

NOTE TO FILE:

By telephone on September 14, 1970 I talked with President Esvelt's secretary. The Order 70, filed 5/1/70 showed new chapter 132S-16 Appointing Authority.

Since 132S-16 has already been designated for another chapter they will change their records to show this chapter as 132S-18. A letter to this effect will be sent to us. Since these sections are new no further action is needed. These sections will appear in Supplement #6 (9/1/70)

Loma L. Barmore

TRANSMITTAL OF RULES ADOPTED

FROM: COMMUNITY COLLEGE DISTRICT NO. 19  
(Name of Agency)

TO: CODE REVISER  
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)  
Olympia 98501

The enclosed Permanent rules  , being order No. 70-  
Emergency rules   
relating to (Name of rules or description of subject matter)

1. The adoption of rules designating the appointing authority at Columbia Basin College pursuant to Chapter 28.75 RCW;
2. The adoption of rules exempting certain employees in positions from the Higher Education Personnel Law, Chapter 28.75 RCW.

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

pursuant to Notice No. 2618 ① filed with the code reviser on 4/9/70 ② were regularly adopted as permanent rules of this agency at Pasco, Washington on 5/4/70 and are herewith filed in the office of the code reviser pursuant to chapter 34.04 RCW. The effective date of such rules shall be 5/6/70 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 agency at \_\_\_\_\_ on \_\_\_\_\_ and are herewith filed in the office of the code reviser pursuant to chapter 34.04 RCW.

Dated this fifth day of May 19 70.

BOARD OF TRUSTEES,  
COMMUNITY COLLEGE DISTRICT NO. 19  
(AGENCY)

STATE OF WASHINGTON  
**FILED**  
MAY - 7 1970  
CODE REVISER'S OFFICE  
KET # 2860 FILE # 1

By Genell Davis  
Chairman, Board of Trustees  
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 34.04.040. LEAVE THIS SPACE BLANK EXCEPT IN SUCH SPECIAL CASES.

Chapter 132S-16

APPOINTING AUTHORITY

WASHINGTON STATE COMMUNITY COLLEGE DISTRICT NO. 19

COLUMBIA BASIN COLLEGE

NEW

WAC 132S-16-010 DESIGNATION OF APPOINTING AUTHORITY.

Pursuant to WAC 251-04-020(2), the position of "appointing authority" at Columbia Basin College is designated:

(1) The president or the person occupying the position of president at Columbia Basin College is denominated as the "appointing authority" for purposes of Chapter 28.75 RCW at Columbia Basin College.

(2) The president of Columbia Basin College is delegated authority by written order of the board of trustees to terminate, suspend, reduce or demote any classified employee at Columbia Basin College without the prior approval of the board of trustees. Additionally, the president of Columbia Basin College, as the appointing authority, is authorized to make such appointments of eligible persons to classified positions at Columbia Basin College.

NEW

WAC 132S-16-020 CLASSIFIED EMPLOYEE EXEMPTIONS.

Pursuant to RCW 28.75.040, the following positions at Columbia Basin College and in Community College District No. 19, State of Washington, are deemed exempt from the provisions of Chapter 28.75 RCW:

- (1) Members of the board of trustees;
- (2) President;
- (3) Administrative officers:

(a) Administrative assistant for business or financial affairs;

- (b) Dean of students;
- (c) Dean of instruction;
- (d) Associate dean for occupational education;
- (e) Associate dean for academic transfer;
- (f) Associate dean for community service.

(4) All employees of Community College District No. 19 who are either probationary faculty appointees or tenured faculty appointees pursuant to RCW 28.85.850 through RCW 28.85.869;

(5) All directors and assistants to the president and administrative officers:

- (a) Director of evening programs;
- (b) Director of admissions;
- (c) Director of guidance;
- (d) Director of student activities;
- (e) Director of placement;
- (f) Director of federal programs;
- (g) Director of athletics;
- (h) All other heads of administrative divisions.

(6) Public information officer and research director;

(7) Executive secretary to the president;

(8) Professional consultants under contract and all student employees.

NEW

WAC 132S-16-030 EFFECTIVE DATE. The effective date of this rule shall be the date the same are filed with the office of the code reviser.



columbia basin college

September 14, 1970

2600 n. chase avenue  
pasco, washington 99301

Richard White  
State Code Reviser  
Legislative Building  
Olympia, Washington

Attn: Mrs. Loma Barmore

Dear Mrs. Barmore:

Pursuant to our telephone conversation on this date, please be advised that due to duplication of numbers Chapter 132S-16 APPOINTING AUTHORITY is to be changed to Chapter 132S-18. New rules under Chapter 132S-18 will be as follows:

from WAC 132S-16-010 DESIGNATION OF APPOINTING AUTHORITY.

to WAC 132S-18-010 DESIGNATION OF APPOINTING AUTHORITY;

from WAC 132S-16-020 CLASSIFIED EMPLOYEE EXEMPTIONS.

to WAC 132S-18-020 DESIGNATION OF APPOINTING AUTHORITY;

from WAC 132S-16-030 EFFECTIVE DATE.

to WAC 132S-18-030 EFFECTIVE DATE.

I hope this numbering change will not inconvenience you greatly.

Sincerely,



Fred L. Esvelt  
President

jd



Columbia Basin  
College

Note to File

1325-17-010 (actually 1325-16-485,  
repealed by order 70-2, filed 3/9/70 -  
this is for clarification)

---

Also;

1325-16-189 repealed by some  
order was meant to read  
1325-16-481 (typing error)

letter of verification to  
be received

---

Shirley  
#5 2074

pel 5/18/70

Letter



columbia basin college

OFFICE OF THE PRESIDENT

2600 n. chase avenue  
pasco, washington 99301

May 27, 1970

Richard White  
Code Reviser  
Legislative Building  
Olympia, Washington

Dear Mr. White:

WAC 132S-16-090 PAYROLL OFFICE, policy adopted by Board action on July 1, 1968, after proper notification to your office, was typed erroneously when submitted to your office. I am attaching a correctly typed section and also sections of the Board of Trustees meeting minutes whereby the original rules were adopted. They were adopted as the attached corrected copy indicates, the error was made in typing the copy to submit to your office.

Would you please make the necessary corrections on your copy of this rule?

Thank you.

Sincerely,

Fred L. Esvelt  
President

jd

FLE/jd

enclosures

*Correction made  
in Sept. # 5  
Letter to Ed Miller*

MINUTES OF  
BOARD OF TRUSTEES MEETING  
MAY 6, 1968

The meeting was called to order by Chairman Tommy W. Ambrose.  
The following were in attendance:

Mr. Davis  
Mr. Adams  
Mr. Bowers  
Mr. Perrigo  
Dr. Esvelt  
Dr. Marking  
Mr. King  
Mr. Munson  
Miss Nordin  
Miss Schilberg  
Mr. Askegaard  
Mr. True  
Mr. Tucker  
Mr. Timmons  
Mr. Leith  
Mr. Heritage, student  
Ralph Worsham, Tri-City Herald

MOTION

Mr. Davis moved that the minutes of the meeting of April 8, 1968 be approved as presented. Mr. Bowers seconded the motion which carried unanimously.

PRE-APPRENTICE CARPENTRY PROGRAM

Dr. Esvelt pointed out to the Board that they had previously reviewed the pre-apprentice carpentry program outline as prepared by Mr. McInnis, Director of Technical Vocational Education. It has been approved by the Columbia Basin College Curriculum Committee and the State Board has approved it to the extent of \$4500. The initial cost of the program the first year is estimated to be \$12,000. Dr. Esvelt recommended the Board's approval of the program contingent upon additional funds from the Coordinating Council for Occupational Education.

MOTION

Mr. Davis moved that the Pre-Apprentice Carpentry program be approved contingent upon proper funding. Mr. Bowers seconded the motion which carried unanimously.



## POLICY STATEMENTS

The Board had previously reviewed proposed policy statements in the areas of personnel, student affairs, and business. Presented at this time were policies on instruction and curriculum.

Dr. Esvelt informed the Board that he is also distributing the proposed policies to the Faculty Senate for their perusal with some changes expected. He stated that he hopes to present the final drafts of the policy statements to the Board as a package at the June meeting for subsequent final approval.

After some discussion, it was the consensus of the Board that the intent to adopt policies should be filed with the State Code Reviser as required by the Legislature.

### MOTION

Mr. Perrigo moved that the Code Reviser of the State of Washington be advised as required by law of the intent of the Board of Trustees to adopt policies in the areas of personnel, student affairs, business and curriculum and instruction at the June 3rd Board meeting.

Mr. Davis seconded the motion which carried unanimously.

## BUDGET DISCUSSION

The administration presented a list of repairs and/or purchases that should be taken care of during the forthcoming year. It is up to the Board to decide which items are to be given priority and which are to be deferred until the following year.

Mr. Perrigo suggested that the Board approve the recommendations of the president on the priority to be given the items.

Dr. Esvelt pointed out that his recommendations were not necessarily the consensus among the administration. Some of the items, such as roof repair, have been on deferred maintenance for many years and must be taken care of soon.

### MOTION

Mr. Perrigo moved that the Board approve the priorities as recommended by Dr. Esvelt for maintenance and operation expenditures to total \$50,000. Mr. Adams seconded the motion which carried unanimously.

1-1-68

## NEW PROGRAMS

Dr. Marking elaborated to the Board on the proposed new program entitled Public Safety Institute. The first course to be offered under this program will be in the nature of a police academy and will start in the fall of this year. Olympic and Everett Community Colleges have similar programs which have been very successful. A trainer, Mr. Steven Bishopp from Olympia, will come to Columbia Basin College to train local police officers who may be used as instructors in the course in the fall. This training will take place for one week during this summer. Dr. Marking stated that he had had excellent cooperation from the local community personnel involved, the municipal people have been very helpful and aggressive. There seems to be much enthusiasm relative to the course.

Mr. Davis moved that the Board approve the proposed program entitled Public Safety Institute with a police academy as the first course offering in the fall. Mr. Perrigo seconded the motion which carried unanimously.

## DISPOSITION OF BOARD POLICIES

Mr. Adams moved that the Board approve policies as presented in the following areas as recommended by the administration - Business Policies, Curriculum Policies, Instructional Programs Policies, and Personnel Policies with the policy under Personnel Policies pertaining to sabbatical leave, 6. b., corrected to read as follows:

- b. Employees receiving sabbatical leave shall, by accepting such leave, agree to return to the community college for a period of at least one academic year or shall refund to the community college the full amount of the stipend within a period of one calendar year following the termination of the leave.

The motion was seconded by Mr. Davis and carried unanimously.

Dr. Esvelt indicated that he was sure that some changes would be necessary but that adopting these policies would give the college a point of departure relative to policies to begin the year with.

## LONG RANGE PLANNING REPORT

Dr. Esvelt reported that Mr. Munson, Dr. Marking and himself had met with Mr. Brooks, architect, to work out the final presentation of CBC's long range plan. A brochure, a public presentation on September 16, and special invitations to selected citizens, including press, radio and television is tentatively planned. Mr. Brooks will be asked to submit cost estimates for the presentation as soon as possible.


## CAPITAL FUND REQUEST FOR 1969-71 BIENNIUM

The capital fund request for the 1969-71 biennium is an up-dated version of

WAC 132S-16-090 PAYROLL OFFICE. Pay day will be the last working day of each month. Employees working less than 12 months will have their annual salary divided by the number of working months. Part-time supplemental time worked will be paid on the 15th of each month.

All overtime must be approved in advance.

It is the responsibility of each individual to notify the payroll officer of any additions or changes in his payroll deductions. This must be done by the 15th of the month in which it is to become effective.



columbia basin college

May 15, 1970

2600 n. chase avenue  
pasco, washington 99301

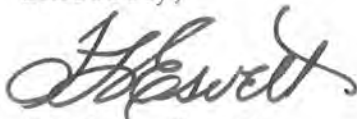
Richard White  
Code Reviser  
Legislative Building  
Olympia, Washington

Dear Mr. White:

Permanent Rules No. 70-2, Code of Conduct, filed March 5, 1970, indicate that WAC 132S-17-010 is repealed. WAC 132-17-010 was previously changed to WAC 132S-16-485, Campus Conduct. WAC 132-16-485 is therefore repealed since WAC 132S-17-010 is non-existent.

Also in Order No. 70-2, WAC 132S-16-181 is repealed. This is evidently a typographical error since there is no WAC 132S-16-181. WAC 132S-16-481, Off Campus Student Invited Speakers, should be repealed. It is the WAC rule replaced by WAC 132S-12-080.

Sincerely,



Fred L. Esvelt  
President

FLE/jd



*Low  
5/19/70  
L.H.H.*