

TRANSMITTAL OF RULES ADOPTED BY INSTITUTION OF HIGHER EDUCATION

FROM: Community College District VIII  
(Name of Institution)

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

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

Special Grievance Procedures for Community College District VIII

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

pursuant to Notice No. 7680 (1) filed with the code reviser  
on July 26, 1977 (2) were regularly adopted as permanent rules of  
(date)  
this institution at Bellevue Community College (place) 9-13-77 (date) and are herewith  
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 13th day of September 1977.

STATE OF WASHINGTON  
**FILED**  
OCT 3 1977

Community College District VIII  
(INSTITUTION)  
Thomas E. O'Connell  
BY \_\_\_\_\_  
Secretary, Board of Trustees

CODE REVISER'S OFFICE  
DOCKET # 8530 FILE # 2  
8529

\_\_\_\_\_  
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.

FORM OF ORDER BY BOARD, COMMISSION, COUNCIL

State of Washington

BOARD OF TRUSTEES

(name of governing body)

COMMUNITY COLLEGE DISTRICT VIII - BELLEVUE COMMUNITY COLLEGE

(name of institution)

Resolution No. 104

Administrative Order No. 53

(1) Be it resolved by the board of Trustees

of the Community College District VIII - Bellevue Community College of the State of Washington, (institution)

ALTERNATIVE A. Use only for Adoption of Permanent Rules.

after due notice and in a meeting open to the public, held at Bellevue Community College 3000 Landerholm Circle S.E., Bellevue Washington 98007 on September 13, 1977 as required by chapters 28B.19 and 42.30 RCW, do promulgate and adopt as permanent rules of this governing body, the annexed rules:

Special Grievance Procedures for Community College District VIII

ALTERNATIVE B. Use only for Adoption of Emergency Rules.

promulgate and adopt as emergency rules of this governing body, the annexed rules:

We, find that an emergency exists and that the foregoing order 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 public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(2) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the Community College District VIII - Bellevue Community College

(institution)

as authorized in RCW 28B.50.140

(3) This order after being first recorded in the order register of this governing body shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED September 13, 1977

By Thomas E. O'Connell Secretary, Board of Trustees

Title

NOTE:

<sup>1</sup>Pursuant to WAC 1-13-040, each rule-making order adopted by an institution of higher education shall incorporate the most specific, but in no case omit all of the following language alternatives when adopting or amending rules:

(a) The most specific reference shall be to a section of law which the rule is implementing, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ and is intended to administratively implement the statute."

(b) The next specific reference, and one which shall be used only if paragraph (a) of this subsection is not applicable, shall be to that portion of an act which directs an agency to adopt rules and regulations as necessary to implement the act, and shall be quoted as follows: "This rule is promulgated pursuant to RCW \_\_\_\_\_ which directs that the (agency) has authority to implement the provisions of (name of act or RCW citation)."

(c) The least specific reference, and one which shall be used only if paragraphs (a) and (b) of this subsection are not applicable, is one which indicates that the rule is promulgated under the agency's broad rule-making authority—either in the agency enabling legislation or chapter 34.04 RCW, and shall be quoted as follows: "This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW \_\_\_\_\_."

STATE OF WASHINGTON  
COMMUNITY COLLEGE DISTRICT VIII  
BOARD OF TRUSTEES

RESOLUTION NO. 104

Administrative Order No. 53

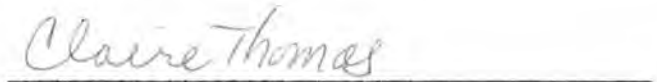
A RESOLUTION relating to the adoption of permanent rules for Community College District VIII - Special Grievance Procedures for Community College District VIII.

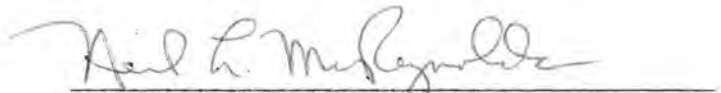
WAC 132H-152-100 through WAC 132H-152-130 - Special Grievance Procedures for Community College District VIII are hereby filed as permanent rules.

APPROVED AND ADOPTED September 13, 1977.


BOARD OF TRUSTEES

  
Delores E. Teutsch, Chairperson


  
Claire Thomas, Vice-Chairperson

  
Neil L. McReynolds, Trustee

  
Mary McKinley, Trustee

  
Patricia McGlashan, Trustee

ATTEST:

  
Thomas E. O'Connell  
Secretary, Board of Trustees

Chapter 132H-152

SPECIAL GRIEVANCE PROCEDURES

FOR

COMMUNITY COLLEGE DISTRICT VIII

NEW SECTION

WAC 132H-152-100 SPECIAL GRIEVANCE PROCEDURES FOR COMMUNITY COLLEGE DISTRICT VIII. Chapter WAC 132H-152 shall be known as Special Grievance Procedures for Community College District VIII.

NEW SECTION

WAC 132H-152-110 PREAMBLE. Community College District VIII is covered by Title IX prohibiting sex discrimination in education. It is the policy of Community College District VIII to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment.

NEW SECTION

WAC 132H-152-120 GRIEVANCE PROCEDURE. Any applicant for admission, enrolled student, applicant for employment or employee of Community College District VIII who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by: (1) Step 1: Informal Meeting. Requesting an informal meeting with the individual believed to have committed the alleged discriminatory act and attempt to informally resolve the concern.

(2) Step 2: Title IX Official Hearing. If not satisfied by the results of the Informal Meeting, the Complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer. Within 30 days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to both the Complainant and the person to whom the complaint is directed. It shall be at the discretion of the Complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the Complainant requests a single meeting, that meeting shall be attended by the Complainant, the person to whom the complaint is directed and the Title IX officer who will chair the meeting.

(3) Step 3: Presidential Appeal. If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the Complainant or the person to whom the complaint is directed may request an appeal to the College President in writing within 10 days after receiving the written results of Title IX Official Hearing. Within 15 days after receiving the written request, the College President or the president's designee will conduct the Presidential Appeal hearing and report the findings in writing to both the Complainant and the person to whom the complaint is directed.

(a) The College President or designee, the Title IX officer, the Complainant and the person to whom the complaint is directed shall attend the Presidential Appeal hearing. The College President or presidential designee shall preside.

(b) Either the Complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(c) The written findings of the Presidential Appeal will generally be considered final with the following provisions:

(i) The President will communicate his/her written findings to the Board of Trustees, Community College District VIII.

(ii) The Board of Trustees shall accept the written findings as presented or at their discretion offer the Complainant a Board Appeal.



(4) Step 4: Board Appeal. The Board of Trustees shall invite within 30 days of their decision to conduct a Board Appeal, the College President or his designee, the Title IX officer, the Complainant and the person to whom the complaint is directed, to a meeting to be presided over by the Chairperson of the Board of Trustees or his/her designee.

(a) Either the Complainant or person to whom the complaint is directed may have witnesses present at the discretion of the Board Chairperson.

(b) The written findings of the Board Appeal will be communicated to the Complainant in writing within 30 days after the Board hearing.

#### NEW SECTION

WAC 132H-152-130 APPEALS BEYOND INSTITUTIONAL LEVEL. If desired, inquiries or appeals beyond the institutional level may be directed to:

(1) Regional Director - Office of Civil Rights, HEW - 1321 Second Avenue - Seattle WA 98101.

(2) The Equal Opportunity Commission - 705 Second Avenue - Seattle WA 98101.

(3) Human Rights Commission - 402 Evergreen Plaza Building - 7th and Capitol Way - Olympia WA 98504.