

Title 132C WAC

COMMUNITY COLLEGES--OLYMPIC COMMUNITY COLLEGE

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- 132C-104** Bylaws and standing orders of governing boards.
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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132C-12

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- 132C-12-010 Uniform classified personnel rules. [Order 6, § 132C-12-010, filed 10/8/70.] Repealed by Order 15, filed 6/18/76. Later promulgation, see Title 251.

Chapter 132C-10 WAC

BOARD OF TRUSTEES—POLICIES—BYLAWS

WAC

- 132C-10-010 Distribution of printed material on campus.
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DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132C-10-005 Noncollege speakers. [Order, § 132C-10-005, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
- 132C-10-025 Summer school. [Order, § 132C-10-025, filed 4/15/68.] Repealed by Orders 4928 and 12, filed 12/2/74 and 12/13/74.
- 132C-10-040 Name, composition, and powers of the board of trustees. [Order 68-2, § 132C-10-040, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-045 The board of trustees of Community College District Number III. [Order 68-2, § 132C-10-045, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-050 Special provision relating to the board of trustees. [Order 68-2, § 132C-10-050, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-055 Officers of the board. [Order 68-2, § 132C-10-055, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-060 Powers and duties of officers. [Order 7, § 132C-10-060 (3) and (4), filed 10/8/70; Order 68-2, § 132C-10-060, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-065 Committees. [Order 68-2, § 132C-10-065, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.

- 132C-10-070 Meetings. [Order 7, § 132C-10-070 (1), filed 10/8/70; Order 68-2, § 132C-10-070, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-075 Seal. [Order 68-2, § 132C-10-075, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-080 Board legislation. [Order 68-2, § 132C-10-080, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-085 Procedure. [Order 68-2, § 132C-10-085, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.
- 132C-10-090 Business procedure. [Order 68-2, § 132C-10-090, filed 5/24/68.] Repealed by Order 4433, filed 1/24/74.

WAC 132C-10-010 Distribution of printed material on campus. Publications, handbills, leaflets, statements, and similar materials EXCEPT THOSE WHICH ARE COMMERCIAL, OBSCENE OR UNLAWFUL IN CHARACTER—may be distributed without review or approval by any regularly enrolled full-time student, faculty or staff member or recognized group of students enrolled at Olympic College. It is to be understood that such materials do not necessarily represent the views of the college, its faculty, student body or staff. Such materials may be distributed from authorized public areas in the Student Center and at any outdoor area on the campus consistent with the maintenance of college property, with the free flow of traffic and persons, and not in a manner which in itself limits the orderly operation of college affairs.

All such materials shall INDICATE THE NAME OF THE SPONSORING PERSON OR STUDENT ORGANIZATION, and its chairman, by which the distribution is made. Distribution of any printed materials by persons not members of the college community shall be prohibited unless approved in advance by the college president or his designee. [Order, § 132C-10-010, filed 4/15/68.]

WAC 132C-10-015 Publications. All printing requests such as programs, recruitment or departmental brochures, booklets, catalog or any other printed matter that requires an expenditure from college funds must be coordinated through the office of Public Relations. Help in lay-out and design will be provided. The most economical method of production will be secured and all charges will be made to the appropriate departmental budget. [Order, § 132C-10-015, filed 4/15/68.]

WAC 132C-10-020 Rental of Olympic College facilities by noncollege organizations or individuals. It shall be the policy of Community College District No. 3 to allow rental of the Olympic College facilities when they

are not previously scheduled for college use to noncollege organization or any individuals upon approval by the president of the college and in accordance with administrative regulations. [Order, § 132C-10-020, filed 4/15/68.]

WAC 132C-10-030 Addition of courses to the curriculum. In addition to the basic program, additional courses may be offered (1) on a trial basis, (2) as a special service to the community, or (3) to meet a specific occupational need which has not been previously anticipated, when financial and other arrangements are feasible and regulations regarding scheduling and appointment of instructors have been met. [Order, § 132C-10-030, filed 4/15/68.]

WAC 132C-10-035 Deletion of courses from the curriculum. Courses may be dropped from the curriculum by the same procedure as for addition. Courses not offered in any two consecutive years shall be automatically dropped and deleted from the college catalog. [Order, § 132C-10-035, filed 4/15/68.]

WAC 132C-10-095 Reduction in staff. (1) Budgetary Review. (a) A standing committee on Personnel and Finance shall be selected by the Negotiating Agent of the Olympic College Faculty, to review continuously the budget, starting at the beginning of each school year, to determine the financial status of the college. (i) The committee shall consist of five faculty members appointed yearly by the elected Negotiating Agent of the Olympic College Faculty. (ii) The committee shall be given ready access to all information pertaining to the budget and may call on the Business Manager of Olympic College and the Chairman of the Salary Committee to aid in its investigations. (b) Each administrative division and each department of the college will initiate during fall quarter a study of its personnel and finances.

(2) Procedures. (a) Faculty involvement in decisions in the event of financial and/or program exigencies shall include the following: (i) The Board of Trustees agrees to the principle that decisions on curtailment of programs and/or staff are of prime concern to the Faculty of Olympic College and require participation of the faculty in the actions taken. (ii) The president and the faculty will investigate and consider other budgetary reductions prior to staff reductions. (iii) The president and the faculty will identify the programs to be suspended or curtailed and/or the number of positions to be vacated. (b) The president and the Committee on Personnel and Finance will study the budget to determine what services and programs could be suspended or curtailed without reduction in personnel. These should include, but are not limited to, reduction or justification of supplies, travel, maintenance, and operation. Programs will be curtailed or justified on the basis of current need and service to students and the college. No salary schedule improvement or sabbatical leave for either faculty or administration shall be included in the budget consideration, except for increments and state mandated and financed adjustments. All studies, data, and information will be made available for this determination by

administrative offices, departments and faculty concerned. The president and the committee will arrive at the maximum dollar value (figure) that can be realized in this manner. (c) If the dollar value arrived at under Section 2, clause (b) is not sufficient to meet the exigency, the president and the Committee on Personnel and Finance will next determine the number of classified, faculty, and administrative positions that must be vacated. (d) The president and the Committee on Personnel and Finance will determine the number of employees leaving the college for reasons of retirement, transfer, normal resignation, nonrenewal of contract or other reasons and determine to what extent these vacancies or any positions can be filled with existing staff. (e) The president and the Committee on Personnel and Finance will determine the classified and administrative positions which could be vacated. (f) If all previous reductions fail to meet the amount necessary to adjust the budget, the president and the Committee on Personnel and Finance will request the Instructional Services Council to recommend areas or programs in which the reduction in staff could be made, and the number of reductions in faculty personnel to be requested of each department, and will consider the Instructional Services Council recommendations. (g) The president will recommend the number of classified, administrative and faculty personnel reductions to the Board of Trustees for its approval. In the event that the Committee on Personnel and Finance does not agree with the president the differences shall be reported to the Board of Trustees by the president and the Negotiating Committee for final decision. While the Negotiating Committee will be the spokesman for the faculty, the Chairman on Personnel and Finance may be present to assist the negotiators. (h) The appropriate Dean and the Department Chairman will be notified by the president of the number of faculty reductions approved by the Board of Trustees. The affected department, its chairman and the appropriate dean will then designate the person or persons to be released on the basis of criteria listed in Section 3 of this document and will make their recommendations to the president. Prior to submission to the board, the president will notify the person or persons he is designating for dismissal and will submit the names of those persons to a Tenure Review Committee in accordance with the provisions of the Tenure Law. After clearance by the Tenure Review Committee, the president will then submit the name of the person or person[s] to be related to the Board of Trustees. (i) A member affected by the reduction in staff will be notified by the president within five days of the board's decision. Any staff member so notified has recourse under provision of the Working Agreement and applicable state law. (See Article VI, Section 2 of the Working Agreement and RCW ch. 283, Sec. 32-45) [RCW 28B.50.850-28B.50.869]. (j) If a faculty member's appointment is terminated because of financial exigency resulting in discontinuance of a program or reduction in staff, the released faculty member's place will not be permanently filled within two years unless the released faculty member has been offered reappointment and a reasonable time in which to accept or decline this appointment. All benefits accrued at the

time of the faculty member's separation shall be restored at the time of his reemployment.

(3) Criteria. (a) When decisions on services and programs which should be curtailed or suspended have been made, and the number of positions the reduction requires have been assigned to the respective departments, then the first to be released within a department shall be that faculty member with least service to Olympic College whose release would not cause further curtailment of the remaining instructional program. Prior service in School District 100-C for teachers in full time contractual employment at Olympic College during the 66-67 academic year, shall be deemed to be Olympic College service. (b) In the event that the preceding consideration is equal for two or more instructors the Board of Trustees, following consultation with the dean and the chairman of the affected department, will make the final decision. (c) A faculty member affected by the reduction should be considered for transfer to another department with an opening for which he may be qualified. The appropriate dean and the chairman of the department will recommend such transfers to the president. [Order 70-1, § 132C-10-095, filed 7/7/70.]

Chapter 132C-104 WAC BYLAWS AND STANDING ORDERS OF GOVERNING BOARDS

WAC

- 132C-104-005 Name, composition, and powers of the Board of Trustees.
- 132C-104-010 The Board of Trustees.
- 132C-104-015 Special provision relating to the Board of Trustees.
- 132C-104-020 Officers of the board.
- 132C-104-025 Powers and duties of officers.
- 132C-104-030 Committees.
- 132C-104-035 Meetings.
- 132C-104-040 Seal.
- 132C-104-045 Meeting procedures.
- 132C-104-050 Procedures.
- 132C-104-055 Gifts.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132C-104-070 Meetings. [Order 3422, § 132C-104-070, filed 5/15/72.] Repealed by Order 4433, filed 1/24/74.

WAC 132C-104-005 Name, composition, and powers of the Board of Trustees. (1) Name. The name of the governing Board of Washington Community College District Number Three or Olympic College is: The Board of Trustees of Community College District Number 3, hereafter to be referred to as "The Board of Trustees". For the purposes of these bylaws and any other action of the college, Community College District #3 and Olympic College are synonymous.

(2) Composition and Powers. The composition and powers of the Board of Trustees are those set forth in Title 28B RCW. [Order 4433, § 132C-104-005, filed 1/24/74.]

WAC 132C-104-010 The Board of Trustees. (1) Exercise of Powers. The Board of Trustees shall act only

at meetings called and held as provided herein. All matters coming before the board for determination shall be determined by the vote of the majority of the board members present.

(2) Standing Rules. The Board of Trustees from time to time may adopt Standing Rules, not inconsistent with these bylaws, for the governance of the Olympic College and the conduct of the business of the Board of Trustees, and may amend or repeal the same, in whole or in part, as it may be advised after notice given as hereinafter provided, provided that no Standing Rules shall be adopted, amended, or repealed except by affirmative vote of three members of the Board of Trustees. [Order 4433, § 132C-104-010, filed 1/24/74.]

WAC 132C-104-015 Special provision relating to the Board of Trustees. (1) Contracts. Except when specifically authorized by the Board of Trustees, no trustee may make or enter into any contract on behalf of Olympic College. [Order 4433, § 132C-104-015, filed 1/24/74.]

WAC 132C-104-020 Officers of the board. (1) Designation and Qualifications. The officers of the Board of Trustees shall be chairman and vice chairman, secretary and treasurer. The chairman and vice chairman shall be members of the Board of Trustees. The President of Olympic College shall serve as the secretary and the treasurer of the Board of Trustees.

(2) Election. The Board of Trustees shall elect the chairman and vice chairman. The chairman and vice chairman shall be elected and take office at the first regular April meeting of the board, and shall hold office for one year, or until their successors are elected. In the event of an interim vacancy in the office of chairman or vice chairman, their successors shall be elected to hold office for the unexpired term. [Order 4433, § 132C-104-020, filed 1/24/74.]

WAC 132C-104-025 Powers and duties of officers. (1) Chairman and Vice Chairman. The chairman of the Board of Trustees shall preside at meetings of the Board of Trustees. In the event of his absence or inability to act, the vice chairman shall preside.

The chairman of the board and the vice chairman are severally authorized, on behalf of the Board of Trustees, to execute all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the Board of Trustees, except where express authority is conferred to another body by law or delegated by rule, order, or resolution of the Board of Trustees.

In case of the absence of the chairman and vice chairman from any meeting of the Board of Trustees, or in case of the inability of both of the two to act, the Board of Trustees shall elect for that meeting a chairman PRO TEMPORE, and may authorize such chairman PRO TEMPORE to perform the duties and acts

authorized or required by said chairman or vice chairman to be performed, as long as the inability of these said officers to act may continue.

(2) The President and Secretary. The President of Olympic College shall be the secretary to the Board of Trustees. He shall give public notice of all special meetings of the Board of Trustees. He shall record and keep the minutes of the proceedings of the Board of Trustees. He shall be the custodian of all official records of the Board of Trustees unless otherwise directed by the Board of Trustees. The secretary shall assist all committees of the Board of Trustees and shall cooperate with all other officers of the board as may be requested by it in the performance of their duties. The secretary may certify to any action of the Board of Trustees or its committees, or to the identity, appointment, and authority of officers of the Board of Trustees or to the provisions of the bylaws of the Board of Trustees. The secretary shall cause to be filed or recorded in appropriate offices of public record, or posted, or published, as may be required by law or as may be necessary for the protection of the college, documents and notices which are necessary or appropriate for him to file, or record, or post, or publish, in the performance of his duties. The secretary is authorized and delegated, in the name of the Board of Trustees, the authority to enter into and execute all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases. The secretary shall be custodian of the seal of the Board of Trustees, and where appropriate he shall affix the seal to documents and certificates executed on behalf of the Board of Trustees.

(3) The President and Treasurer. The President of Olympic College shall be treasurer and the business manager shall be the deputy treasurer of the Board of Trustees. The deputy treasurer is authorized to perform any duties of the treasurer. In the name of the Board of Trustees, the treasurer shall receive and take charge of all moneys and property of the Board of Trustees subject to the control and direction of the Board of Trustees. The treasurer is authorized to endorse checks and warrants in the name of the Board of Trustees for deposit in Olympic College accounts. The treasurer shall make such reports on all matters pertaining to the fiscal operations of the Board of Trustees, as shall be requested by the Board of Trustees. The treasurer is authorized to receive such gifts, grants, conveyances, devises and bequests of real and personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law and the regulations of the state board; sell, lease or exchange, invest or expend the same or the proceeds, rents, profits and income thereof according to the terms and conditions thereof; and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits and income thereof. The treasurer is likewise authorized to receive and to issue receipts and releases for any funds or other assets payable or deliverable to the Board of Trustees of Olympic College as

a result of any court action. The treasurer is authorized to disperse funds in accordance with statute.

(4) The President and Employment. The President of Olympic College shall be delegated authority to employ members of the faculty and such other administrative officers and other employees as may be necessary or appropriate and fix their salaries and duties, employ necessary employees to govern, manage and operate the same, and make decisions concerning the appointment, placement, supervision, retention, promotion or dismissal of all employees. The president may delegate this authority.

(5) Special authority of Officers. The officers of the Board of Trustees shall have such powers and shall perform such duties in addition to those in the bylaws set forth as may be delegated to them by the Board of Trustees. [Order 4433, § 132C-104-025, filed 1/24/74.]

WAC 132C-104-030 Committees. (1) Committee of the Whole. The Board of Trustees shall act as a Committee of the Whole for the conduct of its business.

(2) Special Committees. Special Committees may be appointed by the chairman of the board. Special Committees shall act for one year from the date of appointment and shall be considered discharged upon the expiration of said year. [Order 4433, § 132C-104-030, filed 1/24/74.]

WAC 132C-104-035 Meetings. (1) Regular Meetings. One regular meeting of the Board of Trustees shall be held each month. This meeting shall be on the fourth Tuesday and shall begin with a 6:00 p.m. dinner at such place as announced by the secretary. Following the dinner, at 8:00 p.m., the meeting will resume for any formal Board of Trustees action in the Art Lecture Room, A103, Olympic College, Chester Street, Bremerton, Washington.

(2) Study Meetings. Study meetings of the Board of Trustees may be held at such time and place as designated by the chairman. No official action will be taken nor official minutes kept of such meetings.

(3) Special Meetings. The chairman of the Board of Trustees, or a majority of members thereof, may call on 24-hour previous notice special meetings of the Board of Trustees at any time; said notice of the time, place, and the business to be transacted shall be given to each trustee by delivering written notice personally or by mail or as provided in the Open Meeting Act as it is now enacted or hereafter amended.

(4) Executive Sessions. Meetings of the Board of Trustees shall be open to the public except for executive sessions. Executive sessions are restricted to the consideration of subject matters provided in chapter 42.30 RCW as it is now enacted or hereafter amended. Action may be considered and proposed in executive sessions, but official minutes or official action shall be taken only in public meetings.

(5) Quorum. Three trustees shall constitute a quorum of the Board of Trustees for the transaction of business.

(6) Rules of Procedure. The rules contained in Robert's Rules of Order Revised, as copyrighted in 1971

by Isabel H. Robert, shall govern the proceedings at and the conduct of the meetings of the Board of Trustees and its committees, in all cases to which they are applicable and which are not covered in or by the Standing Rules of the Board of Trustees. [Order 4433, § 132C-104-035, filed 1/24/74.]

WAC 132C-104-040 Seal. (1) Design. The seal of Olympic College shall be the following form and design:



(2) Use. The seal shall be used only in connection with the transaction of official business of Olympic College. [Order 4433, § 132C-104-040, filed 1/24/74.]

WAC 132C-104-045 Meeting procedures. (1) Order of Business of the Board of Trustees. The following shall be the order of business at each regular meeting of the Board of Trustees.

- (a) Dinner Meeting
- (b) Approval of the minutes of the last meeting(s)
- (c) President's Report
- (d) Old Business
- (e) New Business
- (f) Personnel

(2) Agenda. Prior to each regular meeting the secretary shall mail or deliver an agenda to each member of the Board of Trustees. [Order 4433, § 132C-104-045, filed 1/24/74.]

WAC 132C-104-050 Procedures. (1) Legislative Matters. The president or his designee(s) shall represent the board and the college in all matters requiring action by the legislature or officers of the state of Washington.

(2) Amendment of Bylaws. The bylaws may be amended by a majority vote of the Board of Trustees acting at a regular or special meeting in accordance with the Higher Education Administrative Procedure Act chapter 28B.19 RCW as now enacted or hereafter amended. [Order 4433, § 132C-104-050, filed 1/24/74.]

WAC 132C-104-055 Gifts. (1) Gifts. Gifts offered to the college or to the Board of Trustees for the benefit of the college shall be accepted only by the Board of Trustees, or the treasurer. No trustee, officer, member of the faculty, or employee, without express authority of the Board of Trustees or treasurer shall undertake or agree to undertake the administration of any gift, or the

management, disposition, or expenditure of any fund provided to be used for the benefit of the Olympic College. [Order 4433, § 132C-104-055, filed 1/24/74.]

Chapter 132C-132 WAC

RULES AND PROCEDURES FOR IMPLEMENTING REDUCTION IN FACULTY

WAC

- 132C-132-010 Procedure for reduction in faculty.
- 132C-132-020 Review by president.
- 132C-132-030 The association meets with president.
- 132C-132-040 The need for reduction.
- 132C-132-050 Assignment of faculty.
- 132C-132-060 Consideration of number to be reduced.
- 132C-132-070 Most necessary services considered.
- 132C-132-080 Order of layoff.
- 132C-132-090 Seniority.
- 132C-132-100 Assignment.
- 132C-132-110 Right to return.

WAC 132C-132-010 Procedure for reduction in faculty. If a person with a full-time faculty appointment (teaching, learning resources or counseling faculty member) is to be laid off for program termination or reduction, decreases in enrollment, changes in educational policy or substantial evidence of a serious shortage of funds, the Olympic College policies and procedures for tenure and dismissal will be utilized and the following criteria and procedures will be used. [Order 4975, § 132C-132-010, filed 12/20/74.]

WAC 132C-132-020 Review by president. The president, with consultation from his administrative staff, will review the nature of the problem facing the college. If the president determines that reductions in staff are or will be necessary in the near future, he will give notice of the potential reductions to the recognized faculty organization. The notice which the president gives to the recognized faculty organization shall include: (1) The reasons for the proposed reductions in force; (2) The number of faculty to be considered for layoff. [Order 4975, § 132C-132-020, filed 12/20/74.]

WAC 132C-132-030 The association meets with president. The association will then have the right to meet with the president who shall explain the need for such reductions in faculty. The association may review budgetary considerations relating to a reduction in faculty. The president shall present and explain the major criteria to be used to identify those to be laid off. If any courses currently in the curriculum are expected to be eliminated, he shall identify those courses and explain why they are to be eliminated. [Order 4975, § 132C-132-030, filed 12/20/74.]

WAC 132C-132-040 The need for reduction. The need for a reduction in force will be determined on the basis of the need for reduction in each instructional services and student services area in which full-time faculty members are employed. [Order 4975, § 132C-132-040, filed 12/20/74.]

WAC 132C-132-050 Assignment of faculty. Within a reasonable time after the start of the fall quarter of each year, the Dean of Instruction or Dean of Students shall assign each faculty member. A faculty member may not be a member of more than one division or service area. [Order 4975, § 132C-132-050, filed 12/20/74.]

WAC 132C-132-060 Consideration of number to be reduced. If the number of faculty is to be reduced, the president, with advice from the Dean of Instruction or Dean of Students shall decide in the case of each affected division or service area what course offerings and/or other services are most necessary to maintain quality education at Olympic College. The president shall consider but not be limited to the following factors: (1) The enrollment and the trends in enrollment for not less than four consecutive quarters, if applicable, and their effect upon each division or service area. (2) The goals and objectives of Olympic College and the State Board for Community College Education; (3) Information concerning faculty vacancies occurring through retirement, resignation, sabbaticals and leaves of absence. [Order 4975, § 132C-132-060, filed 12/20/74.]

WAC 132C-132-070 Most necessary services considered. Those duties associated with the course offerings and/or other services determined to be most necessary at Olympic College will be considered needed duties of a faculty member. [Order 4975, § 132C-132-070, filed 12/20/74.]

WAC 132C-132-080 Order of layoff. If a reduction is necessary within a division or service area the following order of layoff will be utilized provided there are qualified faculty members to replace and perform all the needed duties of the faculty to be laid off: (1) Part-time faculty; (2) probationary faculty appointees with the least seniority; (3) full-time tenured faculty members with the least seniority. [Order 4975, § 132C-132-080, filed 12/20/74.]

WAC 132C-132-090 Seniority. Seniority shall be determined by establishing the date of the signing of the first full-time contract for the most recent period of continuous full-time professional service for Olympic College which shall include leaves of absence, sabbatical leaves, and periods of layoffs. (This shall include professional services for the Bremerton School District prior to July 1, 1967, if assigned to Olympic College.) The longest terms of employment as thus established shall be considered the highest level of seniority. In instances where faculty members have the same beginning date of full-time professional services, seniority shall be determined in the following order: (1) First date of the signature of a letter of intent to accept employment; (2) first date of application for employment. [Order 4975, § 132C-132-090, filed 12/20/74.]

WAC 132C-132-100 Assignment. A faculty member shall be qualified to instruct courses or provide services which the president, with advice from the Dean of

Instruction or Dean of Students determines the faculty member is qualified to instruct or provide service. [Order 4975, § 132C-132-100, filed 12/20/74.]

WAC 132C-132-110 Right to return. A full-time tenured faculty member whose contract was not renewed as a result of this reduction in faculty procedure has a right to recall to any faculty position, either a newly created one or a vacancy, providing he is qualified as determined by the College President. The recall shall be in reversed seniority, the most senior first. The right of recall shall extend two years from the date of layoff. Full-time tenured faculty members who have been laid off will retain all accrued benefits, such as sick leave and seniority. Upon recall they shall be placed at least at the next higher increment on the salary schedule than at the time of layoff and will retain their tenured status. [Order 4975, § 132C-132-110, filed 12/20/74.]

Chapter 132C-276 WAC PUBLIC RECORDS

WAC

- 132C-276-010 Purpose.
- 132C-276-020 Definitions.
- 132C-276-030 Description of central and field organization of Community College District No. 3.
- 132C-276-040 Operations and procedures.
- 132C-276-050 Public records available.
- 132C-276-060 Public records officer.
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- 132C-276-080 Requests for public records.
- 132C-276-090 Copying.
- 132C-276-100 Exemptions.
- 132C-276-110 Review of denials of public records requests.
- 132C-276-120 Protection of public records.
- 132C-276-130 Adoption of form.
- 132C-276-990 Appendix A—Request for public record to Community College District No. 3.

WAC 132C-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District No. 3 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure-Campaign-Finances-Lobbying-Records; and in particular with § 25-32 of that act, dealing with public records. [Order 4020, § 132C-276-010, filed 5/25/73.]

WAC 132C-276-020 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, type-writing, 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) **COMMUNITY COLLEGE DISTRICT NO. 3.** The Community College District No. 3 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 3 shall hereinafter be referred to as the "district". Where appropriate, the term district also refers to the staff and board of trustees employees of the district. [Order 4020, § 132C-276-020, filed 5/25/73.]

WAC 132C-276-030 Description of central and field organization of Community College District No. 3. District No. 3 is a Community College District organized under RCW 28B.50.040. The Administrative Office of the district and its staff are located at Olympic College, 16th & Chester, Bremerton, Washington 98310. [Order 4020, § 132C-276-030, filed 5/25/73.]

WAC 132C-276-040 Operations and procedures. The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district 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 the fourth Tuesday of each month at 7:30 p.m. in the Art Lecture Room, A-103, Olympic College, unless public notice is given of a special meeting. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140. [Order 4020, § 132C-276-040, filed 5/25/73.]

WAC 132C-276-050 Public records available. All public records of the district, as defined in WAC 132C-276-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by § 31, chapter 1, Laws of 1973 and WAC 132C-276-100. [Order 4020, § 132C-276-050, filed 5/25/73.]

WAC 132C-276-060 Public Records Officer. The district's public records shall be in the charge of the Public Records Officer designated by the college president. The person so designated shall be located in the Administrative Office of the district. The Public Records Officer shall be responsible for the following: 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. [Order 4020, § 132C-276-060, filed 5/25/73.]

WAC 132C-276-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. [Order 4020, § 132C-276-070, filed 5/25/73.]

WAC 132C-276-080 Requests for public records. In accordance with requirements of chapter 1, Laws of

1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures: (1) A request shall be made in writing upon a form prescribed by the district which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the district's staff, if the public records officer is not available, at the administrative office of the district during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the district's current index, an appropriate description of the record requested should be given.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested. [Order 4020, § 132C-276-080, filed 5/25/73.]

WAC 132C-276-090 Copying. No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the district will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance. [Order 4020, § 132C-276-090, filed 5/25/73.]

WAC 132C-276-100 Exemptions. (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132C-276-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the district reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific

exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order 4020, § 132C-276-100, filed 5/25/73.]

WAC 132C-276-110 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The president or his designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 4020, § 132C-276-110, filed 5/25/73.]

WAC 132C-276-120 Protection of public records. Requests for public records shall be made in the Administration Building of Olympic College. Public Records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated for their inspection. Copies shall be made at Olympic College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132C-276-090. [Order 4020, § 132C-276-120, filed 5/25/73.]

WAC 132C-276-130 Adoption of form. The district hereby adopts for use by all person requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for Public Record." [Order 4020, § 132C-276-130, filed 5/25/73.]

WAC 132C-276-990 Appendix A--Request for public record to Community College District No. 3.

APPENDIX "A"

REQUEST FOR PUBLIC RECORD TO COMMUNITY COLLEGE DISTRICT NO. 3

(a) -----
Signature Name (Please Print)

Name of Organization, if Applicable

Mailing Address of Applicant Phone Number

(b) -----
Date Request Made at Community College District No. 3 Time of Day Request Made
(c) Nature of request -----

(d) Description of Record, or Matter, Requested if not Identifiable by Reference. -----

Request: Approved ----- By -----
Date Public Records Officer
Denied Date -----
Reasons for Denial: -----

Referred to ----- Date -----
By -----
Public Records Officer

[Order 4020, Appendix A (codified as WAC 132C-276-990), filed 5/25/73.]

**Chapter 132C-280 WAC
STATE ENVIRONMENTAL POLICY ACT RULES**

WAC
132C-280-010 State environmental policy act (SEPA).

WAC 132C-280-010 State environmental policy act (SEPA). (1) It shall be the policy of Community College District No. 3 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the State Board for Community College Education as now or hereinafter amended.

(2) In compliance with WAC 197-10-820, the Business Manager shall be the responsible official for carrying out this policy. [Order 14, § 132C-280-010, filed 6/18/76.]