. At this meeting supervisory personnel will be reminded that the affirmative action program requires that prior to any hiring the supervisory personnel must satisfy the Affirmative Action Administrator as to the departmental compliance with the affirmative action program.

new

WAC 132H.148.090 PURCHASING SUBCONTRACTORS. The college will incorporate the Equal Opportunity Clause in each non-exempt first-tier subcontracting purchase order having a face value of \$10,000 or more and contractors and subcontractors will be required to assure compliance with the provisions of federal Executive Order No. 11246 as it pertains to them. Such compliance is a requirement for participation in the bidding process

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of Community College District VIII, and only qualified vendors and agents shall be invited to bid.

new WAC 132H.148.100 PUBLIC WORKS PROJECTS. Public works contracts for Community College District VIII are administered through the Department of General Administration, Division of Engineering and Architecture, Olympia, Washington. Contractors are expected to comply with the state and federal rules and regulations pertaining to public works contracts as specified by the Department of General Administration.