

Title 132S WAC

COMMUNITY COLLEGES--COLUMBIA BASIN

COMMUNITY COLLEGE

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Chapter 132S-04 WAC

NONHIGH SCHOOL GRADUATE ADMISSION POLICY

WAC

132S-04-010 Admission criteria for nonhigh school graduates.

WAC 132S-04-010 Admission criteria for nonhigh school graduates. The primary concern of Columbia Basin College is the education and training of high school graduates. It has become necessary for the college to define its posture on the admittance of the nonhigh school graduate who applies for admission in either or both the regular day program or the extended day program.

It shall be the policy of Columbia Basin College to admit nonhigh school graduates if they meet either of the following criteria:

(1) A nonhigh school graduate eighteen years or older, not currently enrolled in high school, may be admitted during the day program provided he satisfies entrance requirements as determined by the college. These requirements may include a passing score in the GED test, the Washington Pre-College Test, or a recommendation by the Columbia Basin College counseling staff.

(2) A high school student, currently enrolled in high school, will be accepted in the extended day program under the following conditions:

(a) Senior standing in the high school is expected. Students not having senior standing will be accepted only with the permission of the college president or his representative.

(b) The student must provide a letter from the high school principal indicating approval.

(c) Technical-Vocational Program applicants must have an occupational goal compatible with the training he is to receive.

(d) Final acceptance will be determined on an individual basis by the college.

In the extended day program preference will be given to post high school students. Therefore, admission will be limited to space available for high school students. [Order 1087, filed 3/7/68.]

Chapter 132S-08 WAC

TENURE REGULATIONS

WAC

- 132S-08-010 Purpose.
- 132S-08-020 Definitions.
- 132S-08-035 Composition of review committee.

132S-08-040	Duties of review committees.
132S-08-050	Required review committee action.
132S-08-060	Dismissal for cause.
132S-08-070	Dismissal for sufficient cause.
132S-08-080	Nonrenewal of tenured faculty contracts.
132S-08-090	Review committee recommendations.
132S-08-100	Tenure consideration.
132S-08-110	Effective date.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132S-08-030	Composition of review committee. [Order 70-1, § 132S-08-030, filed 3/5/70.] Repealed by Order 74-3, filed 7/5/74. For later promulgation fee, see WAC 132S-08-035.
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WAC 132S-08-010 Purpose. The board of trustees of Community College District No. 19 hereby establishes a rule on faculty tenure. The purpose of this tenure policy shall be to protect faculty employment rights and faculty involvement in the protection of those rights at Columbia Basin Community College and subsequent community colleges hereafter established within Community College District No. 19. In order to insure the professional objectives of a community college staff, the board hereby adopts the following procedures for administering faculty tenure. [Order 70-1, § 132S-08-010, filed 3/5/70.]

WAC 132S-08-020 Definitions. As used in this chapter 132S-08 WAC, the following terms and definitions shall mean:

- (1) "Appointing Authority" shall mean the board of trustees of Community College District No. 19.
- (2) "Review Committee" shall mean a committee of faculty peers and administrative staff appointed pursuant to WAC 132S-08-030.
- (3) "Regular College Year" shall mean a faculty appointment inclusive of consecutive fall, winter and spring quarters.
- (4) "President" shall mean the president of Columbia Basin Community College, or in such president's absence, the acting president.
- (5) "Part time" shall mean an appointment for which the appointee's presence at the college for the entire professional day during the entire regular college year is not required.
- (6) "College" shall mean Columbia Basin Community College and any subsequent community college hereafter established within Community College District No. 19.
- (7) "Full time" shall mean an appointment which requires the appointee's presence at the college for a professional day during the regular college year, as designated in the appointee's employment contract.
- (8) The definition of "tenure", "faculty appointment", "probationary faculty appointment", "probationer", and "administrative appointment", shall be the same as are contained within section 33, chapter 283, Laws of 1969 ex. sess. as now law or hereafter amended. [Order 70-1, § 132S-08-020, filed 3/5/70.]

WAC 132S-08-035 Composition of review committee. (1) A review committee shall be established, such a committee to include representation from the transfer division and the occupational division.

(2) The review committee shall be composed of five persons, three of whom shall consist of tenured or faculty probationary appointees representing both divisions chosen by the faculty and the faculty department heads acting in a body prior to October 15 of each regular college year. Additionally, the review committee shall consist of one administrative appointee chosen by the president prior to October 15 of each regular college year and a student representative who shall be a full time student, chosen by the student association of the college prior to October 15 of each regular college year. The review committee shall choose its own chairman and shall meet at the call of the chairman when the need for such meeting arises.

(3) The duration of each appointment to the review committee shall be for a period of two calendar years beginning on the 15th day of October of the year of appointment: *Provided*, That of the initial appointees to the review committee, one faculty appointee shall be chosen for a one year term.

If a vacancy exists upon the review committee prior to the expiration of any such appointment, an administrative or faculty member or student as appropriate, shall be chosen pursuant to section 2 of this rule to fill the unexpired term of the absent member of such review committee. [Order 74-3, § 132S-08-035, filed 7/5/74. Formerly WAC 132S-08-030.]

WAC 132S-08-040 Duties of review committees.

(1) The president shall on the 15th day of October of each regular college year assign each full time probationary faculty appointee to the review committee for such committee's evaluation and required recommendations.

(2) The review committee shall establish its method of evaluating performance of each full time probationary faculty appointee in considering whether the probationary appointee possesses personal characteristics and the necessary professional competence to be granted tenure, placing primary importance upon the probationer's effectiveness in his appointment. [Order 70-1, § 132S-08-040, filed 3/5/70.]

WAC 132S-08-050 Required review committee action. (1) The review committee shall be required to conduct an evaluation of each full time probationary faculty appointee assigned to the review committee by the president and render the following reports to the probationary faculty appointee and through the president to the appointing authority at the following times during the regular college year:

(a) A written evaluation of each full time probationary faculty appointee's performance and the subsequent submission of such written evaluation of the performance directed to the said probationer and president on December 20th and March 15th of each regular college year that said probationer is not a tenured faculty appointee. The review committee which renders such written evaluation of the appointee's performance shall obtain such appointee's written acknowledgement of receipt of the written performance evaluation each time such evaluation is rendered.

(b) A written recommendation concerning the employment or nonemployment of each full time probationary faculty appointee for the ensuing regular college year directed to the appointing authority through the president prior to February 15th of each regular college year.

(c) A written recommendation directed through the president, to the appointing authority recommending the approving authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee: *Provided*, That during such full time probationary faculty appointee's third regular college year of appointment, the review committee shall prior to March 15th of such regular college year make such a recommendation as to the award or nonaward of tenure. The failure of the review committee to make the written recommendation as to the award or nonaward of tenure by March 15th of the regular college year for each full time probationary faculty appointee who is then serving his third consecutive year of full time appointment shall be deemed a recommendation that tenure not be awarded to such appointee.

(2) The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be required to give any consideration to the review committee recommendation required by paragraph (1)(b) of this rule. [Order 70-1, § 132S-08-050, filed 3/5/70.]

WAC 132S-08-060 Dismissal for cause. Dismissal for sufficient cause during the regular college year shall, in addition to the enumerated ground contained in section 40, chapter 283, Laws of 1969 ex. sess., include but not be limited to:

- (a) Any unlawful act of violence;
- (b) Any unlawful act resulting in destruction of community college property;
- (c) Interruption of the orderly conduct of the educational process;
- (d) Incompetency;
- (e) Failure to perform a professional assignment;
- (f) Any other act specified by the president which the review committee determines constitutes unprofessional conduct of a faculty member. [Order 70-1, § 132S-08-060, filed 3/5/70.]

WAC 132S-08-070 Dismissal for sufficient cause. In all instances which involve dismissal for sufficient cause as distinguished from nonrenewal for sufficient cause as specified in WAC 132S-08-080.

(1) The dean of instruction shall investigate all matters regarding dismissal for cause as enumerated in WAC 132S-08-060 of a tenured faculty member or probationary faculty member prior to the expiration of such probationary faculty appointee's employment term. If the dean of instruction has cause to believe that a faculty member should be dismissed for cause, he shall so advise the president and if the president deems a sufficient cause exists, shall discuss the matter with the individual faculty member involved. If a resignation is not forthcoming, and the president deems that circumstances

and facts warrant dismissal, the president may begin dismissal proceedings.

(2) The president shall begin dismissal proceedings by specifying the conduct which constitutes dismissal for sufficient cause and refer the charge to the review committee.

(3) The review committee shall after receiving the written charge from the president establish a date for a review hearing committee giving the faculty member so charged reasonable notice of such hearing, and inform in writing the faculty member so charged of the time, date and place of such hearing.

(4) The review committee hearing shall:

(a) Include testimony from all interested parties, including but not limited to other faculty members and students; and

(b) The faculty member whose case is being reviewed shall be afforded the right of cross examination and the opportunity to present evidence on his behalf; and

(c) Include a record of all proceedings before such committee.

(5) The review committee following the expiration of such dismissal proceeding shall prepare recommendation as to the appropriate action to be taken by the appointing authority. [Order 70-1, § 132S-08-070, filed 3/5/70.]

WAC 132S-08-080 Nonrenewal of tenured faculty contracts. (1) The appointing authority shall be deemed to have authority not to renew the contract of any tenured faculty appointee for sufficient cause which for purpose of WAC 132S-08-080 shall include budget reasons, change of instructional program, or lack of students participating in a particular instructional program; if

(a) Notice of such nonrenewal is tendered to the individual faculty appointee prior to the last day of winter quarter of any regular college year. Three weeks prior to tendering such notice the president shall refer the matter of nonrenewal to the review committee with appropriate documentation specifying the grounds for the intended nonrenewal of a tenured faculty appointee's contract.

(b) The review committee to which the matter is referred shall then conduct proceedings pursuant to WAC 132S-08-070 (3) and (4) and at the conclusion of such proceedings make an appropriate recommendation to the appointing authority: *Provided*, If the review committee to which a proceeding is referred pursuant to this subsection fails to make a recommendation through the president to the appointing authority prior to the last day of winter quarter, such a failure shall be deemed a recommendation that sufficient cause as defined in paragraph 1 of this rule exists for the nonrenewal of the specific tenured faculty appointee's contract for the ensuing regular college year.

(2) After the college president has determined that the contract of a tenured faculty appointee shall not be renewed for the ensuing regular college year, but prior to referring the matter to the review committee for proceedings and the recommendations of such review committee, the college president shall:

(a) Determine whether fiscal problems can be eliminated by the nonrenewal of a probationary faculty appointee's contract for the ensuing regular college year, and if such procedure would not provide a feasible solution;

(b) Determine whether the individual tenured faculty appointee is qualified for another faculty position within Community College District 19; or

(c) If such tenured faculty member is not qualified for another position, the college president shall use his best efforts in attempting to procure similar employment for such faculty member in another community college district within the state of Washington.

(3) If an individual tenured faculty appointee's contract is not renewed for the reasons previously stated in this rule, and a change of circumstances has caused the reestablishment of such former teaching position the president shall then offer such appointment to the tenured faculty member whose contract was not previously renewed. [Order 70-1, § 132S-08-080, filed 3/5/70.]

WAC 132S-08-090 Review committee recommendations. (1) A tenured or probationary faculty appointee who is dismissed for sufficient cause during the regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed by the faculty appointee to the appointing authority within 10 days following the receipt of a notice of dismissal.

(2) A tenured faculty member whose contract is not renewed for the ensuing regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed to the appointing authority by the tenured faculty appointee within 10 days following receipt of a notice of nonrenewal.

(3) The appointing authority shall give reasonable consideration to any review committee recommendations formulated pursuant to WAC 132S-08-070 and 132S-08-080 but such recommendations shall not be binding upon the appointing authority. [Order 70-1, § 132S-08-090, filed 3/5/70.]

WAC 132S-08-100 Tenure consideration. (1) A probationary faculty appointee shall acquire tenure by operation of law if service with the college exceeds three consecutive regular college years of full time academic employment.

(2) The following positions are deemed by the appointing authority to constitute administrative appointments, which positions are deemed nontenurable.

- (a) president
- (b) dean of instruction
- (c) dean of students
- (d) business manager
- (e) director of admissions
- (f) director of guidance
- (g) director of student affairs
- (h) director of athletics
- (i) director of financial aid
- (j) associate dean of instruction
- (k) associate dean of occupational instruction

(1) associate dean of adult education

(3) An individual who shall serve in any position enumerated in paragraph (2) of this rule and who shall additionally serve as a teacher, counselor, librarian or other comparable position shall be eligible for an award of tenure to the extent such an individual has had or does have status as a teacher, counselor or librarian.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing authority after giving reasonable consideration to a specific recommendation from the review committee which recommendation can be made at any time during a probationary faculty appointee's service. [Order 70-1, § 132S-08-100, filed 3/5/70.]

WAC 132S-08-110 Effective date. The rules contained within chapter 132S-08 WAC shall become effective upon the date the same are filed with the code reviser. [Order 70-1, § 132S-08-110, filed 3/5/70.]

Chapter 132S-10 WAC LEGISLATIVE LIAISONS

WAC

- 132S-10-010 Designation of legislative liaisons.
132S-10-015 Responsibility.

WAC 132S-10-010 Designation of legislative liaisons. In accordance with the implementation of Initiative 276, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions within Community College District No. 19 are designated legislative liaisons for Community College District No. 19:

- (1) Members of the Board of Trustees;
- (2) District president; and

(3) All those persons designated in writing by the president of Community College District No. 19, which writing shall be made available among the records maintained by the office of the president of Community College District No. 19. [Order 73-4, § 132S-10-010, filed 6/18/73.]

WAC 132S-10-015 Responsibility. Such persons designated in WAC 132S-10-010 shall be responsible for making available through official channels requests for legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business. [Order 73-4, § 132S-10-015, filed 6/18/73.]

Chapter 132S-11 WAC REDUCTION IN FORCE FOR CLASSIFIED STAFF—CIVIL SERVICE EMPLOYEES

WAC

- 132S-11-010 Purpose of rules.
132S-11-020 Definitions.
132S-11-030 Initial procedures for reduction in force.
132S-11-040 Initial order of layoff.
132S-11-050 Options in lieu of layoff.
132S-11-060 Procedures for establishing order of layoff and notice of requirements.

132S-11-070 Distribution of layoff notice.
132S-11-080 Reemployment rights of laid off employees.

WAC 132S-11-010 Purpose of rules. Pursuant to the Direction of the Higher Education Personnel Board of the State of Washington, the Board of Trustees for Washington State Community College District No. 19 hereby establishes the procedures for reduction in force and the layoff of classified employees when such reductions or layoffs are required by lack of funds or curtailment of programs. [Order 75-1, § 132S-11-010, filed 2/11/75.]

WAC 132S-11-020 Definitions. As used in this chapter, WAC 132S-11, the following words and phrases are defined:

(1) "Appointing Authority" shall mean the president of Columbia Basin College.

(2) All other terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020, chapter 251-10 as promulgated by the Washington State Higher Education Personnel Board. [Order 75-1, § 132S-11-020, filed 2/11/75.]

WAC 132S-11-030 Initial procedures for reduction in force. (1) When a reduction in force is required due to lack of funds or curtailment of programs, the appointing authority shall determine the number of positions, by classification, which shall be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institutional-wide basis. The entire classified staff of Columbia Basin College shall be considered as one layoff unit. [Order 75-1, § 132S-11-030, filed 2/11/75.]

WAC 132S-11-040 Initial order of layoff. The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

(1) Probationary, temporary and hourly employees shall be laid off before permanent status employees in the same classification.

(2) Emergency, temporary or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of service. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service shall be separated last. Length of service shall include all periods of probationary, trial service and permanent status employment in the classification and other classifications except as broken by termination of employment.

(4) Service shall not be considered broken during military or approved leaves of absence. The retention of veterans shall be determined in accordance with WAC 251-04-020(33) and WAC 251-10-050. [Order 75-1, § 132S-11-040, filed 2/11/75.]

WAC 132S-11-050 Options in lieu of layoff. (1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030.

(2) Permanent status employees, according to seniority, shall be offered employment options in classifications in which the employee has held permanent status; lower classification in same class series for which the employee is qualified provided that the employee being replaced is the least senior in that classification and has less layoff seniority than the employee replacing him.

(3) No permanent status employee shall be separated through layoff without being offered those positions in classes for which he meets the minimum requirements and passes the qualifying examination currently being held by temporary, provisional or probationary employees provided that all layoff option rights have been exhausted as provided in WAC 251-10-030(4).

(4) Eligible veterans and their unmarried widows as defined in WAC 251-10-050 shall be provided veterans preference. [Order 75-1, § 132S-11-050, filed 2/11/75.]

WAC 132S-11-060 Procedures for establishing order of layoff and notice of requirements. (1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.

(2) The personnel officer shall:

(a) Determine the employees to be laid off, determine their option rights, and notify the appointing authority in writing;

(b) Promptly discuss options with the employees concerned, who in turn, shall inform him in writing as quickly as possible but within three (3) working days, whether they wish to exercise their option rights;

(c) Promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off at least fifteen (15) calendar days prior to the effective date of the layoff.

(d) Advise each employee of his right to appeal his layoff per WAC 251-12-080. [Order 75-1, § 132S-11-060, filed 2/11/75.]

WAC 132S-11-070 Distribution of layoff notice. Copies of all notices shall be distributed as follows:

The original to the employee,

One copy to [to] the supervisor's department files,

One copy to the Personnel office. [Order 75-1, § 132S-11-070, filed 2/11/75.]

WAC 132S-11-080 Reemployment rights of laid off employees. (1) Reduction in force lists are established by classification and maintained by the personnel officer. The name of an employee who has been laid off will appear on those employment lists for all classes in which he has held permanent status or in which he has held a probationary appointment or a trial service appointment; his name will also appear on those lists for all lower classifications in the same class series for which he is qualified.

(2) The personnel officer may extend or re-establish employment lists as long as these actions do not jeopardize the re-employment of any employee separated by a reduction in force. Employees separated by reason of reduction in force shall have their names maintained on applicable eligible lists for a period of not less than two years from the date of their termination. Prior to the expiration date of the eligibility, he shall be notified of the expiration date and given the opportunity to extend his eligibility for one additional year by written request to the personnel officer. [Order 75-1, § 132S-11-080, filed 2/11/75.]

Chapter 132S-12 WAC CODE OF CONDUCT

WAC

132S-12-010	Definition.
132S-12-020	Liquor.
132S-12-030	Drugs.
132S-12-040	Assembly rights.
132S-12-050	Criminal violations.
132S-12-060	Cheating.
132S-12-070	Commercial activities.
132S-12-080	Outside speakers.
132S-12-090	Trespass.
132S-12-100	Distribution of materials.
132S-12-110	Delegation of disciplinary authority.
132S-12-120	Disciplinary action.
132S-12-130	Hearing panel.
132S-12-140	Hearing panel procedures.
132S-12-150	Hearing panel decision.
132S-12-160	Imposition of discipline.
132S-12-170	Student appeal.
132S-12-180	Damaging property.
132S-12-190	Civilian prosecution.
132S-12-200	Exclusiveness.
132S-12-210	Severability.
132S-12-220	Effective date.

WAC 132S-12-010 Definition. As used in this chapter 132S-12 WAC, the following words and phrases shall mean:

(1) "Board" shall mean the Board of Trustees of Community College District No. 19, state of Washington.

(2) "College" shall mean Columbia Basin Community College or any additional community college hereafter established within Community College District No. 19, state of Washington.

(3) "Liquor" shall mean the definition of liquor as contained within RCW 66.04.010(16) as now law or hereafter amended.

(4) "Drugs" shall mean and include any narcotic drug as defined in RCW 69.33.230(14) as now law or hereafter amended and shall include any dangerous drug as defined in RCW 69.40.060 as now law or hereafter amended.

(5) "College facilities" shall mean and include any or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(6) "Assembly" shall mean any overt activity engaged in by one or more persons, the object of which is to gain

publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.

(7) "Disciplinary action" shall mean and include the expulsion, suspension or reprimand of any student by the college president pursuant to WAC 132S-12-160 for the violation of any designated rule or regulation of the rules of student conduct for which a student is subject to disciplinary action.

(8) "Student" shall mean and include any person who is regularly enrolled at the college.

(9) "President" shall mean the president appointed by the board of trustees or in such president's absence, the acting president.

(10) "Rules of Student Conduct" shall mean the rules contained within chapter 132S-12 WAC as now exist or which may be hereafter amended, the violation of which subject a student to disciplinary action.

(11) "Hearing Panel" shall mean the hearing panel as denominated in WAC 132S-12-130. [Order 70-2, § 132S-12-010, filed 3/5/70.]

WAC 132S-12-020 Liquor. The possession, consumption, or being demonstrably under the influence of any form of liquor by any student on college facilities or at college related activities shall be cause for disciplinary action. [Order 70-2, § 132S-12-020, filed 3/5/70.]

WAC 132S-12-030 Drugs. Any student who shall use, possess or sell any drug as defined in WAC 132S-12-010 on college facilities or at college related activities shall be subject to disciplinary action except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For purposes of this regulation, "sell" shall include the statutory meaning defined in RCW 69.04.005. [Order 70-2, § 132S-12-030, filed 3/5/70.]

WAC 132S-12-040 Assembly rights. (1) The college believes that it is best to resolve differences that may exist in the campus community in an atmosphere of calm and reasoned dialogue which is consistent with an academic setting. The right of free speech and peaceful assembly is a fundamental tenet of a democratic society and the college subscribes to the viewpoint that the college community shall always be free to express its views and to support causes by orderly means. Further, in order to maintain this right for all faculty and students, it is essential that dissent be conducted in a mature and responsible manner. Infringement upon the rights of others by interfering with the orderly and basic processes of the institution is not consistent with the ideals of academic freedom.

(2) Students may conduct or may participate in any assembly as defined in WAC 132S-12-010 on college facilities which are generally available to the public provided such demonstrations:

(a) Are conducted in an orderly manner; and

(b) Do not unreasonably interfere with vehicular or pedestrian traffic; or

(c) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or

(d) Do not unreasonably interfere with regular college functions.

(3) A student who conducts or participates in a demonstration which violates any provision of this rule shall be subject to disciplinary action. A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution. [Order 70-2, § 132S-12-040, filed 3/5/70.]

WAC 132S-12-050 Criminal violations. (1) Any student who shall commit larceny of the property of another, as defined in RCW 9.54.010 upon college facilities shall, in addition to possible criminal penalties, be subject to disciplinary action.

(2) Any student who shall assault another in the manner prohibited by RCW 9.11.010, 9.11.020 or 9.11.030 upon college facilities, shall, in addition to possible criminal penalties, be subject to disciplinary action.

(3) Any student who engages in acts of forgery as defined by RCW 9.44.010 upon college facilities shall, in addition to possible criminal penalties, be subject to disciplinary action.

(4) Any student who commits any other act on college facilities which act is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action. [Order 70-2, § 132S-12-050, filed 3/5/70.]

WAC 132S-12-060 Cheating. (1) Any student who, for the purpose of fulfilling or partially fulfilling any assignment or task required as part of the student's program of instruction at the college, shall knowingly tender any work product that the student fraudulently represents as the student's work product, shall be deemed to have cheated. Cheating shall be cause for disciplinary action.

(2) Any student who aids or abets the accomplishment of cheating as defined in sub-paragraph (1) above, shall also be subject to disciplinary action. [Order 70-2, § 132S-12-060, filed 3/5/70.]

WAC 132S-12-070 Commercial activities. (1) College facilities shall not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives as determined by the president, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities as determined by the president relate to educational objectives and are conducted under the sponsorship or at the request of a college department or office of the associated student body, provided that such solicitation does not interfere with or operate to the detriment of the conduct of the college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this section, the term "commercial activities" does not include handbills, leaflets, newspapers and similarly related materials as regulated in WAC 132S-12-100. [Order 70-2, § 132S-12-070, filed 3/5/70.]

WAC 132S-12-080 Outside speakers. (1) The board, the administration, and faculty of the college subscribe 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, therefore in conformity with the American traditions of free speech and free inquiry, it is provided that any faculty group or student organization recognized and established pursuant to such other college rules may invite to the college any speaker subject to any legal restraints imposed by the laws or the Constitutions of the United States and/or the state of Washington.

(2) The appearance of an invited speaker at the college does not represent an endorsement, either implicit or explicit, of his views by the college, its students, its faculty, its administration or its board.

(3) No student, faculty member or member of the administrative staff of the college has an inherent right to speak at the college or to utilize college facilities for such purposes unless such speaker has been invited by a faculty group or by a recognized student organization as heretofore designated, and additionally, no person who is not a student, faculty member or member of the administrative staff of the college shall have a right to demand to listen to an address of an invited speaker.

(4) The scheduling of facilities for hearing invite speakers shall be made through the office of the dean of instruction, by the inviting campus student organization.

(5) The dean of students will be notified at least four days prior to the appearance of an invited speaker, at which time a proper form (available in the office of the dean of students) must be completed with all particulars regarding speaker, time, place, etc., signed by the sponsoring organization advisor, and filed with the dean of students. Exceptions to the four day ruling may be made by the director of 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 college president may, at his discretion, assign a faculty member to preside over any meeting where a speaker has been invited. [Order 70-2, § 132S-12-080, filed 3/5/70.]

WAC 132S-12-090 Trespass. (1) The president of the college, or, in such president's absence, the acting president, is authorized in the instance of any event that the president deems to be disruptive of order or which the president deems impedes the movement of persons or vehicles or which the president deems to disrupt or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, then the president acting through the dean of students or

such other person designated by the president, shall have the power and authority to:

(2)[(a)] Prohibit the entry of, or withdraw the license or privilege of any person or persons or any group of persons to enter onto or remain upon all or any portion of a college facility which is owned and/or operated by the college; or

(b) To give notice against trespass by any manner specified in section 1(2), chapter 7, Laws of 1969 to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or

(c) To order any person, persons or group of persons to leave or vacate all or any portion of a college facility which is owned and/or operated by the college.

(2) Any student who shall disobey a lawful order given by the president or his designee pursuant to the requirements of section 1 of this rule, shall in addition to violating criminal law also be subject to disciplinary action. [Order 70-2, § 132S-12-090, filed 3/5/70.]

WAC 132S-12-100 Distribution of materials. (1) Handbills, leaflets, newspapers and similar related matter may be sold or distributed free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the director of activities; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall be required to register with the director of activities prior to the distribution of any handbill, leaflet, newspaper or related matter. Nonstudents shall not be allowed to sell handbills, leaflets, newspapers or related matter.

(4) Permission for the posting or display of handbills, leaflets, newspapers, posters and similar related matter on college facilities must be granted by the dean of students or in such dean's absence by the director of student activities. Permission for such posting or display will be given only if such material is:

(a) Written and presented in good taste; and

(b) Designed to attract attention rather than incite emotion; and

(c) Consistent and factual in content. [Order 70-2, § 132S-12-100, filed 3/5/70.]

WAC 132S-12-110 Delegation of disciplinary authority. The board, acting pursuant to RCW 28.85.140 [28B.50.140](14), do by written order delegate to the president of the college authority to administer the disciplinary action prescribed in WAC 132S-12-160. All disciplinary actions in which there is a recommendation that a student be suspended or expelled, shall be acted

upon by the president. The president shall have no authority to delegate this decision. [Order 70-2, § 132S-12-110, filed 3/5/70.]

WAC 132S-12-120 Disciplinary action. (1) The dean of students shall be the primary person responsible for the initiation of disciplinary action for conduct which is prohibited pursuant to the rules of student conduct and for the violation of other college rules except for those rules which are the responsibility of the divisions and instructors hereafter enumerated:

(a) The division chairman, and the faculty of each division, shall be responsible for the administration of discipline, for the infraction of any rule relating to such student's academic program; and

(b) The instructor of each course shall be responsible for the maintenance of order and proper student conduct in a classroom. Such instructor shall be authorized to take any summary steps as may be necessary to preserve order and to maintain effective cooperation of the class in fulfilling the objective of the course; and

(c) The classroom instructor may, for a serious violation of classroom decorum or order, refer such violation to the chairman of the division involved and such chairman, through the dean of instruction may request the dean of students to initiate disciplinary action.

(2) Any student accused of violating any provision of the rules of student conduct will be called for an initial conference with the dean of students or his designated representative, and will be informed of what provision or provisions of the rules of student conduct he is charged with violating, and what appears to be the maximum penalties which might result from consideration of the disciplinary proceeding.

(3) After considering the evidence in the case and interviewing the student or students accused of violating the rules of student conduct, the dean of students or his designated representative may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counselling and advice may be appropriate;

(c) Impose minor sanctions directly (warning or reprimand).

(d) If major sanctions are deemed necessary, the dean of students may recommend that the president impose disciplinary action pursuant to WAC 132S-12-160 after a hearing before the hearing panel as denominated in WAC 132S-12-130 unless the student waives the right to a hearing in writing, in which case the president shall interview the student and consider all evidence including the examination of any witnesses and impose disciplinary action pursuant to WAC 132S-12-160. [Order 70-2, § 132S-12-120, filed 3/5/70.]

WAC 132S-12-130 Hearing panel. (1) If disciplinary action is initiated by the dean of students and the student does not waive his right to a hearing in writing, the said dean of students shall appoint a hearing panel of three persons to be composed of a member of the administrative staff, a faculty member chosen from a list

of three faculty members nominated by the faculty senate, and a regularly enrolled student chosen from a list of three students nominated by the associated student body president. The hearing panel so chosen will designate the chairman of the hearing panel who shall be a voting member of such hearing panel.

(2) The hearing panel shall conduct such hearing within 25 days after appointment and shall give the student charged with violation of the rules of student conduct a minimum of 20 days notice as specified within WAC 132S-12-140. [Order 70-2, § 132S-12-130, filed 3/5/70.]

WAC 132S-12-140 Hearing panel procedures. (1) The hearing panel will hear, de novo, and make recommendations to the president of the college on all disciplinary cases referred to it by the dean of students.

(2) The student has a right to a fair and impartial hearing before the hearing panel on any charge of violating the rules of student conduct. The student's failure to cooperate with the hearing procedures hereinafter outlined, however, shall not preclude the hearing panel from making its findings of fact, conclusions and recommendations as provided in WAC 132S-12-150. Failure by the student to cooperate may be taken into consideration by the committee in recommending to the president the appropriate disciplinary action.

(3) The student shall be given written notice of the time and place of the hearing before the hearing panel by personal service or registered mail. Said notice shall contain:

(a) A statement of the time, place and nature of the disciplinary proceeding.

(b) A statement of the charges against him including reference to the particular sections of the rules of student conduct involved.

(4) At the hearing, the student shall be entitled to hear and examine the evidence against him and be informed of the identity of its source; he shall be entitled to present evidence in his own behalf and cross examine witnesses testifying against him as to factual matters.

(5) If the student elects to choose a duly licensed attorney admitted to practice in any state in the United States as his counsel, he must tender three days notice thereof to the dean of students.

(6) In all disciplinary proceedings, the college may be represented by a designee appointed by the dean of students; said designee may then present the college's case against the student accused of violating the rules of student conduct, provided that in those cases in which the student elects to be represented by a licensed attorney, the dean of students may request the college to be represented by an assistant attorney general.

(7) An adequate summary of all the evidence and facts presented to the hearing panel during the course of the proceedings will be taken. A copy thereof shall be available at the office of the dean of students. [Order 70-2, § 132S-12-140, filed 3/5/70.]

WAC 132S-12-150 Hearing panel decision. (1) Upon conclusion of the disciplinary hearing, the hearing panel shall consider all the evidence therein presented,

enter appropriate findings of fact and conclusions of law and decide by majority vote whether to recommend to the president either of the following actions:

(a) That the college terminate the proceedings and exonerate the student or students;

(b) That the president impose any of the disciplinary actions as provided in WAC 132S-12-160.

(2) The student will be provided with a copy of the committee's findings of fact and conclusions as to whether the student did violate any rules of student conduct, and such student shall also be provided with a copy of the recommendations of disciplinary action. [Order 70-2, § 132S-12-150, filed 3/5/70.]

WAC 132S-12-160 Imposition of discipline. (1) The college president shall review all actions for which the hearing panel has recommended disciplinary action and determine whether or not disciplinary action shall be imposed against the said student. The college president shall have no authority to impose any disciplinary action on a student unless disciplinary action has been recommended by the hearing panel against such student or unless the student has waived his right to a hearing before such hearing panel: *Provided*, That nothing contained within this section shall prohibit the college president from imposing disciplinary action against such student which disciplinary action exceeds the recommendations of the hearing panel.

(2) In determining whether or not to impose disciplinary action against a student, the president shall review the summary of the evidence and facts presented to the hearing panel and the hearing panel's findings and conclusions and recommendations, and the college president shall then determine whether or not to impose disciplinary action in any form.

(3) If the college president determines to impose disciplinary action for a violation of the rules of conduct for which disciplinary action has been recommended by the hearing panel unless such student waives his right to such hearing, the college president shall have authority to:

(a) Expel such student permanently from the college; or

(b) Suspend the right of such student to attend the college for a maximum of three consecutive academic quarters; or

(c) Reprimand such student in writing and forward a copy of such reprimand to the guardian or parents of such student. [Order 70-2, § 132S-12-160, filed 3/5/70.]

WAC 132S-12-170 Student appeal. Any student feeling aggrieved by the findings or conclusions of the hearing panel or the order of the college president imposing disciplinary action may appeal the same in writing by directing an appeal to the chairman of the board within 15 days following receipt of the order of the president imposing disciplinary action. The board may, at their discretion, suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary action imposed. [Order 70-2, § 132S-12-170, filed 3/5/70.]

WAC 132S-12-180 Damaging property. Any student who shall willfully attempt to damage or destroy or who in fact does willfully damage or destroy any property owned, controlled or operated by the college shall be subject to disciplinary action. [Order 70-2, § 132S-12-180, filed 3/5/70.]

WAC 132S-12-190 Civilian prosecution. The board acting through the college president may refer any violations of the rules of student conduct which involve violations of federal or state law to civilian authorities for disposition. [Order 70-2, § 132S-12-190, filed 3/5/70.]

WAC 132S-12-200 Exclusiveness. The rules contained within chapter 132S-12 WAC are exclusive and are deemed to supersede all former related rules and policies that are inconsistent therewith. [Order 70-2, § 132S-12-200, filed 3/5/70.]

WAC 132S-12-210 Severability. If any provision or part of these rules of student conduct are deemed unconstitutional by a court of law, the remainder of such rules shall continue in effect. [Order 70-2, § 132S-12-210, filed 3/5/70.]

WAC 132S-12-220 Effective date. The rules contained within chapter 132S-12 WAC shall become effective upon the date the same are filed with the code reviser. [Order 70-2, § 132S-12-220, filed 3/5/70.]

Chapter 132S-14 WAC SUMMARY SUSPENSION

WAC

- 132S-14-010 Summary suspension.
132S-14-020 Hearing.

WAC 132S-14-010 Summary suspension. The president, or in his absence, any officer of the college designated by the president for this purpose, may impose on any student, member of the faculty, or member of the administrative staff an interim suspension, whenever there is reasonable cause to believe that such person has committed and may reasonably be expected thereafter to continue to commit violent or disruptive acts which disrupt the orderly process of the college. The notice of such suspension shall state the nature, terms and conditions of such suspension and shall include such restrictions on use of campus facilities as the president or his designee deems in the best interest of the college.

Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held or for a period of not more than 20 calendar days, whichever first occurs. To obtain such preliminary hearing, the person shall submit a written request therefore within four calendar days from the date interim suspension was imposed. Such written request shall state the address to which the notice of hearing is to be sent.

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(1) Students requesting a preliminary hearing shall appear before the hearing panel denominated in WAC 132S-12-130, adopted rule relating to campus conduct.

(2) Faculty members and administrative staff members requesting a preliminary hearing shall appear before the review committee denominated in chapter 132S-08 WAC, adopted rule relating to faculty tenure. [Order 71-1, § 132S-14-010, filed 1/28/71.]

WAC 132S-14-020 Hearing. (1) The appropriate body conducting the preliminary hearing shall grant such a preliminary hearing not later than four calendar days from the date of receipt of such request and shall immediately mail a written notice of the time, place, and date of such hearing of such person. A preliminary hearing shall consider only whether there is reasonable cause to believe that such person may reasonably be expected thereafter to commit violent or disruptive acts which disrupt the orderly process of the college.

(2) Interim suspension may [be] removed by the president, upon recommendation of the appropriate preliminary hearing body, whenever the president has reason to believe that the reasons for imposition of summary suspension no longer exist. [Order 71-1, § 132S-14-020, filed 1/28/71.]

Chapter 132S-16 WAC POLICIES RELATING TO BUSINESS, PERSONNEL, STUDENT AFFAIRS, CURRICULUM AND INSTRUCTION

WAC

- 132S-16-010 Rental of facilities.
132S-16-020 Location of activities.
132S-16-030 Control of transcript and grades.
132S-16-040 Schedule of refunds.
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132S-16-445	Student housing.
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132S-16-550	Academic Year Calendar.
132S-16-560	Evaluation of instruction.
132S-16-570	Student achievement criteria.
132S-16-580	The learning environment.
132S-16-590	Instructional innovation and research.
132S-16-600	Academic advisement.
132S-16-610	In-service programs.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132S-16-080	Use of vehicles. [Order 2057, § 132S-16-080, filed 9/25/68.] Repealed by Order 74-4, filed 8/8/74. See WAC 132S-16-083.
132S-16-481	Off-campus student invited speakers. [Order 2286, § 132S-16-481, filed 5/16/69.] Repealed by Order 70-2 (part), filed 3/5/70.
132S-16-485	Campus conduct. [Order 2290, § 132S-16-485, filed 5/16/69.] Repealed by Order 70-2, filed 3/5/70.

WAC 132S-16-010 Rental of facilities. No charge will be made for any group connected with education, provided the space used does not interfere with ongoing programs and that no extra custodial or supervisory assistance is necessary.

Any groups other than those directly connected with education will be charged a fee in the amount necessary to cover all out-of-pocket expenses. Because of the limited facilities of Columbia Basin College outside groups are to be discouraged in the use of these facilities. [Order 2057, § 132S-16-010, filed 9/25/68.]

WAC 132S-16-020 Location of activities. Because of Columbia Basin College's very limited facilities it is necessary that most athletic and many other special events be held off campus.

Student groups are encouraged to hold these special events in all three of the Tri-Cities to reinforce the concept of being truly a community college.

Any formal student held activities off the campus require the permission of the dean of students office and

arrangements for the off-campus facilities must be made by the business office. [Order 2057, § 132S-16-020, filed 9/25/68.]

WAC 132S-16-030 Control of transcript and grades. The business office will furnish the registrar's office a list of students who have outstanding obligations in the form of student loans, auto bills, unpaid tuition and fees, etc. The registrar shall not release the grades or transcript until these obligations are satisfied. [Order 2057, § 132S-16-030, filed 9/25/68.]

WAC 132S-16-040 Schedule of refunds. No refund will be made unless the student completely withdraws from Columbia Basin College.

Upon completion of withdrawal procedure through the registrar's office the following schedule of tuition refunds will be followed:

0 - 5 days	80% refund
6 - 11 days	60% refund
11 - 20 days	40% refund
over 20 days	no refund

In case of a student being drafted into military service the percent of refund will be subject to administrative review. Refunds for withdrawals demanded by serious illness will be subject to administrative review. [Order 2057, § 132S-16-040, filed 9/25/68.]

WAC 132S-16-050 Tuition and fees. Tuition and fees are regulated by statutes of the State of Washington and are listed as follows:

Tuition	\$50.00	
Incidental fees	20.00	
Total		\$70.00
Out-of-state		
Tuition	\$150.00	
Incidental fees	20.00	
Total		\$170.00

[Order 2057, § 132S-16-050, filed 9/25/68.]

WAC 132S-16-052 Fee waivers for educationally disadvantaged. Columbia Basin College may allow fee waivers for the educationally disadvantaged adult student who has not completed high school. An adult student is one who is at least 18 years of age and whose high school class has graduated.

Fee waivers may be allowed for the following programs and classes: G.E.D. Preparatory, Adult Basic Education, and specific classes needed to obtain a high school diploma. [Order 76-6, § 132S-16-052, filed 12/22/76.]

WAC 132S-16-060 Internal policy. All requisitions for purchase of supplies or equipment must be signed by the division chairman and the dean of instruction or the director of technical vocational education, before being submitted to the business office.

Any requisition of items which total an estimated cost of \$200.00 up to \$500.00 must be accompanied by signed quotes from the prospective supplier before it can

be processed. All requisitions for capital expenditures must be approved by the president. Any purchases over \$500.00 will be subject to formal bid procedures and handled by the business office. [Order 2057, § 132S-16-060, filed 9/25/68.]

WAC 132S-16-070 Travel requests. All personnel traveling on authorized Columbia Basin College business, regardless of mode of travel, must submit a written "Travel Request" to the business office for administrative approval. This request must be routed through the division chairman or supervisor enroute to the business office. Reimbursement for authorized travel will be granted within the allowances as defined by the regulations pertaining to the State of Washington employees. [Order 2057, § 132S-16-070, filed 9/25/68.]

WAC 132S-16-081 Purpose. In compliance with Executive Order 74-07, dealing with the use of State agency automobiles, Columbia Basin College herein submits its agency automobile statement. [Order 74-4, § 132S-16-081, filed 8/8/74.]

WAC 132S-16-082 Transportation officer. The Director of Maintenance Services is hereby named Transportation Officer. [Order 74-4, § 132S-16-082, filed 8/8/74.]

WAC 132S-16-083 Policy statement. A. No vehicle shall be used for any purpose other than official college business or scheduled student activities.

B. A written request shall be necessary for the use of any agency vehicle and the administration reserves the right to approve, disapprove or otherwise make all dispositions of priority assignments.

C. Transportation requests shall be honored in the following priority order: student groups, faculty, administration (campus maintenance and operation vehicles excepted).

D. It is not the policy of the agency to regularly assign vehicles to any individual, however, it is occasionally deemed advisable to do so for certain extended field programs. When this occurs, the assignee shall return the vehicle to the campus after each day's work when in driving radius of the official station. [Order 74-4, § 132S-16-083, filed 8/8/74.]

WAC 132S-16-0831 Funding. A transportation fund shall be established, sufficient in scope to provide for gasoline, oil, tires, repairs and vehicle replacement and perpetuated as follows:

1. Each department, division or student body activity shall be charged a fixed amount for each mile driven during approved assigned period and shall also be charged a fixed amount per hour for the amount of time vehicle is in possession. Such charges shall be debited to divisional or departmental travel budget item and credited to transportation account.

2. All net proceeds from the sale of surplus vehicles shall be returned to the transportation account. [Order 74-4, § 132S-16-083 (codified WAC 132S-16-0831), filed 8/8/74.]

WAC 132S-16-084 Policy enforcement. A penalty assessment shall be provided for failure to comply with agency policy or for willful misrepresentation of vehicle use, miles driven or hours in possession. A point system shall be established and enforced as followed [follows]:

1. Each assignee shall be assessed one (1) point for each violation and after the loss of three points, said assignee shall be precluded from driving agency vehicles during the remaining balance of current quarter.

Each division or department shall be assessed one (1) point for each internal violation and after the loss of ten (10) points, the said division or department shall be precluded from the use of agency vehicles during the remaining balance of quarter. [Order 74-4, § 132S-16-084, filed 8/8/74.]

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

All overtime must be approved in advance.

It is the responsibility of each individual to notify the payroll officer of any additions or changes in his payroll deductions. This must be done by the 15th of the month in which it is to become effective. [Order 2057, § 132S-16-090, filed 9/25/68.]

WAC 132S-16-100 Recruiting personnel. It shall be the policy of Columbia Basin College that the recruiting of candidates for positions on the instructional faculty of the community college be conducted by the chief administrative officer through a program of announcing vacancies through placement agencies in colleges and universities and other agencies that may provide sources of candidates offering a wide variety of professional competencies.

It is the responsibility of the chief administrative officer and professional staff to (1) identify vacancies and recommend the creation of new positions, (2) develop descriptions of qualifications and duties relating to such positions, (3) make appropriate announcements of such vacancies, and (4) prescribe a method of application and an appropriate application form. [Order 2057, § 132S-16-100, filed 9/25/68.]

WAC 132S-16-110 Selection of personnel. It shall be the policy of Columbia Basin College that the selection of candidates for positions on the instructional staff shall be directed by the chief administrative officer.

It is the responsibility of the chief administrative officer, in agreement with the dean of instruction and the chairman of the division, if available, in which the vacancy occurs to (1) conduct personal interviews with candidates, (2) examine the credentials of the candidates, (3) make recommendations for employing candidates, (4) notify the elected candidates of their selection. [Order 2057, § 132S-16-110, filed 9/25/68.]

WAC 132S-16-120 Employment. It shall be the policy of Columbia Basin College that employment of

members of the instructional faculty be performed by the chief administrative officer of the college.

It is the responsibility of the chief administrative officer to (1) receive acceptances of employment (2) make initial assignments of duties (3) issue letters of appointment (4) collect and administer fees attendant to the employment and (5) secure appropriate forms from new employees. [Order 2057, § 132S-16-120, filed 9/25/68.]

WAC 132S-16-130 Nondiscrimination. It shall be the policy of Columbia Basin College that the administration of all matters concerning personnel shall be conducted without discrimination with regard to age (within existing policies of retirement), race, creed, color, national origin, or sex, when the individual shall have met all other criteria for employment or change of employment. [Order 2057, § 132S-16-130, filed 9/25/68.]

WAC 132S-16-131 Equal opportunity policy. Columbia Basin College will direct its employment personnel practices in conformity with the requirements of the statutes of the State of Washington, chapter 49.60 RCW, and chapter 41.06 RCW.

Accordingly the college will continue to ensure equal opportunity for all position applicants so that all matters relating to recruiting, hiring, training, promotion, benefits, compensation, and treatment on the job will be free from discriminating practices.

All faculty, civil service, and exempt personnel employment shall conform to the college policies contained in the Faculty Handbook and Higher Education Personnel rules. It is the obligation of all members of the college community to assist in adhering to the intent of these policies. [Order 73-1, § 132S-16-131, filed 1/17/73.]

WAC 132S-16-132 Recruitment, screening and selection procedures. Certificated Personnel: When vacancies occur within the certificated staff of the college, the following procedures are consistently applied. These procedures are a documented part of the hiring practices of the college and have been adopted by formal action of the Board of Trustees.

When vacancies occur, or when a new position is created, advertisement of the opening is sent to all agencies likely to have prospective candidates. The announcement contains a description of the competencies required, a description of the job to be performed, and information to aid an applicant in applying. The salary range for the position is also included, along with the name and address of the party to be contacted.

All openings shall be advertised for a minimum of thirty days and no position shall close prior to the 30th day except when an emergency exists which requires the College to hire qualified individuals to insure the continuance of educational services.

Emergencies are defined as openings occurring during the ongoing academic year when such openings result from resignations, deaths, or other causes which create an immediate need for teaching continuity.

Applications are channeled to the involved Division Chairman and Associate Dean who prioritize the candidates on the basis of their credentials and past experience as these relate to the job description for criteria for selection.

At least three candidates are invited for personal interviews on the campus. Interviews are conducted by Division Chairman and faculty members, as well as the Dean of Instruction. On the basis of the interview, credentials, and criteria, the Chairman recommends the candidates in rank order of preference. The Dean of Instruction then recommends the candidate to the President of the College who presents the request to employ to the Board of Trustees, the College appointing authority.

Columbia Basin College does not discriminate on the basis of race, religion, sex or marital status, but selects solely on the basis of qualification to perform the stipulated task.

Classified Personnel: The announcement to fill vacancies specifies as a minimum, the title and salary range of the class, the general responsibilities, qualifications, and the time, place, and manner of making application. To allow transfer or promotion of on-campus employees the announcement is posted on the campus bulletin boards for a minimum of seven (7) calendar days. Recruitment to establish lists of employment eligibles from the public is done by public notice (if necessary) or any means necessary to attract an adequate number of qualified applicants. Persons who have applications on file are notified of the date, time and place of the examinations. After the personnel officer has established an eligible list the candidates for the position are interviewed by the position supervisor. The personnel officer then certifies in writing at least three (3) names to the employing official. Following receipt of the list and the interviews resulting therefrom, the employing official returns the list of names certified indicating his action on the certification.

Examinations are developed by utilizing the class specification and a detailed job analysis, to the degree possible, and they may be assembled or unassembled and may include written, oral, physical or performance tests, evaluations of experience and training; or any combinations of these.

Qualifications for each class are listed on the Class Specifications as approved by the Higher Education Personnel Board and are on file in the personnel office. [Order 76-6, § 132S-16-132, filed 12/22/76; Order 73-1, § 132S-16-132, filed 1/17/73.]

WAC 132S-16-133 Grievance procedure. Any member of the classified staff, the faculty, or one holding an exempt position who feels that he or she has been discriminated against may file a written complaint containing the specified charges of discrimination with the appropriate Affirmative Action Director (dual "directors"). It is especially urged, however, that all such complaints should be brought to the attention of the supervisor or other person charged with an act of discrimination within one (1) month after such act or actions occurred. The complaint must be first reviewed with the

complainant's immediate supervisor, department chairman, or next immediate administrative superior, if the person of such authority is the person against whom the complaint is filed. If the complaint filed with such person of higher authority is not resolved to the satisfaction of the complainant within ten (10) business days after filing the complaint to the appropriate Affirmative Action Director.

(1) Upon receipt of such complaint by the Affirmative Action Director, the Director will then conduct an informal hearing as that term is defined in the Higher Education Administrative Procedures Act of 1971 or tenure policy as detailed in the Faculty Handbook, and will make a determination as to whether he will submit a written recommendation of corrective action on behalf of the complainant to the appropriate employing official.

(2) If the Director determines that corrective action has not been implemented by the appropriate employing official within ten (10) days after transmitting his recommendation to the appropriate employing official, the Director may transmit his recommendation to the appointing authority of the College. [Order 73-1, § 132S-16-133, filed 1/17/73.]

WAC 132S-16-134 Referrals of complaints. Discrimination complaints which cannot be resolved within the College may be submitted by the complaining party to an appropriate state or federal agency such as one of the following:

(1) State Human Rights Commission. This agency investigates, hears, and acts upon individual employment complaints and other grievances as empowered by chapter 49.60 RCW, the State law against discrimination.

(2) Wage and Hour Division, Department of Labor. This office investigates complaints concerning equal pay for equal work and other grievances concerning work hours and compensation. The division is authorized to enforce the Fair Labor Standards Act.

(3) Contract compliance agencies (state and federal). Compliance officers having jurisdiction over state and federally funded projects also receive and act upon complaints of discrimination.

(4) Higher Education Personnel Board. Employees of the classified staff may appeal regarding application of the Higher Education Personnel Law and rules, including complaints of discrimination, per WAC 251-16-020 of the Higher Education Personnel Board rules. [Order 73-1, § 132S-16-134, filed 1/17/73.]

WAC 132S-16-135 Affirmative action responsibility—Appointing authority of the college. The appointing authority will enunciate and periodically reaffirm an explicit equal opportunity and equal employment policy in order to establish and maintain a climate of acceptance throughout the college. He will ensure that each dean, director, department chairman and supervisor having responsibility for hiring is fully cognizant of the president's support of the Affirmative Action program. The president will:

(1) Assign the responsibility for implementation of the Affirmative Action program to employing officials,

deans, directors, or department chairmen who have the primary responsibility for employment decisions.

(2) Appoint a director for Affirmative Action for the college as required by WAC 172-148-030 hereof. [Order 73-1, § 132S-16-135, filed 1/17/73.]

WAC 132S-16-136 Contract compliance review officials. The Board of Trustees shall be the contract compliance review board responsible for monitoring surveillance over and compliance with equal employment provisions of state and federal contracts affecting the college. [Order 73-1, § 132S-16-136, filed 1/17/73.]

WAC 132S-16-140 Contracts. It shall be the policy of Columbia Basin College to issue a contract consistent with the laws of the State of Washington to all new and continuing full-time certificated personnel specifying remuneration and length of service. Part-time certificated personnel will be issued an agreement specifying remuneration and length of service relating to the specific part-time assignment. In the implementation of this policy, it shall be the responsibility of the chief administrative officer to prepare and provide an appropriate agreement for part-time personnel. [Order 2057, § 132S-16-140, filed 9/25/68.]

WAC 132S-16-150 Salary schedule. The current year salary schedule as approved by the Board of Trustees will be considered as part of this personnel policy. [Order 2057, § 132S-16-150, filed 9/25/68.]

WAC 132S-16-160 Orientation. It shall be the policy of Columbia Basin College that a program of orientation and in-service education be provided for all new and continuing certificated personnel.

It is the responsibility of the chief administrative officer and professional staff to (1) develop and schedule appropriate orientation sessions for new faculty members during the first year of employment (2) provide an annual orientation program for all continuing faculty members and (3) arrange for the establishment of in-service education programs available to all faculty members. [Order 2057, § 132S-16-160, filed 9/25/68.]

WAC 132S-16-170 Leaves of absence. It shall be the policy of Columbia Basin College to grant leaves of absence to members of the instructional faculty of the community college in the following instances: professional leave, military leave, personal illness or injury, or other leaves as approved.

It shall be the responsibility of the administration, utilizing appropriate channels of communication, to: (1) receive and process applications for leave, and (2) recommend action on leave requests.

The following conditions shall apply to the request and approval of leaves of absence:

Duration: This policy shall apply to all leaves of absence for periods in excess of one day. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a

period of one day or less shall be granted at the discretion of the chief administrative officer.

Application for Leave: Application for leave of absence shall be made on an appropriate form provided by the college.

Continuation of Employee Benefits: All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employee Obligations: Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

Reimbursement of Expenses: The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer.

The following types of leave of absence shall be granted under the conditions specified for each:

1. **Professional** – all full-time, instructional faculty members shall be eligible to apply for professional leave of absence in the following instances:

a. Attendance at professional meetings related to the employees teaching or administrative assignment.

b. Professional improvement through advanced study without employee benefits except as authorized by the Board of Trustees.

c. Professional consulting, adjudicating, or research activities without employee benefits except as authorized by the Board of Trustees.

d. Foreign exchange teaching without employed benefits except for positions in nations where reciprocal salary arrangements exist, providing that such teaching experience may be used as service credit for salary advancement on the approved salary structure.

e. Professional improvement through study of actual conditions in business or industry as an employee or intern. The leave is to be granted without employee benefits except as authorized by the Board of Trustees.

2. **Leaves, Maternity:** All female employees are urged not to sign a regular teaching contract prior to the anticipated birth of a child. It will be the policy of Columbia Basin College to grant maternity leave without pay. Ordinarily, this leave will begin and end at the quarter. Since circumstances vary the duration of each leave will be determined by mutual agreement of the administration and the teacher. Such leave may not extend beyond one year.

3. **Leaves, Military:** Pursuant to State statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

4. **Leaves, Personal:** A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of personal catastrophe or as specifically

outlined by Board policy. The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the salary difference between the jurors pay and that which would be received.

5. **Leaves, Bereavement:** A bereavement leave, not to exceed five (5) days with pay will be allowed all certified employees for each death in the immediate family. "Immediate family" means mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

6. **Educational Leave:** An educational institution is as strong as the academic preparedness of its faculty. A stagnant faculty is an undesirable faculty. Every college instructor should have the opportunity to work for advanced degrees, to take additional course work to increase competencies in his subject areas, to do creative work of an educational, literary, artistic, scientific, technological, or professional nature which would result in an increase in the quality of instruction, and to travel with the intent to enrich his academic background. Educational leave shall be granted full-time faculty for the express purpose of upgrading the permanent instructional staff of Columbia Basin College.

A faculty member shall be eligible to apply for one quarter's paid leave after serving CBC for four years. A faculty member working on an advanced degree may accumulate two quarter's leave over an eight year period with permission of the division chairman, the administration, the faculty senate and the concurrence of the Board of Trustees.

Monthly pay shall continue while the teacher is on leave just as though he were on campus. Teachers on educational leave shall retain all rights and privileges relating to seniority which they would have enjoyed had they maintained normal service in the community college.

Leaves generally will be granted spring quarter when student count is down.

Some courses may be discontinued the quarter an instructor is on leave.

In some cases a substitute may be brought in from outside the faculty.

The instructor on leave could, upon occasion, be replaced by division members "filling in."

The number of teachers on leave in any one quarter shall be determined by the division chairman and the administration and approved by the Board of Trustees.

Employees receiving educational leave shall, by accepting such leave, agree, in writing, to return [to] the community college for a period of at least one academic year. If not, they refund to the college the full amount of stipend within one calendar year following the termination of leave.

7. **Leaves, Sick:** The key to the development of a sound sick leave policy lies in a clear understanding that sick leave is in the form of insurance and not a form of

compensation. The purpose shall be to protect the employee and students when an employee becomes ill.

An employee is encouraged to make an accurate determination of his condition with an understanding of his professional code of ethics and a mutual spirit of confidence with the Board of Trustees. Washington law provides each certificated employee ten days sick leave per year, accumulative to 180 days, transferrable from another educational institution.

8. Other Leaves: Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the Board of Trustees shall not be regarded as an absence, provided such business has been cleared through the president's office.

Examples:

1. Visitation to other schools
2. Speaking engagements involving education
3. Research or preparation involved in presenting professional projects
4. Professional meetings. [Order 2253, § 132S-16-170, filed 4/3/69; Order 2057, § 132S-16-170, filed 9/25/68.]

WAC 132S-16-180 Fringe benefits. The community college district shall make available to all employees such special services and benefits that will make employment conditions more attractive and comparable to industry. [Order 2057, § 132S-16-180, filed 9/25/68.]

WAC 132S-16-190 Assignment or placement. It shall be the policy of Columbia Basin College to assign all professional faculty members in such a manner to best utilize the individuals appropriate skills, training, and experience within limits of the recognized teaching load and course enrollment. In the event members of the same family are employed by the college it shall be the policy to ensure that no two members shall be assigned to the same department or division of the college. Specific assignments are to be made for the duration of the contract year and may be changed at the discretion of the college president. [Order 2057, § 132S-16-190, filed 9/25/68.]

WAC 132S-16-200 Change of status. It shall be the policy of Columbia Basin College to periodically review the professional faculty in relation to the individuals changing competencies. Changes in status will be considered for those faculty members who have demonstrated professional interests and competencies.

1. New faculty members are to be aided by means of orientation, in-service training, conference with supervisors, or other means to achieve satisfactory performance in teaching.

2. Periodic reviews and evaluations shall be made.

3. Satisfactory performance shall result in receiving annual increment in salary.

4. Unsatisfactory performance may constitute cause for placing the individual on probation.

5. Employees with seniority shall be the least affected should a uniform policy be effected as a result of financial or enrollment decrease. [Order 2057, § 132S-16-200, filed 9/25/68.]

WAC 132S-16-210 Dismissal procedures. Columbia Basin College will adhere to the procedures outlined in the statutes of the State of Washington whenever it becomes necessary to dismiss a certified employee for just cause. [Order 2057, § 132S-16-210, filed 9/25/68.]

WAC 132S-16-220 Exchange teaching. It shall be the policy of Columbia Basin College to encourage a program of exchange teaching wherein members of the professional staff may be provided the opportunity to professionally upgrade their performance. Staff members engaged in such exchange teaching shall not sacrifice tenure, seniority, or other benefits. Upon his return the staff member shall have such assignments and responsibilities as would have prevailed to the individual if he had stayed on campus during the same interim period. [Order 2057, § 132S-16-220, filed 9/25/68.]

WAC 132S-16-230 Grievance procedure. Columbia Basin College will operate under the following procedures involving a grievance by an individual staff member:

1. Complaints or grievances by a faculty member shall be taken to his division chairman or supervisor.

2. Inability to settle the difference with his immediate supervisor shall be cause for presenting it to the dean of instruction for further adjudication by the administration.

3. Dissatisfaction at this point will permit the Professional Rights and Responsibilities committee to become involved in the dispute. Further interaction of the grievance shall be handled through the Professional Rights and Responsibilities Committee acting on behalf of the Board.

4. Should an agreement not be reached between the Professional Rights and Responsibilities Committee and the college president, the items of disagreement shall be presented in written form as a part of the formal request to meet with the Board of Trustees within 10 days of the date of the request, all as more specifically outlined in the negotiations agreement as provided in the statutes of the State of Washington. [Order 2057, § 132S-16-230, filed 9/25/68.]

WAC 132S-16-240 Promotion. The Board of Trustees recognizes the importance of maintaining a professional staff, members of which have varied backgrounds of experience. To ensure such a balance the college will subscribe to a policy to give equal consideration to all applicants for selected positions.

It is the responsibility of the community college faculty members who desire promotions to administrative or supervisory positions on the college staff to make application through regular channels and involving normal procedures as requested of all applicants for faculty positions. [Order 2057, § 132S-16-240, filed 9/25/68.]

WAC 132S-16-250 Substitute teaching. Columbia Basin College will adhere to the following procedure in relation to substitute teachers as employed by the college:

1. All policies governing the qualification, selection and assignment of certificated employees shall apply in an equal manner to individuals applying for substitute teaching at Columbia Basin College.

2. The rate of pay for substitute teachers will be on the basis of a minimum of \$10.00 per student contact hour.

3. After twenty consecutive days of substitute teaching said substitute will be placed on the appropriate step of the adopted salary schedule and shall receive all rights and benefits as would accrue to a regular faculty member other than the continuing contract law.

4. In the event of the absence of a faculty member for a period not to exceed five calendar days the division chairman may reassign faculty members within his division in order to cover the teachers class. Should the absence continue beyond the above 5 day period an effort shall be made to contract a substitute teacher.

If this is in addition to his normal load he will be paid at substitutes pay for the overload. [Order 2057, § 132S-16-250, filed 9/25/68.]

WAC 132S-16-260 Transfer at the request of the faculty member. It shall be the policy of Columbia Basin College to provide a means whereby an individual faculty member may be transferred from one assignment to a new assignment. Implementation of the policy shall require that a request for transfer shall be made through established administrative channels and in writing, such written request to be submitted at least one quarter before anticipated transfer would become effective. [Order 2057, § 132S-16-260, filed 9/25/68.]

WAC 132S-16-270 Resignation. It shall be the policy of Columbia Basin College to consider resignations from the instructional staff on the following basis:

1. Each member of the instructional staff is expected to fulfill the terms of his contract of employment. The Board of Trustees may agree to release an employee only when such release is understood to be mutually beneficial to both the employee and the college. An employee is expected to submit a written resignation as soon as other employment opportunities and plans are formalized. [Order 2057, § 132S-16-270, filed 9/25/68.]

WAC 132S-16-280 Professional growth. It shall be the policy of Columbia Basin College to encourage all members of the instructional staff to continually seek opportunities which will result in their professional betterment.

In order to provide guidelines for members of the faculty to achieve a more mature and professional background, proper rules and regulations shall be designed. Such procedures shall be developed through the efforts of the Faculty Senate or a sub-committee working in the area of professional growth. Once such procedures are designed and approved by the Board they shall become part of the policy statement. [Order 2057, § 132S-16-280, filed 9/25/68.]

WAC 132S-16-290 Evaluation. All certified employees of the college shall be evaluated at least once a contract year. The evaluation and recommendations should be primarily concerned with but not limited to teaching effectiveness.

Once the evaluation instrument is established the administration shall maintain suitable procedures for adequate and periodic appraisal of the work of each employee and shall maintain suitable records of the facts and results of such appraisals.

Each employee shall be extended the courtesy of a conference with his immediate superior, during which time the conditions of his evaluation shall be recorded in written form in the college's personnel file, and a duplicate copy given and signed by both parties. [Order 2057, § 132S-16-290, filed 9/25/68.]

WAC 132S-16-300 Ethics and conduct. A substantial area of behavior on the part of professional school employees must be governed by ethical standards rather than a singular dependence on compulsion of Board policy or state law.

The board recognizes the professional employee's responsibility to adopt and adhere to the guiding principles of professional conduct as specifically listed in the teacher's professional Code of Ethics. [Order 2057, § 132S-16-300, filed 9/25/68.]

WAC 132S-16-310 In-service work. Whenever deemed practical by the president, an in-service program will be established to promote and execute administrative policies through finding solutions to specific educational problems and needs that are common to an organizational component of the college. The ultimate results for such a program should be considered with a view toward equipping instructors to do a better job of teaching, and to promote policies and objectives of the Board of Trustees.

Employees and their associations should assume a fair measure of such responsibility by engaging in activities that will relate to improvement of their professional work. [Order 2057, § 132S-16-310, filed 9/25/68.]

WAC 132S-16-320 Meetings. Professional meetings are considered a primary source for new ideas, trends, and information that will help to solve many of the problems that face an instructional group or faculty.

All members of the certificated staff are expected to attend scheduled meetings or meetings as specifically requested by the president.

Teachers are encouraged to attend professional meetings outside the college that contribute to the improvement of an educational program. Any employee who desires to attend such conferences that may be held during a school day shall obtain prior authorization from the president. [Order 2057, § 132S-16-320, filed 9/25/68.]

WAC 132S-16-330 Organizations, membership. All certificated employees of the college are encouraged to participate in professional activities of educational organizations which operate for the benefit of the colleges.

An employee's affiliation with community organizations is encouraged whenever the affiliation will be in the best interest of the college.

The administration is charged with making provisions for this participation or affiliation. [Order 2057, § 132S-16-330, filed 9/25/68.]

WAC 132S-16-340 Supervision. Supervision of all teaching processes shall be for the fundamental purpose of improving the instructional program. Supervision should be accomplished in a positive, constructive manner, including instruction of an employee into the duties and responsibilities of his job, and should be designed to improve the employee's adjustment and competence in the position to which he is assigned. The process may include an adequate number of recorded conferences with instructors to provide a continuous background for curriculum evaluation and evaluation of teaching methods. [Order 2057, § 132S-16-340, filed 9/25/68.]

WAC 132S-16-350 Open door policy, student. It is the policy of Columbia Basin College to offer an educational opportunity to every citizen, regardless of his academic background and experience at a cost within his economic means. [Order 2057, § 132S-16-350, filed 9/25/68.]

WAC 132S-16-360 College may deny admission. The administrative officers of Columbia Basin College may deny admission to a prospective student or attendance to an enrolled student, if in their judgment, by his presence or conduct, he creates a disruptive atmosphere within the community college not consistent with the purposes of the institution. [Order 2057, § 132S-16-360, filed 9/25/68.]

WAC 132S-16-370 Eligibility for admission. To be eligible for admission to Columbia Basin College, a student must be a graduate of an accredited high school or eighteen years of age and must have satisfied all entrance requirements established by the college. Students who are attending high school may take courses at Columbia Basin College with the permission of the college and the appropriate public school officials. (see nonhigh school graduate admittance policy.) [Order 2057, § 132S-16-370, filed 9/25/68.]

WAC 132S-16-380 Maximum load. Credits beyond eighteen hours may be taken only after consultation with guidance personnel and payment of additional fees. Vocational-technical students may take work beyond eighteen hours with no credit fee charge upon permission of the counselors. [Order 2057, § 132S-16-380, filed 9/25/68.]

WAC 132S-16-390 Out-of-state students. Proof of a student's legal residence must rest with the student. Students who are not residents of the state of Washington must pay the nonresident fee rate. [Order 2057, § 132S-16-390, filed 9/25/68.]

WAC 132S-16-400 Regular attendance. Regular attendance in classes is desirable for students to accomplish the work necessary to successfully complete all courses. A student may be suspended from a course for flagrant record of nonattendance and may be readmitted only after application to the office of the dean of students. The dean of students will consider the application under advisement with the appropriate instructor.

If an instructor finds it necessary to recommend suspension, he should submit the recommendation in writing to the dean of students, the division chairman and appropriate counselors. [Order 2057, § 132S-16-400, filed 9/25/68.]

WAC 132S-16-410 Foreign students. Students who do not hold U.S. citizenship who have met admissions requirements and show high proficiency in English are accepted. [Order 2057, § 132S-16-410, filed 9/25/68.]

WAC 132S-16-420 Physical examination. Students entering Columbia Basin College must have a completed physical examination form on file prior to registration. Part-time students may have this admission requirement waived by the Admissions Office. Provisional admission may be granted applicants without a completed health form at the end of registration. [Order 2057, § 132S-16-420, filed 9/25/68.]

WAC 132S-16-430 Parking fees. In order to improve campus parking facilities a fee should be established for a parking permit, said fees and parking fines to be deposited toward a parking facilities account. The Board of Trustees shall review the parking fee schedule periodically to determine if it is adequate. [Order 2057, § 132S-16-430, filed 9/25/68.]

WAC 132S-16-440 Superior achievement. Superior academic achievement should be encouraged by the publication of appropriate honor rolls after the completion of each quarter. [Order 2057, § 132S-16-440, filed 9/25/68.]

WAC 132S-16-445 Student housing. Upon request the college will make an effort to assist students in obtaining satisfactory housing and will cooperate with landlords if students do not live up to their obligations as tenants. The college requires that all people who list facilities in the housing files must sign a nondiscrimination statement. [Order 2057, § 132S-16-440 (codified as WAC 132S-16-445), filed 9/25/68.]

WAC 132S-16-450 Probation, suspension and expulsion. Students who fail to achieve a grade point average of 1.50 are to be placed on probation. Students on probation for two or more consecutive quarters are subject to suspension.

Students who transfer to Columbia Basin College while on academic probation or suspension will be permitted to enter on probationary status only.

A student who is expelled loses his rights and privileges as a student and forfeits all fees which he has paid

to the college. Expulsion may be effected only through action by the Board of Trustees.

Suspension is defined as a situation whereby a student is temporarily not allowed to attend classes.

Expulsion is defined as a situation where a student is removed from the rolls of the college and is no longer allowed to attend classes for the duration of that period for which he is enrolled. [Order 2057, § 132S-16-450, filed 9/25/68.]

WAC 132S-16-455 Student activities. Columbia Basin College believes that a variety of activities should be available to students so there is opportunity for students to develop extracurricular interests. It is the policy of the college to foster and promote responsible student government and a wholesome program of activities. [Order 2057, § 132S-16-450 (codified as WAC 132S-16-455), filed 9/25/68.]

WAC 132S-16-460 Withdrawal in good standing. A student who leaves the college will receive a withdrawal in good standing and be entitled to a transcript of credit if he has satisfactorily accounted for all college property issued to him and settled all obligations to the college which he has incurred. A student who fails to withdraw in good standing will not be recommended to another institution. [Order 2057, § 132S-16-460, filed 9/25/68.]

WAC 132S-16-470 Incidental fees. Student incidental fees are established by state law at a maximum of twenty dollars per quarter. These fees shall be apportioned to various accounts established by action of the Board of Trustees. [Order 2057, § 132S-16-470, filed 9/25/68.]

WAC 132S-16-480 Campus programs. No program of any type from off campus may be given on campus unless invited to do so and sponsored by some recognized campus group.

So that student[s] may have the opportunity to consider questions from varying points of view, it is the policy of Columbia Basin College to allow speakers who may hold conflicting viewpoints on issues. However, sponsorship of speakers by the college or organizations within the college in no way implies endorsement of the speaker's position on issues. [Order 2057, § 132S-16-480, filed 9/25/68.]

WAC 132S-16-490 Clubs and organizations. All clubs and organizations must have a faculty adviser. Associated Student Body funds are intended for support of organizations which contribute to the welfare of the campus as a whole. Associated Student Body funds shall not be used for the support of organizations which are politically partisan or religious in nature. [Order 2057, § 132S-16-490, filed 9/25/68.]

WAC 132S-16-500 Faculty participation. All student activities conducted by Columbia Basin College organizations under the auspices of Columbia Basin College must have a faculty member present. All faculty

members are encouraged to give a reasonable share of their time toward student events. [Order 2057, § 132S-16-500, filed 9/25/68.]

WAC 132S-16-510 Long-range curriculum plans. It shall be the policy of Columbia Basin College that long-range plans for curriculum development be evolved. It shall be the responsibility of the administration and the faculty to work out such plans and to recommend them to the Board of Trustees.

These long-range plans will include

1. projected expansion and relationships among occupational, transfer, community service, and college preparatory curriculums.

2. projected expansion and relationships between vocational and technical elements of the occupational curriculums.

3. projected expansion and relationships between day and evening division elements of the college curriculum.

4. provisions for review and modification of long-range plans. [Order 2057, § 132S-16-510, filed 9/25/68.]

WAC 132S-16-520 The Curriculum Committee. There shall be established at Columbia Basin College a Curriculum Committee whose functions it will be to study and make recommendations concerning all proposed new courses and programs at the college as well as all programs and courses now being offered.

The Curriculum Committee will be a college committee representing various instructional areas of the college. Membership will consist of two Division Chairmen, one representing Voc-Tech, one representing the transfer area; four instructors with broad representations of the various divisions; one Library representative; the Registrar; the Director of Guidance; and the Dean of Instruction.

The Committee will be chaired by the Dean of Instruction. Committee recommendations on individual courses will be submitted to the President. Recommendations on programs will be submitted to the Board of Trustees through the President. [Order 2057, § 132S-16-520, filed 9/25/68.]

WAC 132S-16-530 Annual examination of curriculum. It shall be the policy of Columbia Basin College that annual examinations of the total curriculum be implemented. It will be the responsibility of the administration and professional staff functioning through the Curriculum Committee to

1. determine when the examination will occur.

2. determine the means by which the examinations will be made.

3. make recommendations to the Board of Trustees consequent upon the examinations. [Order 2057, § 132S-16-530, filed 9/25/68.]

WAC 132S-16-540 Evening school. It shall be the policy of Columbia Basin College that the Evening Division programs be regarded as an integral part of the total curriculum.

It will be the responsibility of the administration to

1. establish curriculum priorities for the Evening Division.
2. establish relationships between day and evening school classroom schedules. [Order 2057, § 132S-16-540, filed 9/25/68.]

WAC 132S-16-550 Academic Year Calendar. It shall be the policy of Columbia Basin College each year to produce an Academic Year Calendar. It will be the responsibility of the administration and faculty to establish the calendar, to inform the staff of its details and to recommend it to the Board of Trustees.

The Academic Year Calendar will include the following information:

1. Beginning and terminal dates of the academic year.
2. Beginning and terminal dates for each quarter.
3. Total number of professional days for each quarter.
4. Total number of professional days for the academic year.
5. Professional days devoted to the faculty in-service and workshops.
6. Vacations and holidays. [Order 2057, § 132S-16-550, filed 9/25/68.]

WAC 132S-16-560 Evaluation of instruction. It shall be the policy of Columbia Basin College that formal means of evaluation of the instructional programs be implemented. It will be the responsibility of the administration working together with the professional staff to establish practices designed for this implementation.

Information to the employed in the evaluative process will include:

1. Follow-up studies on student in transfer, occupational, and college preparatory curricula.
2. Grade-point averaged by programs
3. Student-teacher ratio by programs
4. Assessment of the total learning environment at the college.
5. Assessment of each instructor's classroom performance. [Order 2057, § 132S-16-560, filed 9/25/68.]

WAC 132S-16-570 Student achievement criteria. The major objective of the instructional program at Columbia Basin College is adequate or superior student achievement on acceptable criteria.

It is the responsibility of the administration and the faculty to engage in continuous assessments of the achievement criteria employed in all programs of the College and to insure that these criteria are clear, up-to-date, and realistic. [Order 2057, § 132S-16-570, filed 9/25/68.]

WAC 132S-16-580 The learning environment. The administration and faculty of Columbia Basin College recognize that the total learning environment or "climate" on this campus can either be a help or a hindrance to an effective instructional program. It shall be the responsibility of the administration and faculty to design, so far as is feasible, a learning environment which will foster the best in student achievement.

Environmental factors to be considered in this design are

1. Social responsibility
2. Social and interpersonal skills
3. Intellectual inquiry
4. Occupational training
5. Leisure time interests
6. Aesthetic development [Order 2057, § 132S-16-580, filed 9/25/68.]

WAC 132S-16-590 Instructional innovation and research. It shall be the policy of Columbia Basin College that classroom innovation and research on instruction become an integral part of the instructional program.

It shall be the responsibility of the administration and the faculty to establish regulations by which the policy will be implemented. [Order 2057, § 132S-16-590, filed 9/25/68.]

WAC 132S-16-600 Academic advisement. It shall be the policy of Columbia Basin College that academic advisement be regarded as an essential segment of the instructional program.

The administration and faculty will develop guidelines and practices designed to improve the program of academic advisement. Among the factors to be considered in the improvement of the program are

1. Selection and training of advisors.
2. Maintenance of pertinent records.
3. Time allotments during the year specifically devoted to advisement. [Order 2057, § 132S-16-600, filed 9/25/68.]

WAC 132S-16-610 In-service programs. The faculty and administration of Columbia Basin College recognize that a major responsibility of the professional educator is continuing improvement in organizational strategies and teaching skills. Hence, it shall be the policy that faculty and administrative in-service training be accepted as an essential part of the instructional program.

The administration and the Faculty Senate will be responsible for instituting in-service programs throughout the academic year. [Order 2057, § 132S-16-610, filed 9/25/68.]

Chapter 132S-17 WAC PUBLIC RECORDS

WAC

132S-17-010	Purpose.
132S-17-015	Definitions.
132S-17-020	Description of central and field organization of Community College District No. 19.
132S-17-025	Operations and procedures.
132S-17-030	Public records available.
132S-17-035	Public records officer.
132S-17-040	Office hours.
132S-17-045	Requests for public records.
132S-17-050	Copying.
132S-17-055	Exemptions.
132S-17-060	Review of denials of public records requests.
132S-17-065	Records index.
132S-17-070	Request for public records—Address.

WAC 132S-17-010 Purpose. The purpose of this chapter shall be to ensure compliance by Community College District 19 with the provisions of chapter 1, Laws of 1973 (Initiative 276) Disclosure-Campaign-Finances-Lobbying-Records; and in particular with sections 25-32 of that act, dealing with public records. [Order 73-5, § 132S-17-010, filed 6/18/73.]

WAC 132S-17-015 Definitions. (1) **PUBLIC RECORDS:** "Public Records" 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, typewriting, 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 19:** Columbia Basin Community College is the Community College created by the legislature pursuant to the Community College Act of 1967. Community College District 19 shall hereinafter be referred to as the "College." Where appropriate, the term College also refers to the staff and employees of the Columbia Basin Community College. [Order 73-5, § 132S-17-015, filed 6/18/73.]

WAC 132S-17-020 Description of central and field organization of Community College District No. 19. (1) Columbia Basin Community College. Columbia Basin Community College is a two year comprehensive college. The Administrative Office of the College and its staff is located at the Administration Building, 2600 North Chase Street, Pasco, Washington. [Order 73-5, § 132S-17-020, filed 6/18/73.]

WAC 132S-17-025 Operations and procedures. The formal procedures for decision making at the College are determined by the by-laws of the board of trustees at Columbia Basin Community College and rules promulgated in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedures Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the College which affect the relationship of the general public with the institution, or the relationship of particular segments of the College, such as students, faculty, or other employees, with the College or with each other,

(a) the violation of which subjects the person to a penalty of administrative sanction; or

(b) which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(c) which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law; are implemented only

through the procedures of the HEAPA. In accordance with RCW 28B.19.020(2), the College reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: rules, regulations, orders, statements, or policies relating primarily to the following: standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under this chapter unless otherwise required by law.

Other formal procedures may appear within the policies of Columbia Basin Community College and may relate to such things as matters that must be first considered by the faculty senate or subcommittees thereof or by the associated students of Columbia Basin Community College or subcommittees thereof prior to their consideration by the board of trustees. Requirements regarding such prior considerations by any faculty or student or any other college group also appear in the by-laws of Columbia Basin Community College.

Informal procedures regarding the methods and general course of operations at the College are, for the purposes of these rules, either:

(1) decisions made by persons authorized by board resolution, the president, vice president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(2) methods of human persuasion utilized by any member of the College's constituencies or the public to attempt to influence one in power to make decisions within that person's scope of responsibility. [Order 73-5, § 132S-17-025, filed 6/18/73.]

WAC 132S-17-030 Public records available. All public records of the College, as defined in WAC 132S-17-015, section (3) are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132S-17-060. [Order 73-5, § 132S-17-030, filed 6/18/73.]

WAC 132S-17-035 Public Records Officer. The College's public records shall be in charge of the Public Records Officer designated by the President. The person so designated shall be located in the Administrative Office of the College. The Public Records Officer shall be responsible for the following: The implementation of the College's rules and regulations regarding release of public records, coordinating the staff of the College in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. [Order 73-5, § 132S-17-035, filed 6/18/73.]

WAC 132S-17-040 Office hours. Public records shall be available for inspection for copying during the

office hours of 9:00 a.m. to noon, Monday through Friday, excluding legal holidays. [Order 73-5, § 132S-17-040, filed 6/18/73.]

WAC 132S-17-045 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 College which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the College's administrative staff, if the public records officer is not available at the administrative office in the College during the hours listed above. 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 person making the request for public inspection of records shall specify the time of day and date when the person wishes to inspect said records;
- (d) The nature of the request;
- (e) 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;

(f) If the requested matter is not identifiable by reference to the College's 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 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 73-5, § 132S-17-045, filed 6/18/73.]

WAC 132S-17-050 Copying. No fee shall be charged for the inspection of public records. The College shall charge a minimum fee of \$.25 per page of copy for providing copies of public records and for use of the College's copy equipment. This charge is the amount necessary to reimburse the College for its actual costs incident to such copying. [Order 73-5, § 132S-17-050, filed 6/18/73.]

WAC 132S-17-055 Exemptions. (1) The College reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132S-17-045 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 College 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 73-5, § 132S-17-055, filed 6/18/73.]

WAC 132S-17-060 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 shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the board of trustees as soon as legally possible 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 board of trustees has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 73-5, § 132S-17-060, filed 6/18/73.]

WAC 132S-17-065 Records index.

(1) INDEX. The college has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

"(a) final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

"(b) those statements of policy and interpretations of policy, statute and the Constitution which have been adopted by the agency;

"(c) administrative staff manuals and instructions to staff that affect a member of the public;

"(d) planning policies and goals, and interim and final planning decisions;

"(e) factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

"(f) correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party."

(2) **AVAILABILITY.** The current index promulgated by the College 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 73-5, § 132S-17-065, filed 6/18/73.]

WAC 132S-17-070 Request for public records—
Address. All communications with the College including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the College's decisions and other matters, shall be addressed as follows: Columbia Basin Community College, c/o Public Records Officer, 2600 North Chase Street, Pasco, Washington. [Order 73-5, § 132S-17-070, filed 6/18/73.]

Chapter 132S-18 WAC APPOINTING AUTHORITY

WAC

132S-18-010 Designation of appointing authority.
132S-18-020 Classified employee exemptions.
132S-18-030 Effective date.

WAC 132S-18-010 Designation of appointing authority. Pursuant to WAC 251-40-020(2), the position of "appointing authority" at Columbia Basin College is designated:

(1) The president or the person occupying the position of president at Columbia Basin College is denominated as the "appointing authority" for purposes of chapter 28B.16 RCW at Columbia Basin College.

(2) The president of Columbia Basin College is delegated authority by written order of the board of trustees to terminate, suspend, reduce or demote any classified employee at Columbia Basin College without the prior approval of the board of trustees. Additionally, the president of Columbia Basin College, as the appointing authority, is authorized to make such appointments of eligible persons to classified positions at Columbia Basin College. [Order 73-6, § 132S-18-010, filed 1/10/74; Order 70, § 132S-18-010, filed 5/7/70.]

WAC 132S-18-020 Classified employee exemptions. Pursuant to RCW 28B.16.040, the following positions at Columbia Basin College and in Community College District No. 19, state of Washington, are deemed exempt from the provisions of chapter 28.16 [28B.16] RCW:

- (1) Members of the board of trustees;
- (2) President;
- (3) Administrative officers:
 - (a) Administrative assistant for business or financial affairs;
 - (b) Dean of Students;
 - (c) Dean of Instruction;
 - (d) Associate Dean for Occupational Education;
 - (e) Associate Dean for Academic Transfer;
 - (f) Associate Dean for Community Service;

(4) All employees of Community College District No. 19 who are either probationary faculty appointees or tenured faculty appointees pursuant to RCW 28B.50.850 through 28B.50.869;

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

- (a) Director of evening programs;
- (b) Director of admissions;
- (c) Director of guidance;
- (d) Director of student activities;
- (e) Director of placement;
- (f) Director of federal programs;
- (g) Director of instructional resources center;
- (6) Director of placement and information;
- (7) Executive secretary to the president;
- (8) Professional consultants under contract and all student employees;
- (9) Media technician;
- (10) Bookstore manager;
- (11) Director of maintenance;
- (12) Director of operation; [Order 73-6, § 132S-18-020, filed 1/10/74; Order 70, § 132S-18-020, filed 5/7/70.]

WAC 132S-18-030 Effective date. The effective date of this rule shall be the date the same are filed with the office of the code reviser. [Order 70, § 132S-18-030, filed 5/7/70.]

Chapter 132S-19 WAC STUDENT ACADEMIC TRANSCRIPTS

WAC

132S-19-500 Academic transcripts of Columbia Basin Community College students.

WAC 132S-19-500 Academic transcripts of Columbia Basin Community College students. (1) Objective information of a public nature will be provided without a signed release by the students. Public information shall include student name, address, telephone number, dates of attendance, current enrollment status, degree(s) received, and other schools attended.

(2) All other information contained in student records shall be deemed personal information concerning a student, per section 31 of Initiative 276, and will not be released without the written authorization of the student.

(3) Unless the student has instructed the Registrar's office not to release copies of his or her transcript without his written authorization, academic information from the transcript will be released when it is clear the institution is being cited as an educational reference. [Order 73-6, § 132S-19-500, filed 1/10/74.]

Chapter 132S-20 WAC CHALLENGE POLICY

WAC

132S-20-005 Introduction.
132S-20-010 Definitions and procedures.

WAC 132S-20-005 Introduction. Columbia Basin College provides the student opportunity to acquire specialized skills, systematized knowledge, values for responsible citizenship, intellectual insights, and broad cultural perspectives in an atmosphere sensitive to individual values and needs.

Realizing the diversity of student goals, Columbia Basin College provides a program in three categories: (1) lower-division college work leading toward a baccalaureate degree, (2) community service and general education courses for individual improvement, cultural development and personal satisfaction.

In light of the statement of goals adopted by Columbia Basin College the granting of certificates and degrees should include these guidelines.

Because the objectives of the goals vary, there may be a need for the College's approach for a challenge system to vary according to the type of degree to be awarded. [Order 76-1, § 132S-20-05 (codified WAC 132S-20-005), filed 3/15/76.]

WAC 132S-20-010 Definitions and procedures. Associate Degree in Arts and Sciences. There will be no challenge system authorized for credit, however, a student may challenge a course for advanced placement. The challenge for advanced placement needs the approval of the division involved.

Associate in Applied Science. It may be possible to receive credit and advanced placement for previous knowledge gained in a specialized skill, by the challenge system, if approved by the department and the division chairman. However, no more than one-half (1/2) the total program requirements can be challenged by any individual. In order to challenge any part of a program, the student must be actively enrolled in college course work with a minimum of 10 credit hours during the quarter in which he or she wishes to challenge. The individual must have satisfactorily completed one quarter in the program at Columbia Basin College before he or she can receive credit for challenge.

Certificate for General Studies. There will be no courses challenged for credit, however, advanced placement may be awarded. The challenge for advanced placement must have approval of the division involved. [Order 76-1, § 132S-20-10 (codified WAC 132S-20-010), filed 3/15/76.]

Chapter 132S-25 WAC

CONFIDENTIALITY OF STUDENT RECORDS

WAC

132S-25-010	Introduction.
132S-25-015	Statement relative to confidentiality.
132S-25-020	Information which may be released.
132S-25-025	Who may request and receive information.
132S-25-030	Student access to records.

WAC 132S-25-010 Introduction. When a student enters Columbia Basin College and submits the required personal data for academic and personnel records there is an implicit assumption of trust placed in the College as custodian of these data. The College also believes that

a similar relationship should be maintained relative to subsequent data generated during the student's enrollment - academic performance, activities, personal interviews, and disciplinary proceedings. [Order 76-4, § 132S-25-010, filed 6/14/76.]

WAC 132S-25-015 Statement relative to confidentiality. In its relations with students, the College tends to preserve the confidential character of communications and records so as to insure that its educational and counseling processes are carried forward in the most effective possible manner. [Order 76-4, § 132S-25-015, filed 6/14/76.]

WAC 132S-25-020 Information which may be released. Information of a "public" nature will be furnished, that is, information which has appeared at one time or another in publications that are available to the general public or are a matter of public record.

Political membership or information is not recorded in student records. Information relative to an identifiable individual's race or national origin may be provided to college personnel who have a bona fide interest in such information in the course of his duties.

Information regarding the academic achievement of students being considered for college-associated honors, or scholarships may be furnished the committees responsible for making the awards. [Order 76-4, § 132S-25-020, filed 6/14/76.]

WAC 132S-25-025 Who may request and receive information. At the written request of the student concerned, Columbia Basin College will respond to inquiries originating from prospective employers - public or private. The College respects the right of its students to determine prospective employers to whom they wish the College to furnish non-public personal information.

The College will send individually identified written reports to other educational institutions only with the consent of the student involved. When requested by another institution or when deemed necessary by the College, unidentified information may be sent when such information is to be used for curriculum study, accreditation, or studies which may be of benefit to future students.

Faculty members may request objective information contained in permanent academic records when needed in discharge of their official duties.

The College recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons and daughters. However, parents of Columbia Basin College students will not be furnished grade reports or transcripts without the permission of the student. In like manner, the spouse of a married student, regardless of the student's age, will be given such information only with the consent of the student. [Order 76-4, § 132S-25-025, filed 6/14/76.]

WAC 132S-25-030 Student access to records. A student may view the contents of his personnel records

with the professional staff. If a student feels the information in his record is inadequate or inaccurate, he may petition to the Dean of Student Services to file corrections for inclusion in the record. If the correction is other than for routine information, the Dean of Student Services will convene a hearing panel to consider the requested change within thirty days. [Order 76-4, § 132S-25-030, filed 6/14/76.]

Chapter 132S-27 WAC STUDENT IDENTIFICATION METHOD

WAC

- 132S-27-010 Introduction.
132S-27-020 Exception to using social security number for identification purposes.

WAC 132S-27-010 Introduction. In order to properly identify a student for record keeping purposes, it is necessary to assign an exclusive number to each person who enrolls at Columbia Basin College. It has been the practice to use social security numbers because it is a convenient method of identification. [Order, § 132S-27-010, filed 6/14/76.]

WAC 132S-27-020 Exception to using social security number for identification purposes. No student may be denied any right, benefit, or privilege provided by law because of such individual's refusal to disclose his social security account number. All forms used by the college which request the disclosure of a social security number shall indicate that the disclosure of the number is voluntary. If the student elects not to reveal his number, another method of identification for that person may be used. [Order, § 132S-27-020, filed 6/14/76.]

Chapter 132S-29 WAC STUDENT ELIGIBILITY FOR FINANCIAL AID

WAC

- 132S-29-010 Introduction.
132S-29-020 Failure to maintain good academic standing.
132S-29-030 Definitions.

WAC 132S-29-010 Introduction. All students attending Columbia Basin College and receiving federal assistance in meeting direct and/or indirect educational costs through grants, work-study, and/or loans must maintain good academic standing. [Order 77-1, § 132S-29-010, filed 5/9/77.]

WAC 132S-29-020 Failure to maintain good academic standing. Failure to maintain good academic standing will result in the termination of financial aid payments until satisfactory progress can be documented by the student. [Order 77-1, § 132S-29-020, filed 5/9/77.]

WAC 132S-29-030 Definitions. For purposes of financial aid, the student is considered to be in good standing unless he fails to complete a minimum of 10 credit hours with a grade point average of 2.00 for two

consecutive quarters. However, a part-time student who fails to complete six credit hours in any quarter will be subject to immediate termination of financial aid. [Order 77-1, § 132S-29-030, filed 5/9/77.]

Chapter 132S-52 WAC STUDENT PUBLICATIONS

WAC

- 132S-52-010 Responsibility of the student senate.
132S-52-020 Authority of the student senate.
132S-52-030 Editors of publications.
132S-52-040 Hearing procedures for editors.
132S-52-050 Guidelines for student publications.
132S-52-060 Financing.

WAC 132S-52-010 Responsibility of the student senate. The student senate shall represent the students and the college in the general operation of official college student publications and other publications financed in whole or in part from student fees administered by the associated students of Columbia Basin College. [Order 73-6, § 132S-52-010, filed 1/10/74.]

WAC 132S-52-020 Authority of the student senate. The student senate shall have the authority to review all publications within its responsibility as to form, style, content, and editorial judgment, and to determine the policy for distribution of the publications. It shall have no authority to preview any publication, but may conduct hearings, hold public meetings, conduct investigations, and submit recommendations concerning all publications within its authority: *Provided, however,* That it shall have no power to censor any publication. [Order 73-6, § 132S-52-020, filed 1/10/74.]

WAC 132S-52-030 Editors of publications. The student senate shall appoint the editor of the college newspaper and any other publications under its charge.

(1) The editors shall be chosen from among applicants, who shall be considered in light of recommendations which shall be submitted by the advisor of the publication in question, the current (or prior) editor of the publication in question, and by any other person or organization.

(2) Applicants for editor of a publication should ordinarily have served on the staff of the publication for a sufficient length of time to become familiar with its operations and standards.

(3) The senate shall have the authority to make recommendations directly to an editor concerning his publication, based upon prior published material. [Order 73-6, § 132S-52-030, filed 1/10/74.]

WAC 132S-52-040 Hearing procedures for editors.

(1) The student senate shall have the authority to suspend and/or dismiss an editor from his duties for stated reasons: *Provided, however,* That the senate must conduct a hearing confined to the issues contained in the reasons stated for suspension within two weeks after notice of suspension is tendered to the editor and made public through available campus media.

(2) Hearings before the student senate relative to the suspension and/or dismissal of an editor will generally be open hearings, but upon request of the editor charged with suspension and/or dismissal, the hearing shall be closed.

(3) In all cases in which an open hearing occurs, the chairman of the senate shall have the discretion to reasonably limit the number of attendees at such hearing. In cases in which the chairman of the senate decides that the hearing cannot be conducted fairly in an open session he may direct that hearing be recessed and that the remainder be conducted in closed session.

(4) Only those matters presented at the hearing relating to the senate's stated reasons for suspension or dismissal will be considered in the determination by the senate as to whether it has sufficient cause to believe that the editor charged with suspension and/or dismissal shall be suspended or dismissed.

(5) The senate will, following the conclusion of the hearing, meet in closed session and decide by majority vote whether the editor charged with suspension or dismissal should be dismissed or suspended. If the decision is that he should be suspended or dismissed, the senate will by majority vote determine what sanction should be imposed. This decision shall be accomplished within three days of the time at which the hearing proceedings are terminated. [Order 73-6, § 132S-52-040, filed 1/10/74.]

WAC 132S-52-050 Guidelines for student publications. All publications within the scope of the student senate shall:

(1) Be published in the best interests of the students of Columbia Basin College.

(2) Follow accepted rules and conventions of current journalistic practice, but shall always keep an openness for the new and the creative. [Order 73-6, § 132S-52-050, filed 1/10/74.]

WAC 132S-52-060 Financing. (1) All financial operations of student publications funded in whole or in part by monies from student fees collected by the college shall be reviewed by the senate.

(2) The senate shall set salaries for all paid positions.

(3) The finances of student publications shall be handled as are other monies budgeted by the associated students of Columbia Basin College. [Order 73-6, § 132S-52-060, filed 1/10/74.]

Chapter 132S-108 WAC PRACTICE AND PROCEDURES

WAC

132S-108-010	Formal hearing policy.
132S-108-020	Definitions.
132S-108-030	Appearance and practice before agency.
132S-108-040	Notice and opportunity for hearing in contested cases.
132S-108-050	Service of process—By whom served.
132S-108-060	Service of process—Upon whom served.
132S-108-070	Service of process—Service upon parties.
132S-108-080	Service of process—Method of service.
132S-108-090	Service of process—When service complete.

132S-108-100	Service of process—Filing with agency.
132S-108-110	Depositions and interrogatories in contested cases—Right to take.
132S-108-120	Depositions and interrogatories in contested cases—Scope.
132S-108-130	Depositions and interrogatories in contested cases—Officer before whom taken.
132S-108-140	Depositions and interrogatories in contested cases—Authorization.
132S-108-150	Depositions and interrogatories in contested cases—Protection of parties and deponents.
132S-108-160	Depositions and interrogatories in contested cases—Oral examination and cross examination.
132S-108-170	Depositions and interrogatories in contested cases—Signing attestation and return.
132S-108-190	Depositions and interrogatories in contested cases—Use and effect.
132S-108-200	Depositions and interrogatories in contested cases—Fees of officers and deponents.
132S-108-210	Depositions upon interrogatories—Submission of interrogatories.
132S-108-220	Depositions upon interrogatories—The interrogation.
132S-108-230	Depositions upon interrogatories—Attestation and return.
132S-108-240	Depositions upon interrogatories—Provisions of deposition rule.
132S-108-250	Hearing officers.
132S-108-260	Hearing procedures.
132S-108-270	Duties of hearing officers.
132S-108-280	Stipulations and admissions of record.
132S-108-290	Definition of issues before hearing.
132S-108-300	Continuances.
132S-108-310	Rules of evidence—Admissibility criteria.
132S-108-320	Tentative admission—Exclusion—Discontinuance—Objections.
132S-108-330	Form and content of decisions in contested cases.

WAC 132S-108-010 Formal hearing policy. In accordance with the authority accorded it per RCW 28B.19.120(10)(c) and (h), the board of trustees hereby promulgates the following rules regarding contested cases involving formal hearings. [Order 73-6, § 132S-108-010, filed 1/10/74.]

WAC 132S-108-020 Definitions. As used herein, the term "agency" shall mean the board of trustees of Columbia Basin Community College, District No. 19. [Order 73-6, § 132S-108-020, filed 1/10/74.]

WAC 132S-108-030 Appearance and practice before agency. No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bonafide officer, partner, or full-time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association,

partnership, or corporation. [Order 73-6, § 132S-108-030, filed 1/10/74.]

WAC 132S-108-040 Notice and opportunity for hearing in contested cases. In any contested case all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall be signed by the president of Columbia Basin Community College or his designee and shall state the time, place, and issues involved as required by RCW 28B.19.120. [Order 73-6, § 132S-108-040, filed 1/10/74.]

WAC 132S-108-050 Service of process—By whom served. The agency shall cause to be served all orders, notices, and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [Order 73-6, § 132S-108-050, filed 1/10/74.]

WAC 132S-108-060 Service of process—Upon whom served. All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [Order 73-6, § 132S-108-060, filed 1/10/74.]

WAC 132S-108-070 Service of process—Service upon parties. The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive of such papers, and a copy shall be furnished to counsel of record. [Order 73-6, § 132S-108-070, filed 1/10/74.]

WAC 132S-108-080 Service of process—Method of service. Service of papers shall be made personally or, unless otherwise provided by law, by first class, registered, or certified mail or by telegraph. [Order 73-6, § 132S-108-080, filed 1/10/74.]

WAC 132S-108-090 Service of process—When service complete. Service upon parties shall be regarded as complete: by mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [Order 73-6, § 132S-108-090, filed 1/10/74.]

WAC 132S-108-100 Service of process—Filing with agency. Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Columbia Basin Community College, Pasco, Washington, accompanied by proof of service upon parties required to be served. [Order 73-6, § 132S-108-100, filed 1/10/74.]

WAC 132S-108-110 Depositions and interrogatories in contested cases—Right to take. Except as may be otherwise provided, any party may take the testimony

of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application, or petition. Depositions shall be taken only in accordance with this rule. [Order 73-6, § 132S-108-110, filed 1/10/74.]

WAC 132S-108-120 Depositions and interrogatories in contested cases—Scope. Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding. [Order 73-6, § 132S-108-120, filed 1/10/74.]

WAC 132S-108-130 Depositions and interrogatories in contested cases—Officer before whom taken. Within the United States or within a territory or insular possession subject to the dominion of the United States, depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings. [Order 73-6, § 132S-108-130, filed 1/10/74.]

WAC 132S-108-140 Depositions and interrogatories in contested cases—Authorization. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known; and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions. [Order 73-6, § 132S-108-140, filed 1/10/74.]

WAC 132S-108-150 Depositions and interrogatories in contested cases—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency or its designee may make an order that the deposition shall not be taken or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain

matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and the officers' or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [Order 73-6, § 132S-108-150, filed 1/10/74.]

WAC 132S-108-160 Depositions and interrogatories in contested cases—Oral examination and cross examination. Examination and cross examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded. [Order 73-6, § 132S-108-160, filed 1/10/74.]

WAC 132S-108-170 Depositions and interrogatories in contested cases—Signing attestation and return. (1) When the testimony is fully transcribed, the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefore; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the

reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of the proceeding and marked "Deposition of (here insert the name of the witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefore, the officer shall furnish a copy of the deposition to any party or to the deponent. [Order 73-6, § 132S-108-170, filed 1/10/74.]

WAC 132S-108-190 Depositions and interrogatories in contested cases—Use and effect. Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not take a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party. [Order 73-6, § 132S-108-190, filed 1/10/74.]

WAC 132S-108-200 Depositions and interrogatories in contested cases—Fees of officers and deponents. Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [Order 73-6, § 132S-108-200, filed 1/10/74.]

WAC 132S-108-210 Depositions upon interrogatories—Submission of interrogatories. Where the deposition is taken upon written interrogatories the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter, a party so served may serve cross interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve re-direct interrogatories upon the party who served cross interrogatories. [Order 73-6, § 132S-108-210, filed 1/10/74.]

WAC 132S-108-220 Depositions upon interrogatories—The interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132S-108-130, the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same

and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer, and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [Order 73-6, § 132S-108-220, filed 1/10/74.]

WAC 132S-108-230 Depositions upon interrogatories—Attestation and return. The officer before whom interrogatories are verified or answered shall:

(1) Certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer, and the stenographer were present during the taking, and that neither he nor the stenographer to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and [Order 73-6, § 132S-108-230, filed 1/10/74.]

WAC 132S-108-240 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 73-6, § 132S-108-240, filed 1/10/74.]

WAC 132S-108-250 Hearing officers. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the chairman, vice chairman, or another member of the board of trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW. [Order 73-6, § 132S-108-250, filed 1/10/74.]

WAC 132S-108-260 Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 73-6, § 132S-108-260, filed 1/10/74.]

WAC 132S-108-270 Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 132S-108-250 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 28B.19 RCW: *Provided*, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within ten days of service of such proposal for decisions, any party adversely affected may file exceptions and thereafter all

parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the board shall announce its decision and final action to be taken.

(3) If a hearing officer is designated by the board of trustees of Columbia Basin College to conduct a hearing pursuant to these rules, the board, in its discretion, may allow oral or written argument before making a final adjudication of the matter after it has received the proposal from the hearing officer. The board may limit the length of oral or written argument and impose reasonable limitations regarding the time and place of where arguments may be presented. [Order 73-6, § 132S-108-270, filed 1/10/74.]

WAC 132S-108-280 Stipulations and admissions of record. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon Whom Binding. Such a stipulation or admission is binding upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument, or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding. [Order 73-6, § 132S-108-280, filed 1/10/74.]

WAC 132S-108-290 Definition of issues before hearing. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only. [Order 73-6, § 132S-108-290, filed 1/10/74.]

WAC 132S-108-300 Continuances. Any party who desires a continuance, shall immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest

or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Order 73-6, § 132S-108-300, filed 1/10/74.]

WAC 132S-108-310 Rules of evidence—Admissibility criteria. Subject to the other provisions of these rules, all relevant evidence is admissible which in the opinion of the agency, is the best evidence reasonably obtainable, having due regard for its necessity, availability, and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington. [Order 73-6, § 132S-108-310, filed 1/10/74.]

WAC 132S-108-320 Tentative admission—Exclusion—Discontinuance—Objections. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [Order 73-6, § 132S-108-320, filed 1/10/74.]

WAC 132S-108-330 Form and content of decisions in contested cases. Every decision and order, whether proposed, initial, or final, shall:

- (1) Be correctly captioned as to name of agency and name of proceeding;
- (2) Designate all parties and counsel to the proceeding;
- (3) Include a concise statement of the nature and background of the proceeding;
- (4) Be accompanied by appropriate numbered findings of fact and conclusions of law;
- (5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;
- (6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same. [Order 73-6, § 132S-108-330, filed 1/10/74.]

Chapter 132S-116 WAC PARKING AND TRAFFIC CONTROL

WAC

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- 132S-116-270 Delegation of authority.
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WAC 132S-116-010 Introduction. The rules and regulations provided in this chapter have been established by the Board of Trustees of Columbia Basin Community College acting on behalf of Columbia Basin Community College to govern pedestrian traffic and vehicular traffic and parking upon all State lands devoted to the educational, recreational and research activities of Columbia Basin Community College pursuant to the authority granted them by RCW 28B.50.140(10). [Order 73-6, § 132S-116-010, filed 1/10/74.]

WAC 132S-116-020 Purposes of regulations. The purposes of the rules and regulations established by this chapter are:

- (1) To control parking on college owned parking lots;
- (2) To protect and control pedestrian and vehicular traffic;
- (3) To assure access at all times for emergency equipment;
- (4) To minimize traffic disturbance during class hours;
- (5) To expedite Columbia Basin Community College business, protect state property and to provide maximum safety and convenience. [Order 73-6, § 132S-116-020, filed 1/10/74.]

WAC 132S-116-030 Definitions. The words used in this chapter shall have the meaning given in this section, unless the context clearly indicates otherwise.

- (1) "Board" shall mean the Board of Trustees of Community College District No. 19, State of Washington.
- (2) "Campus" shall mean any or all real property owned, operated, or maintained by Community College District No. 19, State of Washington.
- (3) "College" shall mean Columbia Basin Community College.
- (4) "Faculty members" shall mean any employee of Community College District No. 19 who is certified to teach in a community college in the State of Washington.
- (5) "Campus patrolman" shall mean an employee of the College, or a law enforcement student, who is responsible to the Dean of Student Services for campus security.

(6) "Staff" shall mean the classified employees of Washington State Community College District No. 19.

(7) "Vehicle" shall mean an automobile, truck, motor driven cycle, scooter, or any vehicle empowered by a motor.

(8) "Visitors" shall mean any person or persons, excluding students as defined above, who come upon the campus as guests and any person or persons who lawfully visit the campus for the purposes which are in keeping with the College's role as an institution of higher learning in the State of Washington.

(9) "Permanent permits" shall mean permits which are valid for a school term and shall be obtained from the cashier's office at the fee set by the Board of Trustees.

(10) "School term" shall mean, unless otherwise designated, the time period commencing with the fall quarter of a community college teaching year and extending through the immediately subsequent winter and spring quarters. It shall not include, however, summer school sessions.

(11) "Temporary permits" shall mean permits which are valid for a specific period of time designated on the permit. [Order 73-6, § 132S-116-030, filed 1/10/74.]

WAC 132S-116-040 Applicable rules and regulations. The traffic and parking regulations which are applicable upon State lands devoted to the educational, recreational and research activities of Columbia Basin Community College are as follows:

(1) The motor vehicle and other traffic laws of the State of Washington;

(2) The traffic code of the city of Pasco; and

(3) Special regulations set forth in this chapter. [Order 73-6, § 132S-116-040, filed 1/10/74.]

WAC 132S-116-050 Authorization for issuance of permits. The Dean of Student Services or his appointed designee, is authorized to issue parking permits to faculty members and staff members of the College pursuant to the following regulations:

(1) Faculty and staff members may be issued parking permits upon the registration of their vehicles at the beginning of fall quarter; provided that new faculty and staff members employed during the regular academic year may be issued parking permits upon the registration of their vehicles at the time they begin their employment at the College.

(2) The Dean of Student Services or his designee, may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the College. [Order 73-6, § 132S-116-050, filed 1/10/74.]

WAC 132S-116-060 Valid permit. A valid parking permit is:

(1) An unexpired parking permit registered and properly displayed; or

(2) A temporary parking permit authorized by the Dean of Student Services or his designee, and properly displayed; or

(3) A special parking permit authorized by the Dean of Student Services or his designee, and properly displayed; or

(4) A visitor's permit authorized by the Dean of Student Services or his designee, and properly displayed; or

(5) A shop permit authorized by a vocational-technical instructor and properly displayed. [Order 73-6, § 132S-116-060, filed 1/10/74.]

WAC 132S-116-070 Display of permit. All permanent parking permits shall be permanently affixed to the vehicle upon issuance of the permits and according to the directions given at the time of issuance. Temporary, special, visitors, or shop permits shall be placed in a visible position on the dash board of the automobile.

(1) Expired permits shall be removed before the new permits are attached.

(2) Permits not displayed pursuant to the provisions of this section shall not be valid. [Order 73-6, § 132S-116-070, filed 1/10/74.]

WAC 132S-116-080 Transfer of permits. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

(1) Records permit number;

(2) Removes permit from vehicle which has been traded or sold. [Order 73-6, § 132S-116-080, filed 1/10/74.]

WAC 132S-116-090 Permit revocation. Parking permits are the property of the College and may be recalled by the Dean of Student Services for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists; or

(2) When a permit is used by an unregistered vehicle or by an unauthorized individual; or

(3) Falsification on a parking permit application; or

(4) Continued violations of parking regulations; or

(5) Counterfeiting or altering a parking permit. [Order 73-6, § 132S-116-090, filed 1/10/74.]

WAC 132S-116-100 Hearing provided. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132S-116-090(2) thru (5) may be appealed to the Dean of Student Services, who shall then refer the matter to a hearing before a special hearing officer designated by the Dean of Student Services. The hearing shall conform to the due process requirements of the Columbia Basin Community College student code and the decision of the hearing officer shall be final. The same appeal procedure as above shall be utilized in the case where the revoked permit has been held by an administrator or faculty member. [Order 73-6, § 132S-116-100, filed 1/10/74.]

WAC 132S-116-120 Allocation of parking space. The parking space available on campus shall be designated and allocated by the Dean of Student Services or

his designee, in such a manner as will best effectuate the objectives of the rules and regulations in this chapter.

(1) Faculty and staff spaces will be so designated for their use; provided, physically handicapped students and others designated by the Dean of Student Services or his appointed designee may be granted special permits to park in close proximity to the classroom used by such students.

(2) Parking spaces will be designated for use of visitors on campus. [Order 73-6, § 132S-116-120, filed 1/10/74.]

WAC 132S-116-130 Parking within designated spaces. (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five (45) degree angle, facing in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

(4) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

(5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132S-116-120. [Order 73-6, § 132S-116-130, filed 1/10/74.]

WAC 132S-116-140 Day parking. The rules and regulations pertaining to the use of certain parking permits in specific areas as contained in WAC 132S-116-130 shall be in force during the hours from 7:00 a.m. to 6:00 p.m. [Order 73-6, § 132S-116-140, filed 1/10/74.]

WAC 132S-116-150 Night parking. Night students and faculty members may park in any of the spaces or stalls designated in WAC 132S-116-130 except visitors areas, on a first come, first served basis between the hours of 6:00 p.m. and 11:00 p.m. [Order 73-6, § 132S-116-150, filed 1/10/74.]

WAC 132S-116-160 Regulatory signs and directions. The Dean of Student Services or his appointed designee, is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the College. Such signs, barricades, structures, markings, and directions, shall be so made and placed as in the opinion of the Dean of Student Services, or his designee, will best effectuate the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions

erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrolman in the control and regulation of traffic. [Order 73-6, § 132S-116-160, filed 1/10/74.]

WAC 132S-116-170 Speed. No vehicle shall be operated on the campuses at a speed in excess of twenty (20) miles per hour in parking lots; or such lower speed as is reasonable and prudent in the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities. [Order 73-6, § 132S-116-170, filed 1/10/74.]

WAC 132S-116-180 Pedestrian's right of way. (1) The operator of a vehicle shall yield the right of way, slowing down or stopping, if need be to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Every pedestrian crossing at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles.

(4) Where a sidewalk is provided, pedestrian shall proceed upon such a sidewalk. [Order 73-6, § 132S-116-180, filed 1/10/74.]

WAC 132S-116-190 Special traffic and parking regulations and restrictions authorized. Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the Dean of Student Services or his appointed designee, is authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 132S-116-020. [Order 73-6, § 132S-116-190, filed 1/10/74.]

WAC 132S-116-200 Two-wheeled motor bikes or bicycles. (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for *Motorcycles Only*.

(2) No motorcycle or motorscooter may be operated on sidewalks, walkways, lawns, or other property not set aside for such purposes on the Columbia Basin Community College campus. [Order 73-6, § 132S-116-200, filed 1/10/74.]

WAC 132S-116-210 Report of accidents. The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total of claimed damage to either or both vehicles exceeding \$100.00 shall immediately report such accident to the Dean of Student Services and shall within twenty-four (24) hours after such accident, file a State of

Washington Motor Vehicle Accident Report. [Order 73-6, § 132S-116-210, filed 1/10/74.]

WAC 132S-116-220 Exceptions from traffic and parking restrictions. These rules and regulations shall not apply to city, county, or state-owned emergency vehicles. [Order 73-6, § 132S-116-220, filed 1/10/74.]

WAC 132S-116-230 Enforcement. (1) Enforcement of the parking rules and regulations will begin the first day of the first week of full classes of the fall quarter and will continue until the end of spring quarter. These rules and regulations will not be enforced during summer quarter, Saturdays, Sundays, and official college holidays.

(2) The Dean of Student Services, or his designee, shall be responsible for the enforcement of the rules and regulations contained in this chapter. The Dean of Student Services is hereby authorized to delegate this responsibility to the campus patrolman or other designated subordinates. [Order 73-6, § 132S-116-230, filed 1/10/74.]

WAC 132S-116-240 Issuance of traffic tickets. Upon the violations of any of the rules and regulations contained in this chapter, the Dean of Student Services, his designee or subordinates, may issue a summons or traffic ticket setting forth the date, the approximate time, permit number, license information, infraction, officer, and schedule of fines. Such summons or traffic tickets may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator. [Order 73-6, § 132S-116-240, filed 1/10/74.]

WAC 132S-116-250 Fines and penalties. The Dean of Student Services or his designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

(1) Except as provided under subsection (2), fines will be levied for all violations of the regulations contained in this chapter.

(2) Vehicles which are parked on any campus within Community College District No. 19 and which are in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the Dean of Student Services. If a vehicle is impounded, it may be taken to such place for storage as the Dean of Student Services, or his designee, selects. The expenses of such impounding and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) At the discretion of the Dean of Student Services, an accumulation of traffic violations by a student will be cause for disciplinary action, and the Dean of Student Services shall initiate disciplinary proceedings against such student pursuant to WAC 132S-12-160.

(4) A schedule of fines shall be set and reviewed annually by a committee of students appointed by the

Dean of Students. This schedule shall be published in the student handbook, Summary of Parking Regulations, and traffic summons form. [Order 73-6, § 132S-116-250, filed 1/10/74.]

WAC 132S-116-260 Liability of college. The college assumes no liability under any circumstances for vehicles parked on campus. [Order 73-6, § 132S-116-260, filed 1/10/74.]

WAC 132S-116-270 Delegation of authority. The authority and powers conferred upon the Dean of Student Services by these regulations shall be subject to delegation by him to his appointed designees. [Order 73-6, § 132S-116-270, filed 1/10/74.]

WAC 132S-116-280 Severability. If any provision of this chapter shall be adjudged by a court of record to be unconstitutional, the remaining provisions of this chapter shall continue in effect. [Order 73-6, § 132S-116-280, filed 1/10/74.]

Chapter 132S-122 WAC DISPOSITION OF OBLIGATIONS OWED TO COLLEGE BY STUDENTS

WAC

132S-122-010 Financial obligations of students.
132S-122-020 Appeal procedure.

WAC 132S-122-010 Financial obligations of students. The conferring of degrees, issuance of academic transcripts and grade reports may be withheld by Columbia Basin Community College for failure of a student to meet his or her financial obligations owed to the college. Such fees, charges, debts, fines, or other financial obligations shall include but are not limited to the following:

- (1) Bookstore debts;
- (2) Parking fines;
- (3) Library fines;
- (4) "Not Sufficient Funds" checks;
- (5) Damages to college property;
- (6) Failure to return borrowed, leased, or rented college property;
- (7) Unreturned keys;
- (8) Personal telephone tolls charged to a college number. [Order 73-6, § 132S-122-010, filed 1/10/74.]

WAC 132S-122-020 Appeal procedure. (1) Every student has the right to appeal a decision of any college department or division to assess a fee, fine, charge, debt, or other financial obligation for a determination of the validity and legitimacy of that charge. The appeal must be in writing and directed to the division or department head assessing the financial obligation. Notice of the appeal shall be given within ten days after notice of right to appeal is received. Following such notice, the student shall be allowed an informal hearing with the head or appointed representative of the department or division assessing the obligation. The decision of such hearing shall be final: *Provided*, That in the event such financial

obligation shall prove to be of a magnitude requiring the assessed student to terminate his or her relationship with Columbia Basin Community College, the student shall have a right to a formal hearing as provided in RCW 28B.19.120.

(2) If the student has not satisfied his financial obligation to the college within ten days after his right to a hearing has expired, the college may take the action provided in WAC 132S-122-010 after providing the financially obligated student with notice of the intended action, whenever such notice is possible. [Order 73-6, § 132S-122-020, filed 1/10/74.]

Chapter 132S-124 WAC PET CONTROL REGULATIONS

WAC

- 132S-124-010 Definition.
132S-124-020 Pet control.
132S-124-030 Penalties for violations of pet control regulations.

WAC 132S-124-010 Definition. For the purposes of this section, the word "pets" shall mean any domestic or other animal. [Order 73-6, § 132S-124-010, filed 1/10/74.]

WAC 132S-124-020 Pet control. (1) In order to assure the health and safety of all persons on properties owned or controlled by Columbia Basin Community College, the following rules and regulations regarding pet control are hereby promulgated:

No person will be permitted to bring any pet upon properties owned or controlled by Columbia Basin Community College unless such pet is under the immediate control of such person; provided, however, under no circumstances will pets be permitted to enter into buildings owned or controlled by Columbia Basin Community College, except seeing eye dogs under the immediate control of a blind individual. [Order 73-6, § 132S-124-020, filed 1/10/74.]

WAC 132S-124-030 Penalties for violations of pet control regulations. Persons violating WAC 132S-124-020 may be referred to authorities of the city of Pasco for appropriate prosecution under the animal control code of the city of Pasco, which is expressly applicable to all portions of the Columbia Basin Community College properties contained within the city of Pasco; employees of Columbia Basin Community College office of campus security shall have express authority to refer such violations of the Pasco city animal control code to appropriate city officials. [Order 73-6, § 132S-124-030, filed 1/10/74.]

Chapter 132S-125 WAC SMOKING REGULATIONS

WAC

- 132S-125-010 Smoking regulations for campus buildings.

[Title 132S WAC—p 34]

WAC 132S-125-010 Smoking regulations for campus buildings. Smoking of tobacco substances are subject to the provisions of this chapter, insofar as it designates where such smoking is permitted or prohibited.

(1) Smoking is permitted in the following areas:

- (a) Office (at the discretion of the assigned occupants);
- (b) Meeting rooms (at the option of the group);
- (c) Lounges
- (d) Public lavatories;
- (e) Designated Corridors.

(2) The President of Columbia Basin Community College or his designee may prohibit smoking in the following areas:

- (a) Classrooms during scheduled classes
- (b) Laboratories;
- (c) Library;
- (d) Auditoriums;
- (e) Storerooms;
- (f) Places deemed fire hazard areas by the city of Pasco Fire Department.

(3) The responsibility of fire prevention is the smoker's. [Order 73-6, § 132S-125-010, filed 1/10/74.]

Chapter 132S-136 WAC USE OF COLLEGE FACILITIES

WAC

- 132S-136-010 Purpose.
132S-136-020 Regulations regarding use.
132S-136-200 Introduction.
132S-136-210 Employee organization defined.
132S-136-220 Meeting rooms.
132S-136-230 Use of mail service by employee organizations.
132S-136-240 Telephone usage.
132S-136-250 Use of duplicating and photocopying equipment.
132S-136-260 Use of secretarial and other supporting staff services.
132S-136-270 Office equipment and supplies.
132S-136-280 Travel expense.
132S-136-290 Access to college records.
132S-136-300 Conduct of employee organization business during scheduled working hours.
132S-136-310 Conflicts with contractual provisions.

WAC 132S-136-010 Purpose. Columbia Basin College exists as a facility which must provide for the needs of a community as expressed in the geographical boundaries of Benton and Franklin Counties. Beyond its initial charge of education and training of people, there rests an additional responsibility to provide maximum use of its physical facilities for institutional and community use. It shall be the policy of Columbia Basin College to offer its physical facilities for group use on a priority basis as follows:

- (1) instructional activities
- (2) student activities
- (3) community activities.

Each group must abide by rules and regulations of use which shall be determined by the administration. Instructional and student groups must make an application in advance of the intended date of use to avoid scheduling conflicts. Community groups must make application thirty (30) days prior to the intended date of use. [Order 72-1, § 132S-136-010, filed 1/20/72.]

WAC 132S-136-020 Regulations regarding use. The specific use of school facilities shall be governed by the regulations consistent with the intent of the policy. These regulations shall be as follows:

(1) Requests for facility use must be submitted by means of a facility use form to the Business Office of Columbia Basin College.

(2) A paid Columbia Basin College employee must be assigned to the building during the scheduled time the facility is to be used.

(3) The administration reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the school or for which satisfactory sponsorship is not provided. Review of such action may be carried to the Board of Trustees.

(4) Applications for college facility use which may be considered a major policy decision not fully covered by this existing policy statement may be referred directly to the administration for disposition.

(5) Rental charges shall be levied per twenty-four (24) hour setting on the following basis:

- (a) Instructional use - wherein facility is used for instructionally related activities, either by the College or by another post secondary institution NO CHARGE
- (b) Student use - where the use has been scheduled through the Student Activities office and is primarily for an activity that directs itself toward the benefit of Columbia Basin College ASB card holders NO CHARGE
- (c) Community activities - all other uses which are non-instructional and non-student sponsored

Category I - use which results in a community benefit and is usually arranged for by a non-profit civic organization CHARGE TO BE DETERMINED BY THE BUSINESS OFFICE TO COVER EXPENSES

Category II - use by community group for a private or profit return THE SCHEDULE FOR SUCH RENTALS SHALL BE AS FOLLOWS:

(i) Little Theater	\$125.00
(ii) Little Theater (with specialized equipment)	\$150.00
(iii) Gym	\$ 75.00
(iv) Lounge	\$ 75.00
(v) Lecture Room	\$ 30.00
(vi) Classroom	\$ 15.00

[Order 75-4, § 132S-136-020, filed 10/8/75; Order 72-1, § 132S-136-020, filed 1/20/72.]

WAC 132S-136-200 Introduction. The Board of Trustees of Columbia Basin Community College pursuant to chapter 28B.50 RCW has adopted the following

rules and regulations relating to the use of college resources by employee organizations at Columbia Basin Community College. The regulations set forth in this chapter are designed to control the use of college resources by employee organizations and their members when conducting the business of such organizations; provided, however, that nothing in this chapter shall be construed to limit the use of college resources by members of employee organizations when such members are acting in their capacities as employees of Columbia Basin Community College during the conduct of college business. [Order 73-6, § 132S-136-200, filed 1/10/74.]

WAC 132S-136-210 Employee organization defined. An "employee organization" means an organization of any kind having as a primary purpose the improvement of terms and conditions of employment of employees holding faculty, classified staff, or exempt position appointments; provided, that the term, "employee organization", shall not include the Faculty Senate. For the purposes of this chapter, references to limits and scope of activities by employee organizations shall be construed to affect and limit the conduct of persons acting on behalf of employee organizations. [Order 73-6, § 132S-136-210, filed 1/10/74.]

WAC 132S-136-220 Meeting rooms. Employee organizations may schedule rooms for the conduct of meetings through the Business Office of Columbia Basin Community College on the same basis as any other college organization as set forth in WAC 132S-136-210. [Order 73-6, § 132S-136-220, filed 1/10/74.]

WAC 132S-136-230 Use of mail service by employee organizations. (1) Employee organizations may use the facilities of the campus post office for intra-campus distribution of written organizational material to their membership or to the college community at large, provided that official college communications shall be given priority of distribution.

(2) Employee organizations may not use college postage or postal permits for the mailing of organizational materials off-campus. [Order 73-6, § 132S-136-230, filed 1/10/74.]

WAC 132S-136-240 Telephone usage. (1) Employee organizations may use college telephones for intra-campus calls.

(2) In accordance with the rules of the Department of General Administration, members and officials of employee organizations may not use college telephones for calls off campus on the state controlled access network (SCAN), or the statewide area telephone system (WATS) when such calls concern business of the employee organization. Such calls shall be considered to be calls for purposes other than state business. [Order 73-6, § 132S-136-240, filed 1/10/74.]

WAC 132S-136-250 Use of duplicating and photocopying equipment. Employee organizations may use the facilities of the college central duplicating and photocopying units by paying the regular charges established

for such services. [Order 73-6, § 132S-136-250, filed 1/10/74.]

WAC 132S-136-260 Use of secretarial and other supporting staff services. Employee organizations may not use for organizational purposes the services of college secretaries, typists, or other supporting staff during the college duty hours of such staff. [Order 73-6, § 132S-136-260, filed 1/10/74.]

WAC 132S-136-270 Office equipment and supplies. College supplies may not be used by any employee organization. Office equipment, such as desks, typewriters, and other paraphernalia normally utilized by a faculty member during the course of his regular working hours may be used by the employee organization when such equipment is not in use for college activities. [Order 73-6, § 132S-136-270, filed 1/10/74.]

WAC 132S-136-280 Travel expense. Travel expenses of staff members on employee organization business shall not be paid by the college. College vehicles shall not be used for employee organization business. [Order 73-6, § 132S-136-280, filed 1/10/74.]

WAC 132S-136-290 Access to college records. Employee organizations shall have access to college records on the same basis as any citizen as set forth in chapter 132S-17 WAC. [Order 73-6, § 132S-136-290, filed 1/10/74.]

WAC 132S-136-300 Conduct of employee organization business during scheduled working hours. (1) Faculty members of Columbia Basin Community College who belong to employee organizations shall conduct business related to such an organization only in the event that such business does not interfere with the primary responsibilities that the members owe the college as a condition of employment.

(2) The conduct of business of employee organizations by members of the administrative staff shall not take place during the regularly assigned working hours of the staff members unless such use of staff time is specifically authorized by the President or the appropriate Dean, provided that meetings called by the President or Dean with representatives of such organizations may be held during regular working hours.

(3) The business of organizations representing classified staff shall not be conducted by any employee of Columbia Basin College during his or her regular working hours except as may be provided by contract between the organization and Board of Trustees or as may be specifically authorized by the President of Columbia Basin Community College. [Order 73-6, § 132S-136-300, filed 1/10/74.]

WAC 132S-136-310 Conflicts with contractual provisions. Should any provisions of these rules and regulations be in conflict with any provision of a contract between an employee organization and the Board of Trustees, the contractual provisions shall prevail. [Order 73-6, § 132S-136-310, filed 1/10/74.]

[Title 132S WAC—p 36]

Chapter 132S-137 WAC

ENTERTAINMENT ON THE CAMPUS OF COLUMBIA BASIN COMMUNITY COLLEGE

WAC

- 132S-137-400 Entertainment defined.
- 132S-137-410 Approval of entertainment required.
- 132S-137-420 Responsibility of sponsoring group.

WAC 132S-137-400 Entertainment defined. "Entertainment" as used in this chapter shall include, but is not limited to, any performance, dance, concert, attraction, or fund-raising event, presented on the campus of Columbia Basin Community College. [Order 73-6, § 132S-137-400, filed 1/10/74.]

WAC 132S-137-410 Approval of entertainment required. All entertainment to be presented must have the written approval of the Director of Student Activities. The Director of Student Activities shall have the responsibility for determining the financial feasibility of scheduling entertainment and shall make arrangement for physical facilities. [Order 73-6, § 132S-137-410, filed 1/10/74.]

WAC 132S-137-420 Responsibility of sponsoring group. All groups sponsoring entertainment as defined in WAC 132S-136-400 shall be responsible for the admissions, attendance, and crowd control in the college facilities during the time reserved for their organization. [Order 73-6, § 132S-137-420, filed 1/10/74.]

Chapter 132S-138 WAC

REGULATION OF COMMERCIAL ACTIVITIES ON CAMPUS

WAC

- 132S-138-010 Commercial activities.
- 132S-138-020 Commercial activities defined.
- 132S-138-030 Penalties for violations of commercial activities regulations.

WAC 132S-138-010 Commercial activities. Columbia Basin Community College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic or career oriented community or the display or demonstration of technical or research equipment, and when such commercial activities related to educational objectives and are conducted under the sponsorship or at the request of a college department or of the Dean of Student Services or his designee; provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic. [Order 73-6, § 132S-138-010, filed 1/10/74.]

WAC 132S-138-020 Commercial activities defined. For the purposes of this chapter, the term "commercial

activities" does not include handbills, leaflets, or newspapers distributed free of charge by any student or students or by members of recognized student organizations or by college personnel that are distributed in a manner that does not unreasonably interfere with the ingress and egress of persons or the free flow of vehicular or pedestrian traffic, nor does it include commercial items sold through the college bookstore or any other facility at the direction of the Business Manager. [Order 73-6, § 132S-138-020, filed 1/10/74.]

WAC 132S-138-030 Penalties for violations of commercial activities regulations. (1) Any violation of WAC 132S-138-010 by a student of Columbia Basin Community College shall be deemed a violation of the code of conduct, WAC 132S-12-070.

(2) Nonstudent persons violating WAC 132S-138-010 may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass. [Order 73-6, § 132S-138-030, filed 1/10/74.]

Chapter 132S-139 WAC FOOD SERVICES

WAC

132S-139-600 Food service policies at Columbia Basin Community College.

WAC 132S-139-600 Food service policies at Columbia Basin Community College. (1) The cafeteria at Columbia Basin Community College operates on a cost basis with a consideration of balanced meals.

(2) Service at the Columbia Basin Community College cafeteria is restricted to students, faculty, staff, and their guests. This facility is not open for service to the general public.

(3) Hours of operation shall be as posted by the Columbia Basin Community College Business Manager or his appointed designee.

For the health and safety of all persons and property the manager shall have the right to refuse service to anyone displaying disruptive conduct. [Order 73-6, § 132S-139-600, filed 1/10/74.]

Chapter 132S-140 WAC PLACEMENT SERVICE FACILITIES

WAC

132S-140-010 Placement service facilities.
132S-140-020 Eligibility for placement services.
132S-140-030 Establishing a placement file.
132S-140-040 Use of placement files.
132S-140-050 Eligibility for recruitment at the placement office.

WAC 132S-140-010 Placement service facilities. The Placement Office is maintained as a service to graduating students and alumni of Columbia Basin Community College who are seeking employment or to students who have completed special programs not of degree status. [Order 73-6, § 132S-140-010, filed 1/10/74.]

WAC 132S-140-020 Eligibility for placement services. To be fully eligible for placement services, a person must have received a degree or certificate from Columbia Basin Community College or completed special programs not of degree status. [Order 73-6, § 132S-140-020, filed 1/10/74.]

WAC 132S-140-030 Establishing a placement file. The Placement Office will maintain a placement file for eligible students and alumni of Columbia Basin College. However, it is the responsibility of the eligible individuals to start their files and to keep them current. [Order 73-6, § 132S-140-030, filed 1/10/74.]

WAC 132S-140-040 Use of placement files. (1) Recommendation[s] in a placement file are confidential and may be sent only to prospective employers.

(2) An individual's placement file must be complete and up-to-date before it may be sent to a prospective employer.

(3) In the event that an individual wishes to start a placement file at another college or university and is eligible to do so, his or her file may be transferred to such college or university. [Order 73-6, § 132S-140-040, filed 1/10/74.]

WAC 132S-140-050 Eligibility for recruitment at the placement office. All legitimate employers are welcome to recruit in the Placement Office of Columbia Basin Community College and shall be afforded an equal opportunity to do so. Location as to where recruitment may be conducted on campus shall be determined by the Placement Office. [Order 73-6, § 132S-140-050, filed 1/10/74.]

Chapter 132S-142 WAC BOOKSTORE

WAC

132S-142-010 Columbia Basin College bookstore operating procedures.
132S-142-020 Return and refund policy.
132S-142-030 Personal credit.
132S-142-040 Columbia Basin College bookstore pricing policies.

WAC 132S-142-010 Columbia Basin College bookstore operating procedures. (1) The opening and closing hours of the college bookstore are established by the bookstore manager and the Dean of Student Services.

(2) Entering customers are required to leave their books and briefcases at the entrance to the bookstore on the shelves provided. [Order 73-6, § 132S-142-010, filed 1/10/74.]

WAC 132S-142-020 Return and refund policy. (1) Defective merchandise may be returned within a reasonable time for replacement or refund at the discretion of the bookstore manager.

(2) Used books may be resold to the bookstore on specified dates as established and posted by the bookstore manager.

(3) Exceptions to the above are subject to the discretion of the bookstore manager. [Order 73-6, § 132S-142-020, filed 1/10/74.]

WAC 132S-142-030 Personal credit. Personal credit is not permitted. Credit may be extended to students who have an authorization from the Financial Aids Office. Credit will be extended to authorized public agencies when the occasion demands such service. [Order 73-6, § 132S-142-030, filed 1/10/74.]

WAC 132S-142-040 Columbia Basin College Bookstore pricing policies. The pricing policies of the bookstore are established at the discretion of the bookstore manager. Such pricings may be subject to review by the Board of Trustees of Columbia Basin College. [Order 73-6, § 132S-142-040, filed 1/10/74.]

**Chapter 132S-152 WAC
HEALTH AND SAFETY REGULATIONS FOR
VOCATIONAL COURSES AND CAMPUS
EMPLOYMENT AT COLUMBIA BASIN
COMMUNITY COLLEGE**

WAC

- 132S-152-010 Declaration of purpose.
- 132S-152-015 Requirements as outlined in Washington state plan for vocational education.
- 132S-152-020 General safety rules and responsibilities.
- 132S-152-030 Protective equipment and clothing.
- 132S-152-040 Hygiene.
- 132S-152-050 Prohibiting unsafe acts or unhealthful practices.
- 132S-152-060 Violations.

WAC 132S-152-010 Declaration of purpose. The Board of Trustees of Columbia Basin Community College District No. 19 expressly finds by the adoption of the following health and safety regulations that a need exists for the safe operation of equipment and machinery by students and instructors in facilities operated by Community College District No. 19 and that certain health regulations are necessary for the successful operation of the classes and programs operated by Columbia Basin Community College. The rules set forth in this chapter shall apply to all students, faculty, and staff of Columbia Basin Community College. [Order 73-6, § 132S-152-010, filed 1/10/74.]

WAC 132S-152-015 Requirements as outlined in Washington state plan for vocational education. Vocational instructors would be required to conform to the Safety and Hygiene requirements as outlined in section 3.43 of the Washington State Plan for Vocational Education and WAC 490-28-010(07).

It includes responsibilities as they relate to the safety supervisors assigned for each vocational division and contained in the above WAC Code. [Order 73-6, § 132S-152-015, filed 1/10/74.]

WAC 132S-152-020 General safety rules and responsibilities. Students and personnel of Columbia Basin Community College shall make it their individual responsibility to keep themselves, their co-workers and

their machines or equipment free from accidents to the best of their ability. In order that each individual may be better qualified to cooperate with his or her fellow students and instructors in the prevention of accidents, the following rules and regulations shall be strictly complied with:

(1) The students and personnel shall be on constant alert for any and all unsafe conditions and practices.

(2) The student shall report immediately to his supervisor any and all unsafe conditions and practices.

(3) The student shall ascertain from the supervisor where medical help may be obtained if it is needed.

(4) Individuals shall not engage in practical jokes and "horseplay" while attending classes or on the job.

(5) The student shall make a prompt report to the supervisor, first aid attendant or person in charge of every accident regardless of the degree of severity of the injury.

(6) All students working on any machine or appliance shall be first properly instructed in how to stop the same in case of an emergency. If a student is not properly instructed in the above matter, it is his duty to request such instruction from a supervisor before he works on such machines or appliances. All students shall secure proper instruction as to manner of operation of any machine or appliance before attempting to operate same. Instructors may refuse permission to operate such machine if a safety hazard is present.

(7) No faculty member or student shall "bridge" a fuse or other material other than a regular fuse for connecting up the circuit at a fuse box.

(8) Students shall not loosen or disconnect wires when starting machinery or turning off lights.

(9) All power-driven machinery shall be completely stopped and disconnected from the power source before any repairs or adjustments are made or pieces of material or fuses removed, except where motion is necessary to make the adjustment. [Order 73-6, § 132S-152-020, filed 1/10/74.]

WAC 132S-152-030 Protective equipment and clothing. (1) Goggles, mask shields or other prescribed face and eye protection shall be used by individuals who are engaged in welding, grinding, torch cutting, snagging or chipping, handling molten metals, acids or caustics, or who are exposed to harmful rays, dust or flying materials of any kind. Respirators or masks shall be used by students who are exposed to hazardous dusts, gases, fumes or mists, or to atmosphere deficient in oxygen. Hard hats shall be worn by individuals who work around or under scaffolds or other overhead structures or who are otherwise exposed to hazards of falling materials.

(2) Other personal safety equipment or clothing such as rubber gloves or rubber boots, leggings, aprons, safety belts, life lines, buoyant vests, safety shoes shall be worn by individuals who are exposed to hazards where such devices may be expected to prevent injury.

(3) An instructor may require students and other shop participants to use any of the above-mentioned or other protective equipment and clothing when such equipment and clothing may reasonably be expected to prevent

harm or injury. The cost of personal protective equipment and clothing shall be borne by the student or shop participant unless otherwise provided by Columbia Basin Community College.

(4) Individuals working around machinery or other hazardous situations shall have hair or beards trimmed to within safe limits or shall wear caps or other type of head or face covering which completely covers the hair if such action is necessary to prevent vision obstruction or any other hazardous condition. [Order 73-6, § 132S-152-030, filed 1/10/74.]

WAC 132S-152-040 Hygiene. All individuals working in food handling or food preparation classes or in or around cafeterias, either as employees or as part of the course of instruction, or who are in any of the programs under the title of health occupations, shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods. Additionally, the following requirements are imposed on students and personnel working the herein-mentioned areas:

(1) Hair shall be clean. Hair shall be short unless a hair net or cap or other effective hair restraint is used.

(2) A student shall be well-groomed and wear clean, neat clothing.

(3) Hands and fingernails shall be clean. [Order 73-6, § 132S-152-040, filed 1/10/74.]

WAC 132S-152-050 Prohibiting unsafe acts or unhealthful practices. Any violation of sound health practices not specifically enumerated in this chapter shall not be permitted, and the instructor or supervisor in charge may prohibit such practices. In the event the instructor terminates any unsafe or unhealthful practice pursuant to this section, he shall immediately notify the Dean of Instruction of his action. [Order 73-6, § 132S-152-050, filed 1/10/74.]

WAC 132S-152-060 Violations. Violations by students of the rules and regulations set forth in this chapter shall be cause for disciplinary action under the provisions of chapter 132S-12 WAC. Personnel violating said rules shall be referred to their supervisors for appropriate disciplinary action. [Order 73-6, § 132S-152-060, filed 1/10/74.]

Chapter 132S-165 WAC NONDISCRIMINATION DUE TO SEX

WAC

132S-165-010 Introduction.
132S-165-020 Procedures.

WAC 132S-165-010 Introduction. Columbia Basin College is covered by Title IX prohibiting sex discrimination in education. It is the policy of Columbia Basin College to insure equal opportunity without regard to sex in all areas of admission, education, application for employment and employment. [Order 76-4, § 132S-165-010, filed 6/14/76.]

WAC 132S-165-020 Procedures. Any applicant for admission, enrolled student, applicant for employment or employee of Columbia Basin College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by utilizing the following steps:

A. Step 1. Informal Meeting

Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern.

B. Step 2. Title IX Official Hearing

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

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

C. Step 3. Presidential Appeal

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

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

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

(3) The written findings of the Presidential Appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director
Office of Civil Rights, HEW

or

The Equal Opportunity Commission

or

Human Rights Commission

[Order 76-4, § 132S-165-020, filed 6/14/76.]

Chapter 132S-168 WAC
INSTRUCTIONAL RESOURCE CENTER

WAC

- 132S-168-010 Columbia Basin College Instructional Resource Center.
 132S-168-020 Selection of services, personnel, resources.
 132S-168-030 Circulation records.
 132S-168-040 Inspection.
 132S-168-050 Prohibited entry.
 132S-168-060 Smoking.
 132S-168-070 Displays.
 132S-168-080 Gifts.
 132S-168-090 IRC borrowers.
 132S-168-100 IRC circulation policy.
 132S-168-110 Library fines and charges for lost, damaged, and overdue materials.
 132S-168-120 Instructional resource center fees.

WAC 132S-168-010 Columbia Basin College Instructional Resource Center. The Instructional Resource Center (IRC) exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of Southeastern Washington and the general scholarly community. The IRC may adjust the service hours to meet changing public demand, availability of staff, and budgetary limitations. [Order 73-6, § 132S-168-010, filed 1/10/74.]

WAC 132S-168-020 Selection of services, personnel, resources. It is the policy of the Columbia Basin Community College Instructional Resource Center to select on the basis of what is best and most suitable whether the choice involves staff members, library materials or equipment and services. The IRC expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin, or political viewpoint. [Order 73-6, § 132S-168-020, filed 1/10/74.]

WAC 132S-168-030 Circulation records. Instructional Resource Center circulation records exist to enable the Instructional Resource Center to monitor the use of its materials and to aid in the operation of the center. They are not a matter of public record and borrower information is confidential. Records may be released through subpoena or appropriate administrative action. [Order 73-6, § 132S-168-030, filed 1/10/74.]

WAC 132S-168-040 Inspection. The IRC shall have the right to inspect packages, briefcases, containers, articles, materials, etc. leaving the building to prevent unauthorized removal of IRC resources. The inspection may be done by persons, by electronic equipment, or other devices designed to detect unauthorized removals. [Order 73-6, § 132S-168-040, filed 1/10/74.]

WAC 132S-168-050 Prohibited entry. The IRC shall have the right to prevent entry of foods and beverages, animals, or other objects or materials detrimental to the IRC purpose. [Order 73-6, § 132S-168-050, filed 1/10/74.]

WAC 132S-168-060 Smoking. Smoking in the Instructional Resource Center is restricted to areas so

specified by the director of the IRC or her designee. [Order 73-6, § 132S-168-060, filed 1/10/74.]

WAC 132S-168-070 Displays. Displays utilizing IRC space and facilities shall be by invitation only. Solicitation of a display invitation must be submitted to the director of the Instructional Resource Center or her designee for review and evaluation concerning the display's relation to the IRC services. The IRC shall have the discretionary authority regarding the decision to extend display invitations. [Order 73-6, § 132S-168-070, filed 1/10/74.]

WAC 132S-168-080 Gifts. The Instructional Resource Center welcomes the donation of books, other library materials, and money. Valuation of gifts for tax purposes will be based upon information available in the IRC and assessment of value incurs no liability of proof by the IRC. Gifts become college property when accepted and received. The IRC reserves the right to reject, dispose, or return to the donor any gift. [Order 73-6, § 132S-168-080, filed 1/10/74.]

WAC 132S-168-090 IRC borrowers. Use of the IRC as part of a state public institution is the right of any adult resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the IRC may be denied to anyone for continuing abuse of IRC services or resources. [Order 73-6, § 132S-168-090, filed 1/10/74.]

WAC 132S-168-100 IRC circulation policy. Amounts of materials borrowed at a given time may be limited by demand, materials available, and judgment of library personnel. All materials held past the due date are considered overdue. Those materials designated for the Reference, Microform, and Bound Periodicals Collections ordinarily do not circulate. The director of the Instructional Resource Center or her designee shall establish and clearly post the time periods for which library materials may circulate. [Order 73-6, § 132S-168-100, filed 1/10/74.]

WAC 132S-168-110 Library fines and charges for lost, damaged, and overdue materials. (1) Persons to whom overdue materials are checked out are subject to the fine schedule which shall be established by the Board of Trustees of Columbia Basin Community College and clearly posted in the Instructional Resource Center.

(2) Ordinarily the IRC sends reminder notices and hold notices on overdue materials. However, it must be recognized that the return of IRC materials is solely the borrower's responsibility, and the IRC may, when necessary, curtail the practice of sending notices.

(3) Reimbursement shall be made to the IRC for lost or damaged materials, the charges to be established by the director of the IRC or her designee. Such charges will be a fair estimate of replacement or repair cost plus a \$1.50 processing charge.

(4) The IRC may request of the registrar and the student accounting office that registration or transfer

information of any student charged with overdue materials or unpaid fines be withheld until such materials are returned and/or fines paid.

(5) All IRC patrons should be aware of the following section of the Revised Washington Code:

"27.12.340 Penalty for willfully retaining books. Whoever willfully retains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging in or to any public library, reading room, or other educational institution, for thirty days after notice in writing to return the same, given after the expiration of the time that by the rules of such institution such article or other property may be kept, shall be guilty of a misdemeanor."

(6) The IRC may resort to legal action to obtain compliance with these regulations. [Order 73-6, § 132S-168-110, filed 1/10/74.]

WAC 132S-168-120 Instructional resource center fees. Fees may be levied for some special services in the IRC which are not funded and must be self-supporting. In all cases, the fees reflect the actual cost of the service. A current fee schedule will be maintained in the IRC as established by the director of the IRC, or her designee. At present, fees are charged for a variety of photocopying and related services. [Order 73-6, § 132S-168-120, filed 1/10/74.]

Chapter 132S-170 WAC

POLICIES RELATING TO LEAVES OF ABSENCE

WAC

- 132S-170-010 Introduction.
 132S-170-020 Applications and accounting for absences and benefits, obligations, and reimbursement.
 132S-170-030 Types of leaves.

WAC 132S-170-010 Introduction. It shall be the policy of Columbia Basin College to grant leaves of absence to full time academic and administrative employees of the college for specific reasons. [Order 74-1, § 132S-170-010, filed 2/14/74.]

WAC 132S-170-020 Applications and accounting for absences and benefits, obligations, and reimbursement. All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record keeping.

This general policy shall apply to all leaves of absence for periods of one day or more. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a period of less than one day shall be granted at the discretion of the chief administrative officer.

Application for leave of absence shall be made on an appropriate form provided by the college. Applications

shall require approval one week in advance of the anticipated absence. Exceptions to this requirement shall be absences which are impossible to anticipate such as bereavement or personal illness or injury. In such cases, the employee shall notify the appropriate supervisor at least one hour prior to his or her first working assignment.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer. [Order 74-1, § 132S-170-020, filed 2/14/74.]

WAC 132S-170-030 Types of leaves. 1. Bereavement Leaves – A bereavement leave, not to exceed five days with pay, will be allowed all certified employees for each death in the immediate family. "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

2. Educational Leaves – The purpose of a professional leave shall be to improve the professional skills of the faculty member through study, research, and creative work.

The institution will receive direct benefit of such an experience through the increased effectiveness of those persons participating in a professional leave program.

Selection for professional leave shall be based on the worthiness of the project or plan as submitted by the faculty member. It is intended that each institution conduct a rigorous and thorough selection procedure in awarding of professional leave.

Projects or plans should be evaluated according to their value to the Institution based on the following criteria:

a. Value of project or plan in relationship to teaching responsibilities.

b. Ability of applicant to achieve goals of project or plan as based on past experience and academic background.

c. Need for new or additional knowledge in subject field to be studied.

d. Quality of replacement personnel designated to take the responsibility of the applicant.

e. Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.

All other criteria, rules and regulations governing educational leave shall be in conformity with the professional leave guidelines as developed by the Council on Higher Education as amended May 5, 1972.

3. **Maternity Leaves** – Maternity leave will be granted to a pregnant employee, married or unmarried, if the leave is requested in advance by the employee. The employee shall inform her immediate supervisor, in advance, and in writing, of her intention to take leave and the approximate time she expects to return to work. Within thirty calendar days after termination of her pregnancy, the employee shall inform her immediate supervisor of the specific date she expects to return to work. The leave shall begin no sooner than one hundred twenty calendar days before the expected date of delivery, and shall continue no later than sixty calendar days after the actual termination of the pregnancy. However, the one hundred twenty day pretermination period will be extended to a longer period if a physician's statement indicates a different period is necessary to protect the health of the employee or the unborn child. The post-termination period of sixty days may be extended for a period not to exceed the extent of the current contract year if a physician's statement indicates that complications resulting from the pregnancy or its termination necessitate a longer period of time in order to protect the health of the employee. In the event that the employee's supervisor or the community college administration in good faith questions the statement of the employee's physician, the employee may be required to obtain a statement of verification from a different physician. The verifying physician shall be selected by the community college administration and the costs for an examination and statement shall be paid for by the community college.

The leave shall be without pay; except that the employee may, in conjunction with the unpaid maternity leave, take advantage of whatever paid sick-leave she has accrued, up to a maximum of 30 days.

An employee may, if she so desires, elect to take at her own risk, no maternity leave or paid sick-leave whatsoever.

An employee who temporarily vacates a position due to pregnancy is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently.

4. **Military Leaves** – Pursuant to state statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

5. **Personal Leaves** – A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of personal catastrophe to a maximum of 3 days per year, nonaccumulative.

The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so

without loss of pay. The college shall guarantee the salary difference between the juror's pay and that which would be received.

6. **Personal Illness or Injury Leaves** – This leave is to be considered in the form of an insurance which will protect the employee from loss of pay or employment status in the event of temporary illness or injury. The employee is responsible to provide, for recording purposes, a determination of the condition which caused the absence. A written excuse from a licensed physician may be required for verification of the absence.

Fifteen days per calendar year, accumulative to a maximum of 180 days for each full time employee is allowed for absences due to personal illness or injury. No salary deduction shall be made for such absences taken within the number of total days accrued by the employee for such purposes.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy. The institution shall not continue such entitlements, including salary, beyond the total number of days accrued for an employee's personal illness or injury.

7. **Professional Leaves** – Professional leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings upon request of the president. When necessary, the college shall provide a substitute academic employee to perform the duties of the academic employee who has been granted leave to attend a professional meeting. When a substitute cannot be obtained or other activity arranged, the class may be cancelled upon the approval of the division chairman.

8. **Other Leaves** – Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the board of trustees shall not be regarded as an absence provided such business has been cleared through the president's office. For example:

- a. Visitation to other schools
- b. Speaking engagements involving education
- c. Research or preparation involved in presenting professional projects
- d. Instructionally related field trips
- e. College related activity supervision. [Order 74-1, § 132S-170-030, filed 2/14/74.]

Chapter 132S-172 WAC

ANNUAL VACATION LEAVE POLICIES FOR ADMINISTRATIVE AND EXEMPT PERSONNEL

WAC

- 132S-172-010 Introduction.
132S-172-020 Procedures.

WAC 132S-172-010 Introduction. Annual vacation leave policies for administrative and exempt personnel are covered by state statute. Community colleges are authorized to prescribe such rules and regulations as they may deem necessary governing vacation leaves for administrative and exempt personnel. [Order 74-2, § 132S-172-010, filed 4/15/74.]

WAC 132S-172-020 Procedures. The basic procedures regarding annual vacation leave for administrative and exempt employees are:

(a) Each administrative and exempt employee of Columbia Basin College on a two hundred thirty day contract shall be entitled, under the contract of employment to Columbia Basin College, to

- (1) designated state holidays, and
- (2) not less than 19 days of vacation leave at full pay.

(b) Each administrative and exempt employee of Columbia Basin College, contracted for a minimum of 230 days, shall be entitled, under his/her contract of employment with Columbia Basin College, to accrue unused vacation and holiday leave not to exceed 30 working days. All vacation leave shall be taken at the time convenient to the employing office, department, or institution. If such employee request for vacation leave is deferred for reason of the convenience of the employer and a statement of the necessity therefore is filed by such employer, then the aforesaid maximum 30 working days of accrued, unused vacation leave shall be extended for each month said leave is so deferred.

(c) Administrative and exempt employees referred to in WAC 132S-172-010 whose employment is terminated by death, reduction in force, resignation, dismissal, or by retirement, and who have accrued vacation leave as specified in (b) above, shall be paid therefore under their contract of employment, or by their estate if they are deceased, or the employee, in case of voluntary resignation, has provided adequate notice of termination. [Order 74-2, § 132S-172-020, filed 4/15/74.]

Chapter 132S-173 WAC SICK LEAVE FOR ADMINISTRATIVE AND EXEMPT PERSONNEL

WAC

132S-173-010 Introduction.
132S-173-020 Definitions.
132S-173-030 Procedures.

WAC 132S-173-010 Introduction. It shall be the policy of Columbia Basin Community College District No. 19 to grant personal illness or injury leaves of absence to Administrative and Exempt Personnel. The policy is designed to protect the employee from loss of pay or employment status in the event of temporary illness or injury. [Order 76-2, § 132S-173-010, filed 6/17/76.]

WAC 132S-173-020 Definitions. (A) **Administrative Employee** means any contracted person employed by Community College District No. 19 and who performs administrative functions as at least fifty percent or more of his/her assignment, and/or has responsibility to hire, dismiss, or discipline other employees.

(B) **Exempt Employee** means any contracted person employed by Community College District No. 19 who is exempt from the application of Civil Service and Certified Staff Rules. [Order 76-2, § 132S-173-020, filed 6/17/76.]

WAC 132S-173-030 Procedures. An administrative employee of Columbia Basin Community College shall be entitled to fifteen (15) days per calendar year accumulative to a maximum of one hundred eighty (180) days for absence due to personal illness or injury.

Employees who, prior to their employment at Columbia Basin Community College, accrued personal illness leave from previous employment at another educational institution in the State of Washington shall be entitled to transfer the accrued unused days to this Institution as authorized by RCW 28.58.100*.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy. The Institution shall not continue such entitlements, including salary, beyond the total number of days accrued for an employee's personal illness or injury.

All applications and accounting for absences will be the mutual responsibility of the individual employee and his/her immediate supervisor, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record-keeping.

This policy shall become effective on the beginning date of employment at Columbia Basin Community College. [Order 76-2, § 132S-173-030, filed 6/17/76.]

Reviser's Note: *Accumulated sick leave for community college employees is covered by RCW 28B.50.551(5).

Chapter 132S-175 WAC POLICIES RELATING TO GRIEVANCES

WAC

132S-175-010 Introduction.
132S-175-020 Definitions.
132S-175-030 Procedures.
132S-175-040 Appeal.

WAC 132S-175-010 Introduction. It is the policy of Columbia Basin College to provide an orderly process by/through which an individual employee, or group of employees, may seek a decision relative to a perceived condition which adversely affects his employment under any policy contained in the Faculty Handbook. Columbia Basin College operated under the following Grievance Procedure to ensure that all parties have an active voice in the academic affairs of the college. The central intent of this grievance procedure is to ensure that adequate lines of communication are followed through established administrative channels in order that grievances be adequately considered at all levels. [Order 74-1, § 132S-175-010, filed 2/14/74.]

WAC 132S-175-020 Definitions. **Grievant:** an academic employee, or group of academic employees, holding a valid contract with Columbia Basin Community College District No. 19.

Grievance: a written statement setting forth, in specific terms, the nature of a disagreement arising out of an interpretation of written policies as applied by the employer.

Employer: the Board of Trustees of Columbia Basin Community College District No. 19, or its administration. [Order 74-1, § 132S-175-020, filed 2/14/74.]

WAC 132S-175-030 Procedures. All grievances must be filed with the immediate supervisory position, and if the grievance is not resolved at this point, shall follow established administrative channels to the office of the president.

1. The aggrieved shall write the exact nature of the grievance listing times, dates and parties to the grievance where appropriate, the aggrieved shall further stipulate the course of action desired to rectify the grievance.

2. The aggrieved party shall consult with his division chairman to determine if the situation in question can be alleviated at the divisional level. If it cannot or if differences of opinion occur, the division chairman shall forward the grievance, along with a written document detailing any action taken, to the Dean of Instruction, in the case of instructional personnel, or to the Dean of Students in the case of student service personnel. Such forwarding shall take place within five days of the filing of the grievance.

3. The dean shall consult with the grievant and such other personnel as he shall deem necessary and shall prepare a written recommendation. A copy of the recommendation relative to the grievance shall be forwarded to the grievant, the division chairman, and the president of the college.

4. If the grievant experiences dissatisfaction with the written recommendation of the dean, he shall notify the president of the college within ten days and request adjudication of the grievance. Such request for adjudication shall be accompanied by a reason or reasons for continued dissatisfaction.

5. The president shall call any parties he deems necessary to aid him in adjudicating the grievance and shall render a decision within five days of notification of request for adjudication. [Order 74-1, § 132S-175-030, filed 2/14/74.]

WAC 132S-175-040 Appeal. If the grievant is not satisfied with the decision rendered by any of the supervisory or administrative levels, he may appeal in writing to the board of trustees. Such an appeal will be placed on the agenda of the earliest possible regular board meeting scheduled subsequent to the decision of the president. The decision of the board shall be final and binding. [Order 74-1, § 132S-175-040, filed 2/14/74.]

Chapter 132S-180 WAC
ACADEMIC EMPLOYEES SALARY INCREASE
FOR EXCELLENCE—SELECTION—
SCREENING

WAC

132S-180-010 Introduction.
132S-180-020 Selection process.
132S-180-030 Screening process.
132S-180-040 Final list of candidates.

WAC 132S-180-010 Introduction. Academic employees at Columbia Basin College shall be provided the opportunity to be promoted from one salary range to a higher range. This opportunity is made available to those academic employees who have demonstrated a commitment to professional instruction beyond that which is expected for incremental salary schedule advancement.

The minimum requirements for each salary range are expressed in the salary schedule. All academic employees who meet the minimum requirements are eligible for promotion and shall be considered for possible recommendation annually. [Order 74-2, § 132S-180-010, filed 4/15/74.]

WAC 132S-180-020 Selection process. The selection process for candidates for promotion shall follow a procedure as outlined below:

1. Applicants who are eligible for promotion must have evidenced professional characteristics of an above average performance. Specific criteria, as a basis for judgment are as follows:

- a. Instructional effectiveness
- b. Active participation in division affairs
- c. Positive involvement in college affairs, including instructional and extracurricular activities
- d. Professional improvement as demonstrated by recent work at the graduate level or appropriate updated field experience
- e. Community involvement

In addition to the above specific criteria, each division is encouraged to develop criteria which may be determined as appropriate or unique to the performance of its members. [Order 74-2, § 132S-180-020, filed 4/15/74.]

WAC 132S-180-030 Screening process. The screening process shall be initiated at the division level no later than March 1 of each calendar year.

a. The division chairman verifies the academic employee's eligibility for promotion.

b. Members of the division will hold a meeting for the purpose of screening all employees eligible for promotion, using criteria as expressed in this policy, or as developed additionally by the specific division.

c. The division will submit the names of its recommended candidates to the Dean of Instruction for consideration. Each division will limit the number of names recommended to approximately 20% of the faculty in the division.

The Dean of Instruction shall, upon receipt of recommended candidates from the divisions, work with the Instructional Council with the responsibility to screen the list to a maximum of approximately 10% of the faculty. Division chairmen shall be considered separately, on teaching performance in some ratio, but in addition to employee's 10%. This list shall be submitted to the President by March 25 of each calendar year. [Order 74-2, § 132S-180-030, filed 4/15/74.]

WAC 132S-180-040 Final list of candidates. The President, following budgetary constraints, shall develop the final list of candidates to be recommended to the

Board of Trustees for final action. The final list shall be restricted to names as recommended in WAC 132S-180-030, final paragraph. The Board of Trustees, at its discretion, may add or delete names when considering the final list of faculty to be promoted. [Order 74-2, § 132S-180-040, filed 4/15/74.]

Chapter 132S-185 WAC
EMPLOYER AND EMPLOYEE NEGOTIATIONS
PROCEDURE

WAC

- 132S-185-010 Purpose.
- 132S-185-020 Definitions.
- 132S-185-030 Communications with employees' representatives.
- 132S-185-040 Negotiations procedure.
- 132S-185-050 Severability.

WAC 132S-185-010 Purpose. The following rules and regulations for the administration of employer-employee relations are hereby adopted by the Board of Trustees of Washington State Community College District No. 19 pursuant to RCW 28B.52.080. [Order 75-3, § 132S-185-010, filed 5/7/75.]

WAC 132S-185-020 Definitions. (1) "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by any community college district, with the exception of the chief administrative officer of, and any administrator in, each community college district.

(2) "Administrator" means any person employed either full or part-time by the community college district and performs administrative functions at least fifty percent (50%) or more of his assignments and has responsibilities to hire or dismiss or discipline other employees. Policies negotiated by the duly elected academic employees' representatives as provided for in RCW 28B.52.030 shall not apply to administrators.

(3) "Administrative channels" at Columbia Basin Community College shall be the following persons in the following order:

Step 1: Dean of Instruction.

Step 2: College President.

[Order 75-3, § 132S-185-020, filed 5/7/75.]

WAC 132S-185-030 Communications with employees' representatives. The Board of Trustees of Washington State Community College District No. 19 recognizes that it is necessary to communicate effectively with its academic employees in the course of exercising its authority, duties, and responsibilities imposed by law. [Order 75-3, § 132S-185-030, filed 5/7/75.]

WAC 132S-185-040 Negotiations procedure. Prior to the final adoption by the Board of Trustees of Community College District No. 19 of proposed community college district policies which are required by law to be negotiated, representatives of the duly elected academic employee organization shall have the right, after using the established administrative channels, to meet, confer, and negotiate with the Board of Trustees or its delegated

representative to communicate the considered professional judgment of the academic staff. Nothing in this chapter, however, shall prevent any academic employee from appearing on his own behalf on matters relating to his employment relations with the community college district.

When a policy which is required to be negotiated is proposed for adoption by the Board of Trustees of Community College District No. 19, the following procedural steps shall be utilized:

(1) The college president shall, no later than twenty (20) calendar days prior to the proposed adoption date, notify in writing the authorized representative of the academic employee organization that such proposed policy is to be considered for adoption.

(2) Within four (4) calendar days after such notification by the college president, the academic employees' representative shall contact the dean of instruction, in writing, of its intent to utilize administrative channels prior to the negotiation process. In the event the dean of instruction is not available, then the employees' representative may directly contact the college president during the same period of time.

(3) After meeting with either the dean of instruction or the college president, the authorized representative of the academic employee organization must request within three (3) calendar days of such meeting that he desires negotiations on the proposed policy. Such notification must be in writing and directed to the college president.

(4) Within one (1) week after such request for negotiations is made, either the Board of Trustees or its delegated representative shall meet with the representative of the academic employee organization and commence negotiations. In the event the employee's representative refuses to meet with the board's negotiator with this period of time, then such refusal shall be construed as a waiver of any rights to negotiate which academic employees may have by virtue of chapter 28B.52 RCW.

(5) In the event there is no agreement as to the content of the proposed policy within twenty (20) calendar days during negotiations, then either the academic employees' representative or the Board of Trustees' representative may, but are not required to, exercise any other remedies which may be available pursuant to chapter 28B.52 RCW.

Nothing in these rules and regulations, however, shall preclude the Board of Trustees of Washington State Community College District No. 19 from adopting in final or emergency form any policy which by law is required to be negotiated.

Failure by the representative of the academic employees organization to follow the procedural steps herein outlined shall be deemed a waiver of the employees' rights to negotiate under chapter 28B.52 RCW. [Order 75-3, § 132S-185-040, filed 5/7/75.]

WAC 132S-185-050 Severability. If any part or provision of these rules or the application thereof is held invalid, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this

end any section, sentence, or work is declared to be severable. [Order 75-3, § 132S-185-050, filed 5/7/75.]

Chapter 132S-187 WAC
SEPA (STATE ENVIRONMENTAL POLICY ACT)
POLICY

WAC

132S-187-010 Policy statement.

132S-187-015 Responsible official for carrying out policy.

WAC 132S-187-010 Policy statement. It shall be the policy of Community College District No. 19 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21 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. [Order 76-5, § 132S-187-010, filed 6/14/76.]

WAC 132S-187-015 Responsible official for carrying out policy. In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy. [Order 76-5, § 132S-187-015, filed 6/14/76.]