

Title 132M WAC

COMMUNITY COLLEGES—LOWER COLUMBIA COLLEGE

Chapters

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- 132M-110 Public Records Disclosure Policy.
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Chapter 132M-104 WAC

RULE ON REGULAR MEETING DATE FOR BOARD OF TRUSTEES

WAC

132M-104-010 Regular meetings.

WAC 132M-104-010 Regular meetings. (1) The board of trustees shall meet at 7:30 pm on the third Wednesday of each month, unless otherwise determined, at a place designated by the chairman of the board.

(2) The meeting place shall be within the legal boundaries of community college district no. 13, provided that the annual meeting in April for the organization of the board shall be held on the college campus. [Order 15, § 132M-104-010, filed 12/20/72.]

Chapter 132M-110 WAC

PUBLIC RECORDS DISCLOSURE POLICY

WAC

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WAC 132M-110-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District Number Thirteen with the provisions of chapter 42.17 RCW, Disclosure - Campaign - Finances - Lobbying - Records; and in particular with RCW 42.17.250-42.17.320 of that act, dealing with public records. [Order 1-75, § 132M-110-010, filed 11/10/75.]

WAC 132M-110-020 Definitions. (1) **PUBLIC RECORDS.** "Public record" indicates those documents which contain information relating to the conduct of government 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 NUMBER THIRTEEN.** The Community College District Number Thirteen is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District Number Thirteen shall hereinafter be referred to as the "College" and includes the institution known as Lower Columbia College. Where appropriate, the term College also refers to the Board of Trustees, and the officers, agents, and employees of the College. [Order 1-75, § 132M-110-020, filed 11/10/75.]

WAC 132M-110-030 Description of central and field organization of community college district number thirteen. District Number Thirteen is a community college district organized under RCW 28B.50.040. The college administrative office and its staff are located at Lower Columbia College, 1600 Maple Street, Longview, Washington, 98632. [Order 1-75, § 132M-110-030, filed 11/10/75.]

WAC 132M-110-040 Operations and procedures. The College is established under RCW 28B.50.040 to implement the educational purposes established under 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 third Wednesday of each month, unless otherwise determined, at a place designated by the Chairman of the Board 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. [Order 1-75, § 132M-110-040, filed 11/10/75.]

WAC 132M-110-050 Public records availability. All public records of the College, as defined in WAC 132M-110-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 and WAC 132M-110-100. [Order 1-75, § 132M-110-050, filed 11/10/75.]

WAC 132M-110-060 Public Records Officer. The College's public records shall be in the charge of the Records Officer designated by the College President. The person so designated may in turn designate persons in the administrative office to implement this section. The Records Officer and his designees shall be responsible for:

- (1) The implementation of the rules and regulations of the College regarding release of public records.
- (2) Coordinating the staff of the College in this regard.
- (3) Insuring compliance by the staff with the public disclosure requirements of chapter 42.17 RCW. [Order 1-75, § 132M-110-060, filed 11/10/75.]

WAC 132M-110-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the College. For the purposes of this chapter the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal and other College holidays. [Order 1-75, § 132M-110-070, filed 11/10/75.]

WAC 132M-110-080 Requests for public records. In accordance with requirements of chapter 42.17 RCW 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 College which shall be available at its administrative office on the campus. The form shall be presented to the Records Officer and/or his designees at the administrative office on the campus 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 material requested is referenced within the current index maintained by the Records Officer, a reference to the requested record as it is described in the index;

(e) If the material requested is not identifiable by reference to the current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the Records Officer and/or his designees to assist the member of the public in appropriately identifying the public record requested.

(3) The Records Officer and/or his designee to whom the request is presented shall respond promptly and

- (a) make the requested document available, or
- (b) state that such a document does not exist, or
- (c) ask for clarification of the document requested, or
- (d) deny access if the record is exempt from public inspection under WAC 132M-110-050 as determined by RCW 42.17.310. [Order 1-75, § 132M-110-080, filed 11/10/75.]

WAC 132M-110-090 Copying. No fee shall be charged for the inspection of public records. The College shall charge a minimum fee of twenty-five cents (25¢) per page of copy for providing copies of public records. In the event the copying of public records would unreasonably burden existing personnel of the College, or additional personnel and/or equipment would have to be added because of the request(s) for copying the public records, then a reasonable charge may be added to the twenty-five cents (25¢) per copy minimum to reflect the cost for additional personnel or equipment. The increased cost shall be determined by the Records Officer and shall be stated on the form requesting the copying of public records when the same request is approved by the Records Officer. In any case where the Records Officer estimates that the cost of duplication of a request will exceed Ten Dollars (\$10.00), then he may at his discretion require an advance payment of all or a percentage of the cost estimate prior to complying with the request for duplication. When, in the opinion of the Records Officer, it would be less expensive or more practical to duplicate public records by contract with a printing company, then the Records Officer shall have the authority to do the same and the actual cost of the printing shall be paid by the person requesting the duplication. [Order 1-75, § 132M-110-090, filed 11/10/75.]

WAC 132M-110-100 Exemptions. (1) The College reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132M-110-080 is exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the College reserves the right to delete identifying details when it makes available or publishes any public record, in any case when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 42.17 RCW. The Records Officer and/or his designee 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 1-75, § 132M-110-100, filed 11/10/75.]

WAC 132M-110-110 Review of denials of public records. (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 Records Officer and/or his designees which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the Records Officer and/or his designee denying the request shall refer it to the College President. The College 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 College has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 1-75, § 132M-110-110, filed 11/10/75.]

WAC 132M-110-120 Protection of public records. Requests for public records shall be to the agency Records Officer and/or his designees in the appropriate locations on the campus. Public records and a facility for their inspection will be provided by the Records Officer and/or his designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made only at Lower Columbia 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 132M-110-090. [Order 1-75, § 132M-110-120, filed 11/10/75.]

WAC 132M-110-130 Records index. (1) INDEX. The agency Records Officer and/or his designees have available to all persons a current index which provides identifying information as to those records promulgated and indexed since June 30, 1972.

(2) AVAILABILITY. The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order 1-75, § 132M-110-130, filed 11/10/75.]

WAC 132M-110-140 Adoption of form. The College hereby adopts for use by all persons requesting inspection and/or copying or copies of its records SF 276, attached hereto as Appendix "A", entitled "Request for Public Record." [Order 1-75, § 132M-110-140, filed 11/10/75.]

WAC 132M-110-990 Appendix A--Request for public record.



REQUEST FOR PUBLIC RECORD

REQUESTER: Please complete form and submit to "Public Records Officer" of the state agency identified.

TO	NAME OF STATE AGENCY	DATE OF REQUEST	TIME OF REQUEST																
PUBLIC RECORDS OR INFORMATION REQUESTED		REQUESTED BY																	
REQUESTER READ AND SIGN																			
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FORM S.F. 276 (6/75)

[Order 1-75, Appendix A (codified as WAC 132M-110-990), filed 11/10/75.]

**Chapter 132M-116 WAC
PARKING REGULATIONS**

WAC 132M-116-010 Parking regulations.

- WAC 132M-116-010 Parking regulations.** (1) Every vehicle parked on campus property shall have
- (a) a current student parking permit, or
 - (b) a faculty parking permit, or
 - (c) a visitor's parking permit
- (2) A student parking permit shall be sold only to registered students and shall cost three dollars (\$3.00) a quarter.
- (3) Student vehicles are not to be parked in faculty or visitor parking zones.
- (4) Faculty vehicles are not to be parked in visitor parking zones.
- (5) Visitor vehicles are not to be parked in student or faculty parking zones.
- (6) Parking regulation violation tickets shall be issued when a vehicle
- (a) does not display a parking permit
 - (b) is not parked in the proper parking zone
 - (c) is not parked within a parking lane
- (7) Parking regulation violation ticket fines are one dollar (\$1.00) for each ticket issued.

- (8) Failure to pay parking fines shall, among other things, result in nonissuance of grades and transcripts.
- (9) Parking fines may be appealed to the traffic committee. The ruling of the traffic committee is nonappealable. [Order 15, § 132M-116-010, filed 12/20/72.]

**Chapter 132M-120 WAC
STUDENT CONDUCT CODE**

- WAC
- 132M-120-010 General policy.
 - 132M-120-020 Definitions.
 - 132M-120-030 Demonstration policy.
 - 132M-120-040 Offenses which may result in dismissal.
 - 132M-120-050 Offenses which may result in probation.
 - 132M-120-060 Cheating or plagiarism.
 - 132M-120-070 Disciplinary sanctions.
 - 132M-120-080 Disciplinary procedures.
 - 132M-120-090 Sanction procedures.

WAC 132M-120-010 General policy. (1) The college is dedicated not only to learning and the advancement of knowledge but also to the development of ethically sensitive and responsible persons. It seeks to achieve these goals through a sound educational program and policies concerning conduct that encourage independence and maturity while strengthening the spirit

of mutual cooperation and responsibility shared by all members of the college community.

(2) In keeping with these objectives the college, to the extent appropriate and feasible, shall pursue the same policies with regard to maintaining standards of behavior for students.

(3) The college distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the local community, the state, or the nation, the college will not request or agree to special consideration for the student because of his status as a student. Where the violation occurred on college facilities or at a college-sponsored event, the student apprehended shall be held accountable to the provisions of this section and the proceedings of the appropriate law enforcement agencies shall have no bearing on the outcome of the college proceedings. The college will cooperate fully, however, with law enforcement agencies, and with other agencies on any program for the rehabilitation of the student.

(4) The college may apply sanctions or take other appropriate action only when student conduct materially and substantially interferes with the college's primary educational responsibility of ensuring the opportunity of all students of the college community to attain their educational objectives, or subsidiary responsibilities of protecting the health and safety of persons in the college community, maintaining and protecting property, keeping records, other services, and sponsoring nonclassroom activities such as lectures, concerts, athletic events, and social functions.

(5) Procedure fairness is basic to the proper enforcement of all college rules.

(6) In particular, no sanction as serious as dismissal, or entry of an adverse notation on any permanent record available to persons outside the college shall be imposed unless the student

(a) has been notified in writing of the charges against him, and

(b) has had an opportunity to appear alone or with any other person to advise and assist him before an appropriate committee, court, or official, to know the nature and source of the evidence against him and to present evidence in his own behalf, and

(c) has his case reviewed by the president.

(7) Students shall have an opportunity to participate fully in the formulation of all policies and rules pertaining to student conduct and in the enforcement of all such rules.

(8) Rules and sanctions affecting the conduct of men and women shall be based on general principles of equal treatment, including like penalties for like violations. [Order 15, § 132M-120-010, filed 12/20/72.]

WAC 132M-120-020 Definitions. (1) The following definitions shall apply

(a) "Board" shall mean the board of trustees of community college district no. 13, State of Washington.

(b) "College" shall mean Lower Columbia College and any other community college which may be created

by the board of trustees of community college district no. 13, State of Washington.

(c) "College facilities" shall mean and include any or all real and personal property operated by the board of trustees of community college district no. 13, State of Washington, and shall include all building appurtenances affixed thereon or attached thereto.

(d) "College personnel" refers to any person employed on a full-time or part-time basis, except those who are faculty members, by any community college administered by the board of trustees of community college district no. 13, State of Washington.

(e) "Disciplinary action" shall mean and include dismissal or any lesser sanction of any student by the dean of students, the student hearing committee, the president or the board for the violation of any of the provisions of this section for which such sanctions may be imposed.

(f) "District" shall mean community college district no. 13, State of Washington.

(g) "Faculty members" shall mean any employee of a community college administered by the board of trustees of community college district no. 13, State of Washington, who is employed on a full-time or part-time basis as a teacher, counselor, media specialist, or other position for which the training, experience, and responsibilities are comparable as determined by the board, except administrative appointments.

(h) "President", unless otherwise designated, shall mean the duly appointed president of community college district no. 13, State of Washington.

(i) A "sponsored event or activity" shall mean any activity that is scheduled by the college and supervised and controlled by the college's faculty members or college personnel. Such "sponsorship" shall continue only as long as the event is supervised and controlled by the college faculty member or college personnel. When the sponsored event or activity is of a prolonged nature, and free time periods are permitted to the students participating in the event, any activity taking place during such a free time period is permitted to the students participating in the event. Any activity taking place during such a free time period outside of the supervision and control of the college's faculty member or college personnel responsible for the event or activity shall be deemed to be off campus activity.

(j) "Student" shall mean and include any person who is enrolled in any community college administered by the board of trustees of community college district no. 13, State of Washington. [Order 15, § 132M-120-020, filed 12/20/72.]

WAC 132M-120-030 Demonstration policy. (1) Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the college community shall always be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

(2) Concomitantly, while supporting the rights of students and other members of the college community, Lower Columbia College recognizes the responsibility to

maintain an atmosphere on campus conducive to the educational process.

(3) To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public, provided such demonstrations

- (a) are conducted in an orderly manner,
- (b) do not interfere with vehicular or pedestrian traffic,
- (c) do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the college, and
- (d) are not held in or on facilities where college functions are in progress.

(4) Students found in violation of this policy will be subject to disciplinary action by the college; nonstudents violating college policy will be referred to the proper authorities for prosecution. [Order 15, § 132M-120-030, filed 12/20/72.]

WAC 132M-120-040 Offenses which may result in dismissal. (1) Dismissal from the college or any lesser sanction may result from the commission by a student of any of the following offenses

- (a) academic cheating or plagiarism
- (b) furnishing false information to the college with intent to deceive
- (c) forgery, alteration, or misuse of college documents, records, or identification cards
- (d) physical abuse of another person
- (e) destruction, damage, or misuse of college real or personal property, including learning resources materials, or of private property on the campus
- (f) theft or conversion of another's property
- (g) participation in hazing
- (h) lewd or indecent conduct
- (i) conduct which materially and substantially interferes with the requirements of appropriate discipline in the operation of the college or invades the rights of others
- (j) the sale or provision to others of narcotics, drugs, marijuana, or any drug, the unregulated distribution of which is prohibited by law, except when specifically prescribed as medication by an authorized medical agent, on college facilities or at college sponsored events
- (k) intentionally filing a false statement reporting a violation or violations of this section
- (l) interfering with the proceedings of the disciplinary meeting with the dean of students or the formal hearing or any subsequent hearings
- (m) failing to appear at the meeting with the dean of students or the formal hearing or any subsequent hearings
- (n) entering or remaining in, or both, any administrative office or otherwise closed college facility or entering after the closing time of such facilities in any manner, at any time, without permission of the college employee or agent in charge thereof
- (o) two or more or a repetition of offenses listed in WAC 132M-120-050. [Order 15, § 132M-120-040, filed 12/20/72.]

WAC 132M-120-050 Offenses which may result in probation. (1) Probation or any lesser sanction may result from the commission by a student of any of the following offenses

- (a) possession, consumption, or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions
- (b) disorderly conduct, including disorderly conduct resulting from drunkenness, occurring on college-owned or controlled property or at college-sponsored or supervised functions.
- (c) the use or possession of narcotics, drugs, marijuana, or any drug the unregulated distribution of which is prohibited by law, except when specifically prescribed as medication by an authorized medical agent, on college facilities or at college-sponsored events
- (d) violation of any college rule approved by the board for the infraction of which sanctions may be imposed under these provisions. [Order 15, § 132M-120-050, filed 12/20/72.]

WAC 132M-120-060 Cheating or plagiarism. (1) Cases of cheating or plagiarism may in the first instance be dealt with summarily by an instructor via an adjustment in grade limited to the paper, examination, work project, etc., which is called into question.

(2) If sanctions more severe than adjustment in the grade of the single piece of work are sought, the instructor shall bring the matter directly to the student hearing committee.

(3) This policy is intimately bound to the provision for student appeal from an instructor's summary action. A student aggrieved by what he feels to be prejudiced or arbitrary summary action of an instructor as in a case of alleged cheating or plagiarism, may bring the case to the attention of the chairman of the division involved. If the student's dissatisfaction is found to be unresolvable within the division, the student may bring an accusation of prejudice or arbitrariness against the instructor to the student hearing committee. If the student hearing committee finds the accusation to be correct, it may prescribe an appropriate notation to be entered next to the student's grade. In such a case, it shall report its findings in writing to the instructor, his division chairman, and the president.

(4) These procedures provide a practical way for an instructor to respond to alleged cheating and plagiarism and for allowing review of his decision without infringing on his traditional right to assign final grades to his students. [Order 15, § 132M-120-060, filed 12/20/72.]

WAC 132M-120-070 Disciplinary sanctions. (1) The following definitions of disciplinary terms have been established to provide consistency in the application of sanctions.

(2) Disciplinary warning. Notice to a student, either verbally or in writing, that he has been in violation of college rules or regulations or has otherwise failed to meet the college's standards of conduct. Such warnings shall include the statement that continuation or repetition of the specific conduct involved or other misconduct

will normally result in one of the more serious disciplinary actions.

(3) Reprimand. Formal action censuring a student for violation of college rules or for failure to meet the college's standards of conduct. Reprimands are always made in writing to the student by the officer or agency taking action, with copies to the office of student services. A reprimand shall include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions.

(4) Fines. The dean of students and the student hearing committee may assess monetary fines up to a maximum of twenty-five dollars against individual students for violation of college rules and regulations or for failure to meet the college's standard of conduct. Failure to pay such fines within thirty days shall result in dismissal for an indefinite period of time provided that a student may be reinstated upon payment of the fine.

(5) Restitution. An individual student may be required to make restitution for damage or loss to college or other property and for injury to persons. Failure to make restitution within 30 days shall result in dismissal for an indefinite period of time provided that student may be reinstated upon payment.

(6) Disciplinary probation. There will be formal action placing conditions upon the student's continued attendance for violation of the college's rules or regulations or other failure to meet the college standards of conduct. The office placing the student on disciplinary probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extra-curricular activities. Disciplinary probation warns the student that any further misconduct shall automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(7) Dismissal. Termination of student status for violation of college rules or regulations or for failure to meet the college standards of conduct. Students may be dismissed only with the approval of the president or on the recommendation of the student hearing committee. Dismissal may be for a stated or for an indefinite period. The notification dismissing a student shall indicate, in writing, the term of the dismissal and any special conditions which shall be met before re-admission. In the case of an unmarried student under twenty-one years of age, a copy of the notification of dismissal shall be sent to the parents or the guardian of the student. There is no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter shall be refunded. [Order 15, § 132M-120-070, filed 12/20/72.]

WAC 132M-120-080 Disciplinary procedures. (1) In the event activities interfere with the orderly operation of the college, the dean of students or the president or their designees shall determine the course of action which appears to offer the best possibility for resolution

of the problem. The emergency procedures will be followed if deemed essential

(a) inform those involved in such activities that they are in violation of college and/or civil regulations

(b) inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college

(c) if they do not respond within a reasonable time, call the civil authorities

(2) The president or his designee, within two academic calendar days of an alleged violation, may suspend any student of the college pending investigation, action, or prosecution on charges of an alleged violation or violations, or where the president or his designee has reason to believe any student has violated any laws of the city, county, state, or of the United States, for not more than ten academic calendar days where that student's physical or emotional safety and well-being, or the safety and well-being of the other college community members, or the safety and well-being of the college property command such suspension. The suspension of any student shall be null and void if the provisions of this section are not followed or other requirements otherwise provided by law are not followed.

(3) All rules herein shall apply equally to every student of the college whenever present upon any college facility, or at any college sponsored event or activity.

(4) If the president or his designee desires to exercise the authority conferred by this section against any student, he shall direct the dean of students to cause notice thereof to be served upon the student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon that member. The notice shall be entitled 'notice of interim suspension proceeding' and shall state

(a) the charges against the student, including a copy of the law or regulation, or both, involved, and

(b) that the student charged shall appear before the president or the president's designee at a time to be set by the president or his designee but not later than twenty-four hours from the date and time of receipt of the 'notice of interim suspension proceeding'.

(5) At the interim suspension hearing the student against whom the violation or violations are alleged shall have the burden of proving to the president or the president's designee that there is no cause to believe that the violation stated on the notice of interim suspension did occur or was the act of the student against whom the violation or violations are alleged, and that immediate suspension is not necessary nor justifiable.

(6) A student may

(a) offer oral testimony of himself or of any person

(b) submit any statement or affidavit on his own behalf

(c) examine any affidavit or cross-examine any witness who may appear against him

(d) submit any matter in extenuation or mitigation of the violation or violations charged

(7) The president or the individual designated by the president shall determine at the time of the interim suspension proceeding

(a) whether there is probable cause to believe that a violation of law or of the regulations has occurred, and

(b) whether there is reason to believe that immediate suspension is necessary

(8) In the course of making such a decision, the president or his designee may consider the sworn affidavits or oral testimonies of persons who have alleged that the student charged has committed a violation of law or of the regulations and the oral testimony and affidavits submitted by the student charged.

(9) If the president or his designee, following the conclusion of the interim suspension proceeding, finds that there is probable cause to believe that

(a) the student against whom specific violations of law or of the regulations are alleged has committed one or more of such violations upon any college facility, and

(b) that interim suspension of the student is necessary under the regulations, and such violation or violations of the law or of the regulations constitute grounds for disciplinary probation or dismissal, then the president or the president's designee may continue the suspension of such student from the college for the remainder of the ten academic calendar day suspension period.

(10) If a student is suspended for ten days, he shall be provided with a written copy of the president's or his designee's findings of fact and conclusions which constituted probable cause to believe that the conditions for interim suspension existed.

(11) The student suspended shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to the student's last known address. The suspension shall be effective for a maximum ten-day period dating from the day the notice of suspension is mailed or personal service accomplished.

(12) If the student against whom specific violations of the regulations or of the laws of the State of Washington or of the United States have been alleged, has been served pursuant to the notice required and fails to appear at the time designated for interim suspension proceedings, the president or his designee may suspend the student from the college for a maximum of ten days.

(13) Any student aggrieved by an order issued at the interim suspension proceeding may appeal the same to the president or board. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the proceedings or findings of the president or his designee is tendered at the office of the president within seventy-two hours following the date notice of interim suspension was served or mailed to the student.

(14) The president or the board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal along with the findings of the president or his designee and the record of the interim suspension proceeding and determine therefrom whether the interim suspension order is justified. Following such examination, the president or board may, at their discretion, vacate the interim suspension decision pending determination of the merits of the disciplinary proceeding pursuant to the above provisions.

(15) The board shall notify the appealing student within forty-eight hours following its consideration of the notice of appeal, as to whether the interim suspension shall be maintained or stayed pending disposition of the disciplinary proceeding pursuant to the above provisions.

(16) The interim suspension proceeding shall in no way substitute for the disciplinary proceedings. At the end of the suspension period, the student suspended shall be reinstated to his full rights and privileges as a student, subject to whatever sanctions may have been or may be in the future imposed pursuant to the provisions, or regarding interim suspension.

(17) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceeding provided for herein, shall be heard de novo, that the records made and evidence presented during the course of any facet of the interim suspension proceeding brought against the student shall be available for the use of the student and of the college in a disciplinary proceeding initiated under the provisions.

(18) Records of all interim suspension proceedings shall be kept in the office taking or initiating the action. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in interim suspension proceedings and all recorded testimony shall be preserved insofar as possible for at least six months. No record of the proceedings wherein the student is exonerated shall be maintained in the student's file or other college repository after the date of the exoneration.

(19) The office of student services shall keep accurate records of all interim suspension proceedings taken by that office. All interim suspensions will be entered on the student's record and shall be removed at the time of graduation or after three years have elapsed.

(20) In any case in which a student suspended is subsequently exonerated in the course of disciplinary proceedings provided for in the provisions, all records related to the interim suspension of the student shall be removed from the student's record. The office of student services shall be responsible for such removal.

(21) Any failure by the college to remove records of interim suspension proceedings, when such is to be done pursuant to this section, may be secured by a student petitioning the office of student services for removal of such notation. [Order 15, § 132M-120-080, filed 12/20/72.]

WAC 132M-120-090 Sanction procedures. (1) Any individual may report a violation or violations of the regulations by submitting a sworn statement to the dean of students. The filing of such a statement shall immediately and automatically commence the appropriate proceedings as provided for in the provisions of this section. Any student intentionally filing a false statement shall be subject to the sanction of dismissal or any lesser sanction.

(2) Any student or students charged with a violation of the regulations shall be notified by the dean of students and within two academic calendar days after the

filing of such a report, if possible, provided that notice shall not be ineffective if later presented due to the student's absence.

(3) Such notice shall

(a) inform the student that a report has been filed alleging that the student violated specific regulations, and the date of the violation

(b) set forth those regulations alleged violated

(c) specify the exact time and date the student is required to meet with the dean of students

(d) specify the exact time and date the hearing to review the charges will take place, if one is required

(e) name the individual reporting the alleged violation

(f) inform the student that he may question witnesses, that he may have anyone appear in his behalf to defend him, that he may have a maximum of three character witnesses appear in his behalf, and

(g) inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject him to dismissal from the college for a stated or indefinite period of time.

(4) No information about the charges or alleged violations nor the identity of the student involved may be officially divulged by the college until the student has met with the dean of students or not more than five academic calendar days prior to the hearing on the matter, except as provided.

(5) A request by the student that the hearing be closed to the public shall be granted and the college may announce only the circumstances of the case and the action taken, and the name of the student involved shall be divulged only to college officials who shall receive such information in confidence. Such a request shall be made by the student five academic calendar days prior to the hearing date.

(6) At the meeting with the dean of students the student shall be informed of the violation that is involved, that he may appeal any sanction imposed by the dean of students and that if a hearing is required, he may have that hearing closed to the public.

(7) If the student at the meeting with the dean of students requests a formal hearing, the dean of students shall take no action nor make any determination in the matter other than to inform the student again of the time and date of the formal hearing.

(8) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions

(a) terminate the proceeding exonerating the student or students, or

(b) dismiss the case after whatever counseling and advice may be appropriate, or

(c) impose a sanction of disciplinary warning on the student as provided above, or

(d) impose a sanction of a reprimand on the student as provided above, or

(e) impose no sanction and refer the matter to the student hearing committee for a formal hearing.

(9) The student shall have five academic calendar days to appeal in writing any sanction imposed by the dean of students to the student hearing committee.

(10) The student shall have ten academic calendar days to appeal in writing the decision of the president to the board.

(11) Any student interfering with the proceedings of the meeting with the dean of students or the formal hearing or any subsequent hearing shall be in contempt of the proceedings and may be summarily suspended from the college by the dean of students or the student hearing committee or the president or the board at the time the interference takes place and shall be subject to dismissal or any lesser sanction as may be determined by the student hearing committee or president or the board at the time the interference takes place, or within fifteen academic calendar days thereafter.

(12) Any student that is notified by the college to appear at the meeting with the dean of students or the formal hearing or any subsequent hearings, and fails to appear, shall be subject to dismissal from the college or any lesser sanction.

(13) Prior to the meeting with the dean of students, the dean of students shall establish a case file covering the particular incident. Said file shall be numbered and shall contain the sworn statement reporting the violation, a copy of the notice given or sent to the student, and the names of any witnesses to appear.

(14) After the meeting with the student, the dean of students shall enter into the case file all physical evidence presented, a written copy of his findings, conclusions, and the decision reached by him.

(15) If the case is to be considered at a formal hearing, the dean of students shall present the contents of the case file in an orderly fashion to the student hearing committee, or, if on appeal, to the president or board. Such presentation shall be in a matter-of-fact manner that will best enable the triers of fact to reach a determination, but shall be without argument as to what sanctions should be imposed.

(16) Each time an appeal is taken in the process of hearing the case, the dean of students shall file the notice of appeal in the file and also all decisions reached by all hearing bodies, including their findings of fact, conclusions, and the sanctions imposed.

(17) After a final determination of the case has been reached and the time for appeal has passed, the dean of students shall delete from the case file all references to named individuals substituting alphabetical lettering in their places. For the sake of consistency, such lettering shall be in consecutive alphabetical order without relation to actual names contained within the file. Such "alphabetized" file shall be placed on record for reference when similar or like cases occur.

(18) The student hearing committee shall be a standing committee of the college composed of two students and three faculty, administrative or employee members appointed by the president. The members shall be appointed for a period of one year and any member may serve for more than one term.

(19) A quorum of the hearing committee shall be three members and a majority of the quorum shall be sufficient to make a binding final determination. At all other times a majority of the members must concur in a

final determination that shall be binding on the student involved.

(20) Any member of the committee that has a personal or proprietary interest in the case or that has made a preconceived determination about the final outcome of the case shall disqualify himself from the hearing of the case and, if not, the hearing at which such person is present and participates shall be null and void and another hearing shall be held.

(21) The formal hearing before the student hearing committee, the president, or board shall be conducted as nearly as possible according to the latest revised edition of Roberts' rules of order. Legal evidentiary requirements shall serve only as guidelines, and restrictions on the presentation of evidence shall be relaxed except with respect to the materiality and relevance of the evidence to the case.

(22) When a case is before the student hearing committee on appeal from a sanction imposed by the dean of students, the student hearing committee may impose no greater sanction than that imposed by the dean of students. It may, however

(a) affirm the decision of the dean of students

(b) impose any lesser sanction

(c) terminate the proceeding exonerating the student or students, or

(d) dismiss the case after whatever counseling and advice may be appropriate

(23) When a decision of the student hearing committee is appealed to the president or the board, the president or board may impose no greater sanction than that imposed by the student hearing committee or board. The president or board may, however

(a) impose any lesser sanction on the student

(b) terminate the proceeding and exonerate the student or students, or

(c) dismiss the case after whatever counseling and advice may be appropriate.

(24) When an appeal from a decision of the student hearing committee is made to the president or board, such appeal shall be in writing accompanied by a written statement of the arguments to be presented on the appeal. Such an appeal shall be conducted in a manner best suited to the circumstances as determined by the president or board, whichever body is hearing the appeal, provided that such an appeal hearing shall not require a total retrial of the case.

(25) The determination of the board of an appeal presented to them shall be final and petitions for rehearing shall not be permitted. [Order 15, § 132M-120-090, filed 12/20/72.]

Chapter 132M-136 WAC

USE OF COLLEGE FACILITIES—ACADEMIC

WAC

132M-136-010 Student publication code.

132M-136-020 Distribution of materials policy.

132M-136-030 Outside speaker policy.

132M-136-040 Student social activities.

132M-136-050 Outside organizations meeting with students.

132M-136-060 Use of college buildings by outside groups.

132M-136-070 Use of baseball facilities by outside groups.

132M-136-080 Use of college services and equipment by outside groups.

132M-136-090 Use of vocational shop facilities.

WAC 132M-136-010 Student publication code. (1) The student publication code, as established by the district board of trustees, sets forth the basic principles under which all student publications shall operate. The code exemplifies the belief that

(a) student publications shall provide a medium for campus news, opinion, and creative effort in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration

(b) student publications shall provide learning experiences for students who are preparing to enter certain careers

(2) The student publication code shall apply to that college media which the student senate designates as student publications: college newspapers, magazines, and other printed material, radio, and/or television.

(3) The student publication code establishes the publication advisory board (hereafter referred to as board) as the official college body whose primary function is to administer the basic principles as set forth in the publication code. In essence, the role and responsibility of the board is the same as that of a publisher.

(4) Editors/managers shall be responsible for the contents and actual operations of college media designated as student publications.

(5) There shall be no prior censorship of any student publication by student government, faculty, or college administration.

(6) Publication advisors shall serve in an advisory capacity only and shall not be responsible for the contents and actual operations of student publications.

(7) Editors/managers shall be held accountable by the board in accordance with established guidelines.

(8) The student publication code herein establishes the publication advisory board. The publication advisory board shall serve as publisher for all student publications.

(9) The voting members of the board shall be limited to six: four students, one faculty member, and one administrator. Each incoming student divisional representative shall recommend one student from their respective division to serve on the board. Student appointments shall be confirmed by the student senate. One faculty member shall be appointed by the college president. Publication advisors and editors/managers shall serve as nonvoting members to the board.

(10) Membership to the board shall begin on the first day of summer quarter and terminate on the final day of spring quarter. Appointments to the board for the following year shall take place after student elections but prior to the final day of spring quarter. Vacancies created during the year shall be filled for the unexpired term in accordance with the procedures set forth.

(11) The board shall elect a chairman, vice chairman, and secretary to serve as board officers.

(12) The board shall be responsible for establishing a set of operational guidelines for each student publication. The guidelines shall include

(a) a list of qualifications and duties for editors/managers

(b) a procedural guide for the appointment, suspension, and/or dismissal of editors/managers

(c) content priorities for each student publication

(13) The board shall meet at least once each month during the regular academic year. Interim board meetings may be called by the chairman or any four board members collectively.

(14) The board may by majority vote request the removal of a member for having missed two consecutive board meetings without prior notification. Vacancies created by nonattendance shall be filled for the unexpired term in accordance with procedures set forth.

(15) All student publications shall be free from prior censorship and suspension by student government, faculty, and college administration. The chairman (or any four members collectively) of the publication advisory board shall have the right to impose a temporary suspension on editors/managers for violations of the publication code and guidelines. In the event of a temporary suspension, a board meeting shall be called and final board action taken within five school days following the temporary suspension.

(16) Publication code amendments may be proposed by the publication advisory board and require a majority vote of the publication advisory board and ratification by the district board of trustees. The board of trustees retains full authority to amend or repeal this policy at any time. [Order 15, § 132M-136-010, filed 12/20/72.]

WAC 132M-136-020 Distribution of materials policy. (1) Free expression is encouraged on the college campus. Use of college facilities as provided in this policy, however, does not accord users immunity from legal action.

(2) Permission for posting of literature in the various restricted areas provided therefor, shall be obtained from the following college officials

(a) the director of student activities for posting on the restricted posting areas of the student center and those areas located on the campus outside of college buildings

(b) deans and directors for posting on the restricted posting areas provided in the appropriate college facility

(3) ASLCC campaign rules govern special poster and sign locations for ASLCC elections. Information on these special policies and regulations is available in the ASLCC office.

(4) Posting of posters, signs, and other publicity or promotional materials is permitted only in the locations specified above. All material sought to be posted in restricted posting areas shall have the identity of its sponsorship appearing on its face.

(5) The dissemination or distribution of materials by persons on the public streets, walks, and ways of the campus, and areas set aside for free speech in the student center or its environs, shall be subject to the laws of the city of Longview, Cowlitz County, State of Washington, and the United States.

(6) Permission for the dissemination or distribution of materials in other areas of the college campus, buildings,

and facilities shall be obtained from the director of student activities. Persons distributing materials without permission shall be subject to sanctions. [Order 15, § 132M-136-020, filed 12/20/72.]

WAC 132M-136-030 Outside speaker policy. (1) The college subscribes to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the college community.

(2) Any recognized ASLCC student organization with written sanction of its advisor, may invite individuals to speak on campus.

(3) The appearance of an invited speaker on the campus does not involve an endorsement, either implicit or explicit, of his views by this college, its students, its faculty, its administration, or its board.

(4) The scheduling of facilities for hearing invited speakers shall be made through the dean of instruction and/or director of student activities.

(5) The dean of students will be notified at least three days prior to the appearance of an invited speaker, at which time a form, available in the office of the dean of students, shall be completed with such particulars as speaker, time, and place, signed by the sponsoring organization advisor, and filed with the dean of students. Exceptions to the three day ruling may be made by the director of student activities with the approval of the dean of students.

(6) The dean of students may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his discretion, assign a faculty member to preside over any meeting where a speaker has been invited. [Order 15, § 132M-136-030, filed 12/20/72.]

WAC 132M-136-040 Student social activities. (1) The officers of the organization or group sponsoring a dance or other social activity shall

(a) clear dates for all activities well in advance, preferably at least 30 days. See that the dates are placed on the activities calendar in the office of the director of student activities. Discretion should be used in the selection of dates and consideration given to such factors as "closed days", preventing embarrassment to some students by choosing days of religious observances, avoiding scheduling events too close to those already scheduled by other groups

(b) file a social event petition with the director of student activities three days prior to any social event the organization anticipates. This petition form is available from the director of student activities. In connection with this form, students are expected to

(i) secure at least two faculty members as patrons for the event at least seven days in advance. The patrons are a prestige factor and not a disciplinary committee. They are not to assume any of the physical work involved in

the social. They should be treated as guests and shown courtesy and appreciation for attendance.

(ii) Arrange for students to decorate or arrange furniture for the social, maintain proper discipline throughout the event—this includes following approved dance rules, clean up and replace furniture to secure the building as it was before the social.

(iii) secure the services of a policeman to be in general attendance through out the evening if the social event is to be a dance. Part of his responsibility will be in the supervision of the parking lots. The police department requires a week's notice to arrange for this service.

(c) follow the regulations in the student financial code regarding the handling of monies. [Order 15, § 132M-136-040, filed 12/20/72.]

WAC 132M-136-050 Outside organizations meeting with students. (1) The college encourages and welcomes representatives of organizations not associated with the college to meet with students for the purpose of providing additional opportunities for their total educational development. However, the holding of such meetings on the campus does not constitute an endorsement of the organization by the college; nor will the college necessarily require or request students to attend the meeting or meetings.

(2) Any organization wishing to hold a meeting, or meetings, on the college campus with students shall contact the director of student activities and provide the following information

- (a) name of sponsoring organization
- (b) name of person in charge of arrangements
- (c) names of participating individuals
- (d) nature of proposed meeting
- (e) desired dates and times
- (f) type of facilities desired

(3) The director of student activities will present the request to the student services council. If approved, the director of student activities, after conferring with appropriate college officials, will contact the requesting organization to complete the arrangements.

(4) When meetings have been approved in accordance with the procedures outlined, the college will provide suitable space not being used for regular college activities, and arrange for announcements of the meeting to be made through the college's normal communication media. [Order 15, § 132M-136-050, filed 12/20/72.]

WAC 132M-136-060 Use of college buildings by outside groups. (1) It is the policy of the college to permit the use of its buildings by responsible organizations or groups except when rentals of college buildings are in competition with available privately operated buildings or are primarily for social functions.

(2) The president may, and is authorized to allow local, nonschool connected organizations or groups the use of college buildings only when satisfactory arrangements can be worked out and such uses do not conflict with the needs of the college. Neither an individual nor a nonlocal organization may be allowed the use of college buildings except as such use is sponsored or underwritten by a reliable local organization the president feels can

provide adequate supervision and assure payment of the rental fee and other costs which may be incurred.

(3) The president shall not allow the use of any college building by any organization or group known to be subversive or advocating the violent over-throw of our government.

(4) The president is specifically authorized to permit the use of college buildings by organizations or groups who by their nature are concerned with education or with youth.

(5) Those organizations directly concerned with schools and those sponsored by schools or affiliated organizations shall be allowed reasonable use of college buildings for meetings without the payment of a rental fee. Functions requiring additional personnel shall be charged the added costs of utilities and personnel.

(6) The college shall rent or lease or otherwise permit the use of college buildings to groups or organizations for such fees as will compensate the college for the reasonable costs thereof. Additionally, to any organization renting a college building with the intent of realizing a profit therefrom (through charging admission, taking up a collection, or other) the rental fee shall be reasonably increased to partially compensate the college for normal maintenance and wear and tear.

(7) The president is directed to establish and revise as circumstances warrant, a schedule of reasonable rental fees consistent with the policy outlined above, and to advise the board thereof. The established fees in effect at any given time shall apply to the rental of those buildings the schedule covers; for any building not covered in the schedule, the president may determine a reasonable fee from the relevant factors or decline to release the building for noncollege use.

(8) Application is made through the dean of instruction except that the student center is scheduled by the director of student activities. When the application is approved, an invoice shall be sent to the renter by the business office. [Order 15, § 132M-136-060, filed 12/20/72.]

WAC 132M-136-070 Use of baseball facilities by outside groups. (1) The college baseball fields are primarily for the use of the college. Other agencies are permitted use of college baseball fields only to the extent that such use does not interfere with college use.

(2) The college ends its baseball season in May. Therefore, no outside agencies are permitted use of the main playing field before then. The practice field is available for use insofar as it does not interfere with college use.

(3) The dean of students or his designee shall determine whether the playing field is in condition to allow play the day it is scheduled to be used.

(4) Users will be charged for use of the baseball facilities on the basis of the college's cost. Cost is defined as additional expenses incurred by the college because of outsider use. Cost shall not exceed \$10.00 a game. Users will be billed at the end of their playing season.

(5) There will be an additional charge for abusive use of the playing field. Such charge shall be determined on

the basis of the cost of restoring the field to its original condition.

(6) Misuse and excessive wear and tear of college facilities will automatically cancel future playing dates. Misuse includes littering. Misuse shall be determined by the dean of students or his designee.

(7) The college does all maintenance, which includes but is not limited to, dragging, watering, lining, cutting and edging of grass, emptying of trash cans, etc.

(8) Routine pre-game procedures include a maximum 15 minutes warm-up for each team (home and visitor) on main playing field.

(9) The main playing field is for regularly scheduled league games only. The practice field is to be used for practice games.

(10) Warm-up in excess of 15 minutes per team is restricted to other than the main playing field.

(11) Noncollege vehicles are not permitted on campus except in designated parking areas.

(12) Noncompliance with college rules shall result in cancellations of offender's schedule for use of college facilities, unless specific waivers to the rules are obtained in writing from the dean of students or his designee.

(13) The college plans to make the field available for tournaments and all potential community college district no. 13 users. Users are advised that plans for exclusive use of the field should not be made.

(14) Requests for use of baseball field shall be submitted to the dean of students by March 1st for use during the coming season. [Order 15, § 132M-136-070, filed 12/20/72.]

WAC 132M-136-080 Use of college services and equipment by outside groups. (1) The use of college services and equipment is available on a negotiated basis. [Order 15, § 132M-136-080, filed 12/20/72.]

WAC 132M-136-090 Use of vocational shop facilities. (1) It is the philosophy of Lower Columbia College to provide vocational shop facilities for those vocational programs requiring extensive laboratory facilities. The college administration, staff, and faculty believe that such facilities should be used with the greatest amount of efficiency and benefit to students and college personnel. Therefore, the college has developed the following priorities for the use of shop facilities:

(a) the primary use of laboratory shop facilities shall be for scheduled class and lab instruction involving a supervisor, instructor, and/or teacher's aide

(b) nonscheduled instruction for students involved in independent study, special problems, or other assigned but unscheduled student learning activities as an instructor may deem necessary

(c) student use in nonlearning activities, but directly affecting his program

(d) faculty and staff use for items involving the improvement of instruction

(e) faculty/staff use for personal use

(f) in no case shall the shops be used for commercial enterprises

(2) If students, faculty, or staff utilize the shop facilities and consume supplies, materials, or create wear and

tear on equipment, it shall be necessary to charge these persons to cover such expenses.

(3) The full time instructor in charge of the respective shops shall have primary responsibility for the use of the facility as well as the equipment and supplies contained therein, and it will be his responsibility to issue a shop-use authorization slip to anyone using the facilities. If special circumstances arise in determining proper utilization of the facility, the question should be forwarded to the assistant dean of instruction for occupational education, and, if necessary, to the dean of instruction for final disposition of the question.

(4) During all periods when priority no. a is not being pursued, the rear shop doors and the yard gates shall be kept closed and locked. Extreme care should be used in loaning keys to students or other faculty. [Order 15, § 132M-136-090, filed 12/20/72.]

Chapter 132M-140 WAC

USE OF COLLEGE FACILITIES—BUSINESS

WAC

132M-140-010 Commercial solicitation.

132M-140-020 Bookstore buyback.

WAC 132M-140-010 Commercial solicitation. (1) All commercial solicitation on the campus shall be approved by the dean of administration and the dean of students. [Order 15, § 132M-140-010, filed 12/20/72.]

WAC 132M-140-020 Bookstore buyback. (1) Books may be returned for full credit within 12 calendar days after the commencement of a quarter, provided that

(a) a cash register receipt is retained and

(b) the text book is in the same condition as purchased

(2) The bookstore repurchases only those texts which are scheduled for reuse at the college and the repurchase price is 50% of the last selling price.

(3) Prices offered for dropped books (books instructors will not be using, old editions, etc.) are generally much lower than the usual buy back prices offered by the bookstore. [Order 15, § 132M-140-020, filed 12/20/72.]

Chapter 132M-150 WAC

ESTABLISHMENT OF REPRESENTATIVE ORGANIZATION FOR ACADEMIC EMPLOYEES

WAC

132M-150-003 Purpose.

132M-150-006 Request for election—Canvas of academic employees by independent and neutral person or association.

132M-150-009 Notice of election—Organizations to be included on ballot—Time for filing.

132M-150-012 Contents of notice of election—Designation of chief election officer—Duties.

132M-150-015 List of academic employees—Posting of list.

132M-150-018 Election inspectors—Duties—Right to challenge voter—Improper conduct.

132M-150-021 Ballots.

- 132M-150-024 Record of vote—Signature—Challenge.
- 132M-150-027 Incorrectly marked ballot.
- 132M-150-030 Privacy for voter—Equipment.
- 132M-150-033 Folding ballot—Ballot box.
- 132M-150-036 Challenged ballot—Procedure.
- 132M-150-039 Employees present entitled to vote—Sealing ballot box—Unused ballots.
- 132M-150-042 Election inspectors duties after voting has terminated.
- 132M-150-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer.
- 132M-150-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists.
- 132M-150-051 Electioneering within the polls forbidden.
- 132M-150-054 Contest of election—Time for filing objections—Investigation of objections.
- 132M-150-057 Persons eligible to vote—Definition of "academic employee".
- 132M-150-060 Election determined by majority of valid votes cast—Run-off election.
- 132M-150-063 Time lapse for new election.

WAC 132M-150-003 Purpose. Pursuant to chapter 28B.52 RCW, the Board of Trustees of Community College District No. 13 establishes the following rules to strengthen methods of administering employer-employee relations through the establishment of orderly methods of communication between academic employees of Community College District No. 13 and the Board of Trustees of Community College District No. 13. [Order 2-75, § 132M-150-003, filed 1/27/76.]

WAC 132M-150-006 Request for election—Canvas of academic employees by independent and neutral person or association. Any organization of academic employees of Community College District No. 13 desiring to be recognized as the majority organization representing such employees pursuant to chapter 28B.52 RCW, shall request in writing of the Board of Trustees of Community College District No. 13 that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purpose of the Act. Upon the receipt of such a request the Board of Trustees of Community College District No. 13 will request some independent and neutral person or association to determine whether thirty per cent or more of the academic employees of Community College District No. 13 have indicated that they desire to be represented by that organization for such purposes. The independent and neutral person or association shall make such determination upon the basis of record of dues, paying memberships, signed authorizations to represent, or other reliable and probative evidence. [Order 2-75, § 132M-150-006, filed 1/27/76.]

WAC 132M-150-009 Notice of election—Organizations to be included on ballot—Time for filing. If the independent and neutral person or association determines that thirty per cent or more of the academic employees of Community College District No. 13 have indicated that they desire to be represented by that organization for such purposes, the Board of Trustees of Community College District No. 13 will publish a notice that it will hold an election as soon as practical to determine whether the academic employees of Community

College District No. 13 desire the requesting organization or any other organization to represent them for the purposes of chapter 28B.52 RCW. Any other organization of academic employees desiring to be designated as the majority organization representing such employees shall, within seven days after publication of such notice by the Board of Trustees of Community College District No. 13, file with the Board of Trustees a request in writing that its name be included on the ballot in the election to be held together with written proof of at least ten per cent representation of the academic employees of the district. No organization shall be permitted to have its name placed on the ballot used in the election unless such a request has been received within seven days after the publication of the notice that an election will be held. [Order 2-75, § 132M-150-009, filed 1/27/76.]

WAC 132M-150-012 Contents of notice of election—Designation of chief election officer—Duties. The Notice published by the Board of Trustees of Community College District No. 13, pursuant to WAC 132M-150-009, shall state the date, hours, and polling places for the election. The notice shall also designate a chief election officer of the election and charge him with the duty of preparing the ballots and promulgating instructions concerning the details of the election to be conducted pursuant to WAC 132M-150-003 through WAC 132M-150-063. [Order 2-75, § 132M-150-012, filed 1/27/76.]

WAC 132M-150-015 List of academic employees—Posting of list. In any election conducted pursuant to WAC 132M-150-003 through WAC 132M-150-063, lists of academic employees eligible to vote shall be prepared by the Board of Trustees listing academic employees by voting places. Such lists shall be posted at least 24 hours before the election. Such lists shall be for informational purposes and shall not be conclusive as to the right of an academic employee to vote in the election. [Order 2-75, § 132M-150-015, filed 1/27/76.]

WAC 132M-150-018 Election inspectors—Duties—Right to challenge voter—Improper conduct. The election officer shall designate at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at each polling place to observe the conduct of the election. Each organization shall also be entitled to have an inspector present at the Office of the District President for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and, upon such challenge, the ballot of that person shall be treated as provided in WAC 132M-150-024 and WAC 132M-150-036 through WAC 132M-150-048. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers. [Order 2-75, § 132M-150-018, filed 1/27/76.]

WAC 132M-150-021 Ballots. The ballots used in any election held pursuant to WAC 132M-150-003 through WAC 132M-150-063 shall be in the following form:

To select for Representation Purposes Pursuant to Chapter 28B.52 RCW, a Majority Organization to Represent Academic Employees of Community College District No. 13.

	Vote for One
ORGANIZATION X	<input type="checkbox"/>
ORGANIZATION Y	<input type="checkbox"/>
NO ORGANIZATION	<input type="checkbox"/>

Do not sign your name or put other identifying marks on this ballot. Should you incorrectly mark this ballot or otherwise spoil it, you may return it to the chief election officer or his inspector and obtain a new ballot.

[Order 2-75, § 132M-150-021, filed 1/27/76.]

WAC 132M-150-024 Record of vote—Signature—Challenge. At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting list for the polling place at which he votes. Each academic employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge to his right to cast a ballot in an election. [Order 2-75, § 132M-150-024, filed 1/27/76.]

WAC 132M-150-027 Incorrectly marked ballot. Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter. [Order 2-75, § 132M-150-027, filed 1/27/76.]

WAC 132M-150-030 Privacy for voter—Equipment. Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it. [Order 2-75, § 132M-150-030, filed 1/27/76.]

WAC 132M-150-033 Folding ballot—Ballot box. Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked ballot box provided at the designated voting place. [Order 2-75, § 132M-150-033, filed 1/27/76.]

WAC 132M-150-036 Challenged ballot—Procedure. A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in

another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged, and the polling place at which it was challenged, and the envelope shall be sealed and initialed by the election inspectors. [Order 2-75, § 132M-150-036, filed 1/27/76.]

WAC 132M-150-039 Employees present entitled to vote—Sealing ballot box—Unused ballots. At the time for closing the polls, all academic employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors. [Order 2-75, § 132M-150-039, filed 1/27/76.]

WAC 132M-150-042 Election inspectors duties after voting has terminated. When all voting has terminated at the polling place, the election inspectors will bring to the chief election officer at the Office of the District President the following: 1) signed voting list of eligible academic employees, 2) all unused ballots, 3) all challenged ballots, and 4) the sealed ballot box containing all ballots cast. [Order 2-75, § 132M-150-042, filed 1/27/76.]

WAC 132M-150-045 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked "challenged ballots" and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the challenge was properly made, that ballot shall be excluded from the count. Otherwise, such ballot shall be counted as cast. [Order 2-75, § 132M-150-045, filed 1/27/76.]

WAC 132M-150-048 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. When ballot boxes from all voting places have been received by the chief election officer's inspector, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations participating in the election. After the ballots have been so counted each inspector designated by the organization to serve at the Office of the District

President shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall write a short statement of his grounds for disagreement with the count. The chief election officer shall certify to the Board of Trustees the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots, and the signed voting lists of eligible academic employees shall be kept by the chief election officer or some person designated by him for one year after the election. [Order 2-75, § 132M-150-048, filed 1/27/76.]

WAC 132M-150-051 Electioneering within the polls forbidden. No election signs, banners, or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representation by an organization whether on the ballot or otherwise, nor shall any person in that room engage in any other form of electioneering. [Order 2-75, § 132M-150-051, filed 1/27/76.]

WAC 132M-150-054 Contest of election—Time for filing objections—Investigation of objections. Any organization, the name of which appears on the ballot, or any academic employee may within five days after the certification of the results of an election under the provisions of WAC 132M-150-048, file objections to the conduct of the election with the chief election officer designated by the Board of Trustees pursuant to WAC 132M-150-012. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the Board of Trustees. If the Board of Trustees shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall overrule the objections and the results of the election shall be considered final. Objections to the conduct of the election which are not filed in accordance with the provisions of this section shall be waived and of no effect. [Order 2-75, § 132M-150-054, filed 1/27/76.]

WAC 132M-150-057 Persons eligible to vote—Definition of "academic employee". An employee of Community College District No. 13 will be determined eligible to vote in the election as designated in chapter 28B.52 RCW, as now or hereafter amended. For the purpose of WAC 132M-150-003 through WAC 132M-150-063 "academic employee" shall mean any teacher, counselor, librarian, department chairman, and program coordinator or officer who is employed by Community College District No. 13 according to the terms stipulated in the Faculty Salary Schedule. All full time administrators as identified in the Policy Handbook of Community College District No. 13 including the chief administrative officer of the district shall not be eligible to vote in the election. [Order 2-75, § 132M-150-057, filed 1/27/76.]

WAC 132M-150-060 Election determined by majority of valid votes cast—Run-off election. An organization of academic employees which receives a majority of the valid votes cast in an election held in accordance with WAC 132M-150-003 through WAC 132M-150-063 shall be recognized as representing the academic employees of Community College District No. 13 pursuant to chapter 28B.52 RCW. If more than one organization of academic employees has participated in an election and a majority of the valid votes cast has not been either for representation by one of the organizations or for no representation, a run-off election shall be held. In such a run-off, only those two choices receiving the highest number of valid votes cast in the initial election shall appear on the ballot. [Order 2-75, § 132M-150-060, filed 1/27/76.]

WAC 132M-150-063 Time lapse for new election. If no organization of academic employees is selected as representative in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of the earlier election. If an organization of academic employees is selected as bargaining representative in an election held pursuant to these rules, and a collective bargaining agreement entered into between the certified bargaining representative and the Board of Trustees which recognizes the certified bargaining representative for the term of the agreement, no election shall be held sooner than thirty days before the expiration date of such agreement. [Order 2-75, § 132M-150-063, filed 1/27/76.]

Chapter 132M-160 WAC

ADMISSION, REGISTRATION, GRADUATION

WAC

132M-160-010 Admission.
132M-160-020 Registration.
132M-160-030 Graduation.

WAC 132M-160-010 Admission. (1) Any applicant shall be admitted when he

(a) is at least eighteen years of age or is a graduate of a high school or has been approved by the high school principal, and

(b) is competent to profit from the curricular offerings of the college and would not create a disruptive atmosphere within the college

(2) Admission to the college shall entitle the student to enroll in any instructional program, provided that the student is qualified and complies with the rules and procedures established for enrollment in such program.

(3) Foreign students on nonimmigrant visas may be admitted to the college provided they complete special requirements as determined by the college and the immigration and naturalization service.

(4) Students enrolling in certain programs shall be required to take special tests or to have special training.

(5) Enrollment in classes or sections may be restricted by space, equipment, or other constraints. [Order 15, § 132M-160-010, filed 12/20/72.]

WAC 132M-160-020 Registration. (1) Regular registration is held four times a year at the beginning of each quarter. Registration for a course allows admission to that course. The student is responsible for course requirements. Once registered, a student is subject to all college regulations.

(2) A student who enrolls on or after the first day of instruction shall be required to obtain the signature of each instructor of classes he intends to enter before his registration is complete. A special form will be supplied with the registration materials for this purpose. Late registration shall be with the approval of the assistant dean of students for admissions and records.

(3) After completing registration, a student may make changes in his program by filling out a form available from the admissions and records office and obtaining the consent of the instructor of the course to be added. Courses may be added to a student's schedule with the approval of the assistant dean of students for admissions and records. A change of registration fee is charged for each change form filed, unless the change is at the request of the college.

(4) A student may enroll for no credit in any course as an auditor upon payment of the regular fees. Auditors are exempt from taking examinations but may participate in course work. A student desiring to audit should indicate this intention at the time of registration. If a student wishes to change to audit after he has registered, he shall follow the procedure for change of registration and secure the consent of the instructor for audit status.

(5) The college reserves the right to cancel any class or course offering unless at least ten students have enrolled within a reasonable time after instruction begins for a quarter, except for those classes in which a pre-enrollment limit of less than or greater than ten has been established.

(6) Registration fees are payable at the time of registration. A student shall not be considered registered until fees have been paid. Special fees such as transcript, laboratory, and graduation fees, are paid as these items are requested. [Order 15, § 132M-160-020, filed 12/20/72.]

WAC 132M-160-030 Graduation. (1) Degrees are conferred once a year at the close of spring quarter.

(2) April fifteen is the deadline for receipt of all applications to be considered for the current year's graduation.

(3) The graduation fee shall accompany the application.

(4) Students completing requirements for degrees during the summer quarter following the June commencement may be included in the graduation exercises provided they have registered for sufficient courses for the summer quarter to complete graduation requirements. Such candidates shall be so indicated on the commencement program. [Order 15, § 132M-160-030, filed 12/20/72.]

Chapter 132M-168 WAC LIBRARY

WAC

- 132M-168-010 Reserve books.
- 132M-168-020 General circulation.
- 132M-168-030 Periodicals.
- 132M-168-040 Fines.
- 132M-168-050 Hours.

WAC 132M-168-010 Reserve books. (1) Reserve books are those books, photocopy prints, recordings, audiovisual materials, and old test files which contain information in great demand, or are required reading for class assignments. This material is placed on reserve by faculty members so that it will be available to the greatest number of students during the period it is in demand. Library-use-only items may be checked out for home use (with some exceptions) from one hour before the library closes until the next time it opens at 9:00 am. Three-day reserve items may be checked out for three college days. [Order 15, § 132M-168-010, filed 12/20/72.]

WAC 132M-168-020 General circulation. (1) Most books (white book cards) are due two weeks from the next Friday and may be renewed. The end-of-quarter clearance procedures require that this period be shortened in order to have all loans cleared by a certain date. [Order 15, § 132M-168-020, filed 12/20/72.]

WAC 132M-168-030 Periodicals. (1) High student demand has changed our policy to "library-use-only" for the most recent issue and for bound periodicals. Back issues which are not bound may be checked out for three days with one renewal. [Order 15, § 132M-168-030, filed 12/20/72.]

WAC 132M-168-040 Fines. (1) Library fines are levied to insure the availability of materials for others at a definite date or time.

(2) For items checked out for two weeks, after a four-day grace period there will be a one dollar service fee for the first item. For the second item and each additional item, the fine is 50¢ each. (For example, the fine for two books would be \$1.50, four books would be \$2.50.)

(3) For reserve and three-day materials, after a one-day grace period there will be a one dollar service fee per item.

(4) After a three-month period, nonreturned items are presumed to be lost. The borrower is assessed the cost of the library materials checked out to him.

(5) Failure to pay library fines shall result in, among other things, denial of access to the library, and the withholding of grades and transcripts. [Order 15, § 132M-168-040, filed 12/20/72.]

WAC 132M-168-050 Hours. (1) Monday through Thursday, 8:00 am to 5:00 pm and 6:00 pm to 10:00 pm.

(2) Friday, 8:00 am to 4:00 pm. [Order 15, § 132M-168-050, filed 12/20/72.]