

# Title 132W WAC

## COMMUNITY COLLEGES--WENATCHEE VALLEY COLLEGE

### Chapters

- 132W-32 College calendar of Wenatchee Valley College.
- 132W-104 Bylaws and standing orders of the Board of Trustees.
- 132W-108 Practice and procedure.
- 132W-116 Parking regulations.
- 132W-120 Student rights and freedoms.
- 132W-122 Associated Students of Wenatchee Valley College Student Constitution.
- 132W-123 Financial code for associated students of Wenatchee Valley College.
- 132W-124 General conduct.
- 132W-128 Tenure--Faculty contracts--Dismissal--Alert and reduction-in-force procedures.
- 132W-130 Personnel selection practices and standards.
- 132W-132 Wenatchee Valley College calendar.
- 132W-135 Environmental protection policy.
- 132W-140 Use of college facilities.
- 132W-144 Special charges.
- 132W-149 Human rights policy of Wenatchee Valley College as it relates to equal employment opportunity, affirmative action, and Title IX of the education amendments of 1972.
- 132W-152 Health and safety.
- 132W-156 College housing and dining hall services policy.
- 132W-160 Admission and registration procedures.
- 132W-164 Public works contracts and bid procedures.
- 132W-170 Association of higher education negotiations resolution.
- 132W-276 Public records and legislative liaisons.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132W-12

#### UNIFORM PERSONNEL RULES FOR THE CLASSIFIED STAFF SERVICES OF WENATCHEE VALLEY COLLEGE

#### PURPOSE, ADOPTION, AND AMENDMENT OF RULES

- 132W-12-003 Purpose. [Order 1, § 132W-12-003, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-006 Positions covered by the rules. [Order 1, § 132W-12-006, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-009 Adoption of rules. [Order 1, § 132W-12-009, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-012 Amendment of rules. [Order 1, § 132W-12-012, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

### DEFINITION OF TERMS

- 132W-12-015 Definition of terms. [Order 1, § 132W-12-015, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

### ORGANIZATION FOR PERSONNEL MANAGEMENT THE PERSONNEL COMMITTEE

- 132W-12-018 Organization. [Order 1, § 132W-12-018, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-021 Compensation. [Order 1, § 132W-12-021, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-024 Election of officers. [Order 1, § 132W-12-024, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-027 Meetings. [Order 1, § 132W-12-027, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-030 Powers and duties. [Order 1, § 132W-12-030, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

### THE PERSONNEL DIRECTOR

- 132W-12-033 Appointment. [Order 1, § 132W-12-033, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-036 Powers and duties. [Order 1, § 132W-12-036, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-037 The appointing authority. [Order 1, § 132W-12-037, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

### CLASSIFICATION PLAN

- 132W-12-039 Content. [Order 1, § 132W-12-039, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-042 Amendment. [Order 1, § 132W-12-042, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-045 Allocation. [Order 1, § 132W-12-045, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

### CLASS SPECIFICATIONS

- 132W-12-048 Interpretation of specifications. [Order 1, § 132W-12-048, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-051 Use in allocation. [Order 1, § 132W-12-051, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-054 Use in examination. [Order 1, § 132W-12-054, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-057 Statements of general qualifications. [Order 1, § 132W-12-057, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-060 Authority. [Order 1, § 132W-12-060, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-063 Use of class Titles. [Order 1, § 132W-12-063, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### COMPENSATION PLAN

132W-12-066 General policies. [Order 1, § 132W-12-066, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-069 Content. [Order 1, § 132W-12-069, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-072 Amendment. [Order 1, § 132W-12-072, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-075 Payroll certification. [Order 1, § 132W-12-075, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### HOURS OF WORK AND LEAVES OF ABSENCE

132W-12-078 Hours of work. [Order 1, § 132W-12-078, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-084 Rest Periods. [Order 1, § 132W-12-084, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-087 Holidays. [Order 1, § 132W-12-087, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-096 Annual leave. [Order 1, § 132W-12-096, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-120 Sick leave. [Order 1, § 132W-12-120, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### MILITARY LEAVE OF ABSENCE

132W-12-144 Military training leave with pay. [Order 1, § 132W-12-144, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-147 Military leave without pay. [Order 1, § 132W-12-147, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-150 Leave for civil duty. [Order 1, § 132W-12-150, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-153 Leave of absence without pay. [Order 1, § 132W-12-153, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-165 Absence without authorized leave. [Order 1, § 132W-12-165, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### RECRUITMENT AND EXAMINATION

132W-12-168 Selection by examination. [Order 1, § 132W-12-168, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### ANNOUNCEMENT OF EXAMINATIONS

132W-12-171 Content of announcements. [Order 1, § 132W-12-171, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-174 Distribution of announcements. [Order 1, § 132W-12-174, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### ELIGIBILITY TO COMPETE IN EXAMINATIONS

132W-12-177 Open competitive examinations. [Order 1, § 132W-12-177, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-180 Promotional examinations. [Order 1, § 132W-12-180, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### APPLICATIONS

132W-12-183 Forms of application. [Order 1, § 132W-12-183, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-186 Freedom from bias. [Order 1, § 132W-12-186, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-189 Admission to examination. [Order 1, § 132W-12-189, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-192 Disqualification of applicants. [Order 1, § 132W-12-192, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### CHARACTER OF EXAMINATIONS

132W-12-195 Original examinations. [Order 1, § 132W-12-195, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-198 Promotional examinations. [Order 1, § 132W-12-198, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-201 Noncompetitive examinations. [Order 1, § 132W-12-201, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-204 Open-continuous examinations. [Order 1, § 132W-12-204, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### EXAMINATION ADMINISTRATION

132W-12-207 Conduct of examinations. [Order 1, § 132W-12-207, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-210 Anonymity of applicants. [Order 1, § 132W-12-210, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-212 Merit lists. [Order 1, § 132W-12-212, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-215 Layoff lists. [Order 1, § 132W-12-215, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-228 Unranked lists. [Order 1, § 132W-12-228, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-231 Duration of eligible lists. [Order 1, § 132W-12-231, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-261 Removal of names from eligible lists. [Order 1, § 132W-12-261, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-264 Comparable lists. [Order 1, § 132W-12-264, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-267 Availability of eligibles. [Order 1, § 132W-12-267, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### CERTIFICATION AND APPOINTMENT

132W-12-270 Request for employees. [Order 1, § 132W-12-270, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-273 Method of certification. [Order 1, § 132W-12-273, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-276 Ranked lists. [Order 1, § 132W-12-276, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-279 Related lists. [Order 1, § 132W-12-279, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-281 Selection. [Order 1, § 132W-12-281, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### APPOINTMENTS

132W-12-284 Probationary appointments. [Order 1, § 132W-12-284, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

132W-12-287 Provisional appointments. [Order 1, § 132W-12-287, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

- 132W-12-290 Transfer. [Order 1, § 132W-12-290, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-293 Demotion. [Order 1, § 132W-12-293, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### PROBATIONARY PERIOD

- 132W-12-296 Purpose. [Order 1, § 132W-12-296, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-299 Duration. [Order 1, § 132W-12-299, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-302 Removal during probationary period. [Order 1, § 132W-12-302, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-305 Demotion during probationary period. [Order 1, § 132W-12-305, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### SEPARATION AND DISCIPLINARY ACTIONS

- 132W-12-308 Separation. [Order 1, § 132W-12-308, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-311 Resignation. [Order 1, § 132W-12-311, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-314 Reduction in force—Layoff. [Order 1, § 132W-12-314, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-317 Dismissal. [Order 1, § 132W-12-317, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-320 Abandonment of position. [Order 1, § 132W-12-320, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-323 Disciplinary action. [Order 1, § 132W-12-323, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-326 Suspension. [Order 1, § 132W-12-326, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-329 Demotion. [Order 1, § 132W-12-329, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### APPEALS FROM DISCIPLINARY ACTIONS

- 132W-12-332 Who may appeal. [Order 1, § 132W-12-332, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-335 Procedures for hearing appeals. [Order 1, § 132W-12-335, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### REPRESENTATION AND GRIEVANCES

- 132W-12-338 Agreements between agencies and employee organizations. [Order 1, § 132W-12-338, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-341 Notice of intent by bargaining unit. [Order 1, § 132W-12-341, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-344 Determination of bargaining unit. [Order 1, § 132W-12-344, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-347 Bargaining factors. [Order 1, § 132W-12-347, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### ELECTION AND CERTIFICATION OF EXCLUSIVE REPRESENTATIVE

- 132W-12-350 Certification by director—Notice of petition. [Order 1, § 132W-12-350, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

- 132W-12-353 Election of representative organization—Notice. [Order 1, § 132W-12-353, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-356 Election rules—Ballots. [Order 1, § 132W-12-356, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-359 Majority of votes required. [Order 1, § 132W-12-359, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-362 Representation upon certification. [Order 1, § 132W-12-362, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-365 Decertification. [Order 1, § 132W-12-365, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### CONTENTS OF WRITTEN AGREEMENTS

- 132W-12-368 Personnel matters. [Order 1, § 132W-12-368, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-371 Grievance procedure. [Order 1, § 132W-12-371, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-374 Payroll deduction. [Order 1, § 132W-12-374, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-377 One-year duration. [Order 1, § 132W-12-377, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-380 Filing—Conflict with civil service act. [Order 1, § 132W-12-380, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-383 Conferences on disputes. [Order 1, § 132W-12-383, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-386 Hearing on disputes. [Order 1, § 132W-12-386, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### SERVICE RATINGS AND TRAINING

- 132W-12-389 Service ratings. [Order 1, § 132W-12-389, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-392 Education and training. [Order 1, § 132W-12-392, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-395 Outside course work. [Order 1, § 132W-12-395, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-398 Classes during working hours—Compensation—Authorization. [Order 1, § 132W-12-398, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-401 Special training programs. [Order 1, § 132W-12-401, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### PROHIBITIONS AND PENALTIES

- 132W-12-404 Political activity. [Order 1, § 132W-12-404, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-407 Outside employment. [Order 1, § 132W-12-407, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-408 Employment of more than one member of a family. [Order 1, § 132W-12-408, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### GENERAL PROHIBITION

- 132W-12-410 False statements—Fraud. [Order 1, § 132W-12-410, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-413 Bribery. [Order 1, § 132W-12-413, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

- 132W-12-416 Interference by officials. [Order 1, § 132W-12-416, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-419 Penalties. [Order 1, § 132W-12-419, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-422 Discrimination. [Order 1, § 132W-12-422, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

## RECORDS AND REPORTS

- 132W-12-425 Personnel records. [Order 1, § 132W-12-425, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-428 Roster. [Order 1, § 132W-12-428, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-431 Reports to the personnel director. [Order 1, § 132W-12-431, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-434 Public records. [Order 1, § 132W-12-434, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

## Chapter 132W-148

## AFFIRMATIVE ACTION PROGRAM

- 132W-148-010 General statement of policy. [Order 74-50, § 132W-148-010, filed 12/16/74; Order 72-22, § 132W-148-010, filed 11/22/72.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-100 Procedures, rules, and regulations. [Order 72-22, § 132W-148-100, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.
- 132W-148-101 Procedures, rules, and regulations—Responsibilities of college community. [Order 72-22, § 132W-148-101, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.
- 132W-148-105 Policy application. [Order 74-50, § 132W-148-105, filed 12/16/74; Order 73-33, § 132W-148-105, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-110 Vendors. [Order 72-22, § 132W-148-110, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.
- 132W-148-111 Dissemination of policy. [Order 74-50, § 132W-148-111, filed 12/16/74; Order 73-33, § 132W-148-111, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-120 Dissemination of information. [Order 72-22, § 132W-148-120, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.
- 132W-148-121 Responsibility for implementation. [Order 74-50, § 132W-148-121, filed 12/16/74; Order 73-33, § 132W-148-121, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-130 Implementation and administration. [Order 72-22, § 132W-148-130, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.
- 132W-148-140 Discrimination complaints procedures. [Order 74-50, § 132W-148-140, filed 12/16/74; Order 73-33, § 132W-148-140, filed 4/4/73; Order 72-22, § 132W-148-140, filed 11/22/72.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-150 Goals and timetables. [Order 74-50, § 132W-148-150, filed 12/16/74; Order 74-46, § 132W-148-150, filed 10/11/74; Order 73-33, § 132W-148-150, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.
- 132W-148-160 Evaluation. [Order 74-50, § 132W-148-160, filed 12/16/74; Order 73-33, § 132W-148-160, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

## Chapter 132W-32 WAC

## COLLEGE CALENDAR OF WENATCHEE VALLEY COLLEGE

## WAC

132W-32-010 College calendar.

**WAC 132W-32-010 College calendar.** (1) No classes will be scheduled on November 16 and 17, 1971.

(2) A Symposium will be scheduled on November 16 and 17, 1971.

(3) Last day of classes fall quarter will be December 7, 1971 instead of December 3, 1971.

(4) Final examinations fall quarter will be December 8-10, 1971 instead of December 6-9, 1971.

(5) Faculty days fall quarter will be December 13-17, 1971 instead of December 10-17, 1971.

(6) The first day of summer school 1972 will be June 19, 1972 instead of June 21, 1972.

(7) The last day of summer school 1972 will be July 28, 1972 instead of July 30, 1972.

(8) Summer quarter holiday will be July 4, 1972 instead of July 5, 1972. [Order 71-4, § 132W-32-010, filed 10/13/71.]

## Chapter 132W-104 WAC

## BYLAWS AND STANDING ORDERS OF THE BOARD OF TRUSTEES

## WAC

- 132W-104-010 Promulgation.
- 132W-104-020 The board of trustees.
- 132W-104-030 Office of board.
- 132W-104-040 Meetings of the board of trustees.
- 132W-104-050 Order of agenda.
- 132W-104-060 Records of board action.
- 132W-104-070 Officers of the board.
- 132W-104-080 Fiscal year.
- 132W-104-090 Official seal.
- 132W-104-100 Committees.
- 132W-104-110 Amendment of bylaws.
- 132W-104-111 Amendment of bylaws—Effective date.
- 132W-104-120 Restrictions of individual authority.
- 132W-104-130 Delegation of responsibility.

**WAC 132W-104-010 Promulgation.** The board of trustees of Community College District No. 15 under authority of the laws of the state of Washington have established that the provisions of WAC 132W-104-010 through 132W-104-999 shall constitute the bylaws of the board of trustees. [Order 77-70, § 132W-104-010, filed 12/19/77; Order 72-16, § 132W-104-010, filed 11/22/72.]

**WAC 132W-104-020 The board of trustees.** The government of Community College District No. 15 is vested in a five person board of trustees. The trustees are appointed by the governor and serve for terms of five years and/or until their successors are appointed. [Order 77-70, § 132W-104-020, filed 12/19/77; Order 72-16, § 132W-104-020, filed 11/22/72.]

**WAC 132W-104-030 Office of board.** (1) The board of trustees shall maintain an office at 1300 Fifth

Street, Wenatchee, Washington, 98801, where all regular meetings of the board shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours as per days scheduled in the college calendar to any resident taxpayer in the state of Washington.

(2) Correspondence or other business before the board shall be sent to the secretary of the board who is located at this office. [Order 77-70, § 132W-104-030, filed 12/19/77; Order 72-16, § 132W-104-030, filed 11/22/72.]

**WAC 132W-104-040 Meetings of the board of trustees.** (1) Regular Meetings. A regular meeting of the board of trustees shall be held once each month on the second Wednesday of each month in the Board Room of the Wenatchee Valley College Wells Hall at 1:30 p.m., unless dispensed with by the board of trustees, at such time and place as the board of trustees by motion from time to time may direct.

(2) Special meetings. The chairman of the board of trustees or a majority of the members of the board may call special meetings of the board of trustees.

(3) No official business shall be conducted by the board of trustees except during a regular or special meeting.

(4) All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting as required under chapter 42.30 of the Revised Code of Washington, as now or hereafter amended, and the meetings shall be open to the general public.

(5) Quorum. Three members of the board shall constitute a quorum; and no action shall be taken by less than a unanimous vote of a majority of the total board members, except that a lesser number may adjourn, from time to time, to a definite time and place announced in open meeting, any regular or special meeting at which a quorum is not present. The secretary of the board shall in person or in writing notify the absent members of the time, date, and place set for the adjourned meeting.

(6) Voting. Normally, voting shall be *viva voce*; however, a roll call vote may be requested by any member of the board for the purposes of the record.

(7) Executive sessions. The board of trustees may convene in executive sessions during a regular or special meeting to consider and act upon matters affecting national security; the selection of a site or the purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to discuss with their attorney sensitive areas of legal advice; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The governing body also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the governing body.

(8) Rules of procedure. Parliamentary procedure. The actions of the board shall be conducted according to *Robert's Rules of Order Newly Revised* unless specified otherwise by state law or regulation of the state board or bylaws of the board of trustees.

(9) Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to the trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12 o'clock six days before the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his judgment the matter is of an emergency nature. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken other than the purpose or purposes for which this meeting was called. [Order 77-70, § 132W-104-040, filed 12/19/77; Order 72-16, § 132W-104-040, filed 11/22/72.]

**WAC 132W-104-050 Order of agenda.** (1) The order of the agenda governing all regular meetings of the board of trustees shall be as follows:

- (a) Approval of minutes.
- (b) Unfinished business.
- (c) New business.
- (d) Reports and announcements.

(2) The order of the agenda may be changed by the chairman with the consent of the board members present. [Order 77-70, § 132W-104-050, filed 12/19/77; Order 72-16, § 132W-104-050, filed 11/22/72.]

**WAC 132W-104-060 Records of board action.** All business transacted in official board meetings shall be recorded in minutes and filed for reference. [Order 77-70, § 132W-104-060, filed 12/19/77; Order 72-16, § 132W-104-060, filed 11/22/72.]

**WAC 132W-104-070 Officers of the board.** (1) The officers of the board of trustees shall be chairman and vice chairman. The chairman and vice chairman shall be members of the board of trustees. The president of Wenatchee Valley College shall serve as secretary to the board of trustees as specified by state law.

(2) The board of trustees shall elect the officers of the board at the last regular meeting of the fiscal year and they shall hold office for one year and until their successors are elected. In the event of an interim vacancy in an office, a successor shall be elected to hold office for the unexpired term. The newly elected officers shall take office as the last order of business of the meeting at which they are elected.

(3) The chairman, in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chairman shall, while presiding at official meetings, have full right of discussion and vote.

(4) The vice chairman, in addition to any duties imposed by rules and regulations of the state board, shall act as chairman of the board in the absence of the chairman. In case of the absence of the chairman and vice chairman from any meeting of the board of trustees, or in the case of the inability of the two to act, the board of trustees shall elect for the meeting a chairman pro tempore and may authorize such chairman pro tempore to perform the duties and acts authorized or required by said chairman or vice chairman to be performed, as long as the inability of these said officers to act may continue.

(5) The secretary of the board, in addition to any duties imposed by rules and regulations of the state board, shall keep the official seal of the board, maintain all records of meetings and other official actions of the board, and shall give notice of all meetings in the manner required by the bylaws and state statutes. The secretary shall also be responsible for board correspondence, compiling the agenda of meetings and distributing the minutes of the meetings and related reports. [Order 77-70, § 132W-104-070, filed 12/19/77; Order 72-16, § 132W-104-070, filed 11/22/72.]

**WAC 132W-104-080 Fiscal year.** The fiscal year of the board of trustees shall conform to the fiscal year of the state of Washington and shall be from July 1st through June 30th. [Order 77-70, § 132W-104-080, filed 12/19/77; Order 72-16, § 132W-104-080, filed 11/22/72.]

**WAC 132W-104-090 Official seal.** The board of trustees shall maintain an official seal for use upon any and/or all official documents of the board. The seal shall have inscribed on it:

WENATCHEE VALLEY COLLEGE  
State of Washington  
Established 1939

COMMUNITY COLLEGE DISTRICT NO. 15

[Order 77-70, § 132W-104-090, filed 12/19/77; Order 72-16, § 132W-104-090, filed 11/22/72.]

**WAC 132W-104-100 Committees.** The board of trustees shall act as a committee of the whole for the conduct of its business. Special committees may be appointed by the chairman of the board upon authority of the board by such powers and duties and for such term as the board may determine. [Order 77-70, § 132W-104-100, filed 12/19/77; Order 72-16, § 132W-104-100, filed 11/22/72.]

**WAC 132W-104-110 Amendment of bylaws.** Bylaws of the board of trustees may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken: *Provided further*, That bylaws may be revised by unanimous vote of the entire membership of the board at the same meeting at which the revision is originally proposed. [Order 77-70, § 132W-104-110, filed 12/19/77; Order 72-16, § 132W-104-110, filed 11/22/72.]

[Title 132W WAC—p 6]

**WAC 132W-104-111 Amendment of bylaws—**  
**Effective date.** All amendments to these bylaws shall become effective thirty days after filing with the Code Reviser. [Order 77-70, § 132W-104-111, filed 12/19/77; Order 72-16, § 132W-104-111, filed 11/22/72.]

**WAC 132W-104-120 Restrictions of individual authority.** Legal authority is vested in the board of trustees and may be exercised only by formal action of the board taken in a regular or special meeting. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board or specifically delegated that authority. Every member of the board when acting as a board shall be under obligation to support the decision or policy of the majority. [Order 77-70, § 132W-104-120, filed 12/19/77; Order 72-16, § 132W-104-120, filed 11/22/72.]

**WAC 132W-104-130 Delegation of responsibility.** The board of trustees may, by written order filed in its office, delegate to the president or district president any of the powers and duties vested in or imposed upon it. Such delegated powers and duties may be exercised in the name of the district board. [Order 77-70, § 132W-104-130, filed 12/19/77; Order 72-16, § 132W-104-130, filed 11/22/72.]

## Chapter 132W-108 WAC PRACTICE AND PROCEDURE

### WAC

- 132W-108-001 Formal hearing policy.
- 132W-108-005 Definitions.
- 132W-108-010 Appearance and practice before agency.
- 132W-108-080 Notice and opportunity for hearing in contested cases.
- 132W-108-090 Service of process—By whom served.
- 132W-108-100 Service of process—Upon whom served.
- 132W-108-110 Service of process—Service upon parties.
- 132W-108-120 Service of process—Method of service.
- 132W-108-130 Service of process—When service complete.
- 132W-108-140 Service of process—Filing with agency.
- 132W-108-230 Depositions and interrogatories in contested cases—Right to take.
- 132W-108-240 Depositions and interrogatories in contested cases—Scope.
- 132W-108-250 Depositions and interrogatories in contested cases—Officer before whom taken.
- 132W-108-260 Depositions and interrogatories in contested cases—Authorization.
- 132W-108-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.
- 132W-108-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.
- 132W-108-290 Depositions and interrogatories in contested cases—Recordation.
- 132W-108-300 Depositions and interrogatories in contested cases—Signing attestation and return.
- 132W-108-310 Depositions and interrogatories in contested cases—Use and effect.
- 132W-108-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.
- 132W-108-330 Depositions upon interrogatories—Submission of interrogatories.
- 132W-108-340 Depositions upon interrogatories—Interrogation.
- 132W-108-350 Depositions upon interrogatories—Attestation and return.
- 132W-108-360 Depositions upon interrogatories—Provisions of deposition rule.

132W-108-400 Hearing officers.  
 132W-108-410 Hearing procedures.  
 132W-108-420 Duties of hearing officers.  
 132W-108-430 Stipulations and admissions of record.  
 132W-108-440 Definition of issues before hearing.  
 132W-108-450 Continuances.  
 132W-108-460 Rules of evidence—Admissibility criteria.  
 132W-108-470 Tentative admission—Exclusion—Discontinuance—Objections.  
 132W-108-480 Form and content of decisions in contested cases.

**WAC 132W-108-001 Formal hearing policy.** In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, the provisions of WAC 132W-108-001 through 132W-108-999 shall be applicable. [Order 72-9, § 132W-108-001, filed 4/21/72.]

**WAC 132W-108-005 Definitions.** As used herein, the term "agency" shall mean the Board of Trustees of Wenatchee Valley College or any duly appointed hearing officer or officers. [Order 72-9, § 132W-108-005, filed 4/21/72.]

**WAC 132W-108-010 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 bona fide 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 72-9, § 132W-108-010, filed 4/21/72.]

**WAC 132W-108-080 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 Wenatchee Valley College or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Order 72-9, § 132W-108-080, filed 4/21/72.]

**WAC 132W-108-090 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 72-9, § 132W-108-090, filed 4/21/72.]

**WAC 132W-108-100 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 72-9, § 132W-108-100, filed 4/21/72.]

**WAC 132W-108-110 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 service of such papers, and a copy shall be furnished to counsel of record. [Order 72-9, § 132W-108-110, filed 4/21/72.]

**WAC 132W-108-120 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 72-9, § 132W-108-120, filed 4/21/72.]

**WAC 132W-108-130 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 72-9, § 132W-108-130, filed 4/21/72.]

**WAC 132W-108-140 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 Wenatchee, Washington, accompanied by proof of service upon parties required to be served. [Order 72-9, § 132W-108-140, filed 4/21/72.]

**WAC 132W-108-230 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 72-9, § 132W-108-230, filed 4/21/72.]

**WAC 132W-108-240 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 72-9, § 132W-108-240, filed 4/21/72.]

**WAC 132W-108-250 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 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 72-9, § 132W-108-250, filed 4/21/72.]

**WAC 132W-108-260 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 72-9, § 132W-108-260, filed 4/21/72.]

**WAC 132W-108-270 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 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 their 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 72-9, § 132W-108-270, filed 4/21/72.]

**WAC 132W-108-280 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 verbatim. [Order 72-9, § 132W-108-280, filed 4/21/72.]

**WAC 132W-108-290 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived. [Order 72-9, § 132W-108-290, filed 4/21/72.]

**WAC 132W-108-300 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 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 proceeding and marked "Deposition of (here insert name of 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 72-9, § 132W-108-300, filed 4/21/72.]

**WAC 132W-108-310 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 make 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 72-9, § 132W-108-310, filed 4/21/72.]

**WAC 132W-108-320 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 72-9, § 132W-108-320, filed 4/21/72.]

**WAC 132W-108-330 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 redirect interrogatories upon the party who served cross-interrogatories. [Order 72-9, § 132W-108-330, filed 4/21/72.]

**WAC 132W-108-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132W-108-250 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 72-9, § 132W-108-340, filed 4/21/72.]

**WAC 132W-108-350 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

(2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the agency, one copy to the counsel who submitted the interrogatories and another copy to the deponent. [Order 72-9, § 132W-108-350, filed 4/21/72.]

**WAC 132W-108-360 Depositions upon interrogatories—Provisions of deposition rule.** In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 72-9, § 132W-108-360, filed 4/21/72.]

**WAC 132W-108-400 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 72-9, § 132W-108-400, filed 4/21/72.]

**WAC 132W-108-410 Hearing procedures.** Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 72-9, § 132W-108-410, filed 4/21/72.]

**WAC 132W-108-420 Duties of hearing officers.** (1) All hearing officers appointed in accordance with WAC 132W-108-400 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. The Board of

Trustees in its discretion may allow oral arguments before taking final action on the matter after it has received the proposal for decision from the hearing officer. The board may limit the length of oral or written arguments and impose reasonable limitations regarding the time and place for the presentation of the written or oral argument. After review of the matter, the Board of Trustees shall announce its decision and the final action to be taken. [Order 72-9, § 132W-108-420, filed 4/21/72.]

**WAC 132W-108-430 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 the parties by whom it is made, their privies and 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 72-9, § 132W-108-430, filed 4/21/72.]

**WAC 132W-108-440 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 72-9, § 132W-108-440, filed 4/21/72.]

**WAC 132W-108-450 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 72-9, § 132W-108-450, filed 4/21/72.]

**WAC 132W-108-460 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 72-9, § 132W-108-460, filed 4/21/72.]

**WAC 132W-108-470 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 72-9, § 132W-108-470, filed 4/21/72.]

**WAC 132W-108-480 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 72-9, § 132W-108-480, filed 4/21/72.]

## Chapter 132W-116 WAC PARKING REGULATIONS

### WAC

- 132W-116-010 General information.
- 132W-116-020 Registration and fees.
- 132W-116-030 Permits.
- 132W-116-040 Visitor parking.
- 132W-116-050 General regulations.
- 132W-116-060 Violations and fines.
- 132W-116-070 Parking areas.

**WAC 132W-116-010 General information.** Parking facilities at Wenatchee Valley College are provided for the convenience of students, faculty, and staff. The traffic and parking regulations established are for the safety

and convenience of pedestrians and drivers and to insure orderly operation.

Parking fees are the only source of funds available to build, maintain, and operate parking facilities, and are established to assure a self-sustaining basis through charges to the users. Fines are assessed for parking violations.

Questions related to parking should be referred to the office of the Dean of Students. [Order 72-11, § 132W-116-010, filed 7/26/72.]

**WAC 132W-116-020 Registration and fees.** Students, faculty, and staff utilizing parking facilities at any time are required to register vehicles with the office of the Dean of Students, pay the stipulated fees, and observe parking regulations. Failure to observe these requirements may result in fines, impounding of a vehicle at the owner's expense, and/or loss of campus parking privileges.

Uniform fees for parking on campus are established without regard for the number of credits a student is carrying or the hours during which he will be on campus. Similarly, no distinction is made between instructors or staff members on full or part-time or day or evening assignments. The student parking fee is \$2.50 per quarter and the faculty/staff fee is \$5.00 per year. [Order 72-11, § 132W-116-020, filed 7/26/72.]

**WAC 132W-116-030 Permits.** Parking permits, issued at the time the vehicle is registered with the college, must be *permanently* affixed to the inside lower right hand corner of the *rear window* (as viewed from the back of the car), except for convertibles and trucks on which the permit should be permanently affixed on the extreme right side of the windshield. Permits for cycles should be affixed in a conspicuous location. Vehicles displaying improperly affixed permits will be ticketed. Permits for more than one vehicle are available at no extra charge.

Temporary permits, allowing a student to park a non-registered vehicle, are available at the Dean of Students office. Temporary permits are limited to one day.

Permits are nontransferable from vehicle to vehicle or student to student. [Order 72-11, § 132W-116-030, filed 7/26/72.]

**WAC 132W-116-040 Visitor parking.** Visitors may park on campus free of charge by obtaining a guest permit from any administrative office. [Order 72-11, § 132W-116-040, filed 7/26/72.]

**WAC 132W-116-050 General regulations.** Vehicles may be parked only in designated areas in such a manner as to not obstruct traffic. All vehicles are to be parked headed in with both front wheels against the bumpers. *Do not back in.*

Areas adjacent to yellow curbs or bumpers are no-parking zones. Areas with green bumpers are reserved for staff parking only.

Registered cars parked in areas reserved for visitors will be ticketed.

Cycles and motor scooters may park in open spaces adjacent to parking areas (so long as they do not interfere with vehicular or pedestrian traffic and are not on lawns or sidewalks) and in designated areas.

The on-campus speed limit is 10 miles per hour.

Vehicles parked improperly or in such a manner as to block more than one space will be ticketed. The fact that other vehicles may be parked in such a manner as to "force" an infraction of this regulation will not be accepted as an excuse.

The person in whose name a permit is issued is responsible for a vehicle.

Pedestrians have the right of way at all times. [Order 72-11, § 132W-116-050, filed 7/26/72.]

**WAC 132W-116-060 Violations and fines.** Violators of these regulations are subject to fines and their vehicles may be impounded at owner expense. A \$1.00 fine will be assessed for each ticket provided the fine is paid within 48 hours of the time the ticket is issued. An additional \$1.00 will be assessed if the fine is not paid within that time. Fines are to be paid at the Business Office.

Parking fines are considered financial obligations to the college, and grades and other official records will not be released until all such obligations have been met.

Disabled or inoperative vehicles may be parked on campus for not more than 72 hours. Vehicles parked longer will be impounded at the owner's expense and liability. [Order 72-11, § 132W-116-060, filed 7/26/72.]

**WAC 132W-116-070 Parking areas.** Students, staff, and visitors may park only in appropriate areas as indicated on the parking map and by signs in each parking area. [Order 72-11, § 132W-116-070, filed 7/26/72.]

## Chapter 132W-120 WAC

### STUDENT RIGHTS AND FREEDOMS

#### WAC

- 132W-120-010 General policies.
- 132W-120-020 Admissions policy.
- 132W-120-030 Alcoholic beverages policy.
- 132W-120-040 Commercial activities policy.
- 132W-120-050 Freedom of expression policy.
- 132W-120-060 Distribution of materials policy.
- 132W-120-070 Drugs and narcotics policy.
- 132W-120-080 Facility use policy.
- 132W-120-090 Residence classification policy.
- 132W-120-100 Speaker policy.
- 132W-120-110 Student Records policy.
- 132W-120-120 Student governance.
- 132W-120-130 Disruptive activities policy.
- 132W-120-200 Disciplinary code.
- 132W-120-210 Responsibility for discipline.
- 132W-120-220 Disciplinary procedure.
- 132W-120-230 Appeal procedure.
- 132W-120-240 Student discipline committee.
- 132W-120-270 Standards of progress and appeal procedures for limited enrollment programs.
- 132W-120-300 Emergency procedures.

**WAC 132W-120-010 General policies.** As an agency of the State of Washington, Wenatchee Valley College must necessarily respect and adhere to the laws and regulations established by local, state, and federal authorities. As an educational institution, it has the added responsibility for assisting students in gaining an understanding of the law and its function, and the responsibilities imposed upon each individual in a democratic society to respect and support the legal structure which protects the individual and the society. As a functioning organization, it also has the responsibility to develop a set of regulations to assure the orderly conduct of the affairs of the College.

Students, therefore, find themselves in the somewhat unique position of being citizens of two communities, subject to the regulations imposed by both and accountable to both. The College expects that students will respect the laws of the greater society and the regulations established for the operation of Wenatchee Valley College. Nonstudents attending College functions or visiting the campus are expected to adhere to the same standards; violators may be referred to civil authorities.

Normally, the authority of the College for student behavior is restricted to the campus and to activities sponsored or conducted by the College away from the campus proper. However, the authority of the College may be extended into the greater community when the behavior of a student or students clearly and distinctly involves the interests of the College as an academic community. In such cases, disciplinary action may be taken by the College in addition to any civil action taken by community agencies.

Students subject to disciplinary action by the College are entitled to a hearing, the procedures for which guarantee that the student will receive fair treatment and which allow the College to take appropriate action. Pending action on College or civil charges, the status of a student will not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or College property.

No sanction or other disciplinary action shall be imposed on a student for violations of College policies and regulations except in accordance with the procedures outlined in the Disciplinary Code.

Students shall have an opportunity to participate fully in the formulation of all policies and rules pertaining to student conduct and in the enforcement of all such rules. [Order 72-12, § 132W-120-010, filed 7/25/72.]

**WAC 132W-120-020 Admissions policy.** The policy adopted by the State Board for Community Colleges insures that all persons who wish to enroll in a Washington community college shall be admitted provided that such admission is not inconsistent with the best interests of the applicant, other students, or the orderly operation of the community college, public or private secondary schools, or other institutions of higher education.

Any applicant for admission to Wenatchee Valley College shall be admitted when, as determined by College officials, such applicant:

(1) Is competent to profit from the curricular offerings of the College; and

(2) Would not, by his presence or conduct, create a disruptive atmosphere within the College inconsistent with the purposes of the institution.

Within the provisions stated above, Wenatchee Valley College operates an "open door" admissions policy. Any person over 18 years of age or who is a high school graduate is eligible for admission. Persons under 18 years of age who are not high school graduates will be considered on an individual basis.

New students may enter the College at the beginning of any quarter or course by following the procedures outlined in the official Wenatchee Valley College Catalog. [Order 72-12, § 132W-120-020, filed 7/25/72.]

**WAC 132W-120-030 Alcoholic beverages policy.** Possession, consumption, or being demonstrably under the influence of any form of alcoholic beverage on College premises or at College-related activities will be cause for disciplinary action. As the consumption or possession of alcoholic beverages by minors is prohibited by State law, minor students may also be referred to civil authorities for such violations on College premises or at College-sponsored activities away from campus. [Order 72-12, § 132W-120-030, filed 7/25/72.]

**WAC 132W-120-040 Commercial activities policy.** College facilities may not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a College department or office of ASWVC, and so long as such use does not interfere with or operate to the detriment of the conduct of College affairs or the free flow of traffic. [Order 72-12, § 132W-120-040, filed 7/25/72.]

**WAC 132W-120-050 Freedom of expression policy.** Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the College community shall always be free to express their view or support causes by orderly means which do not disrupt the regular and essential operation of the College.

Concomitantly, while supporting the rights of students and other members of the College community, Wenatchee Valley College recognizes the responsibility to maintain an atmosphere on campus conducive to a sound educational endeavor.

To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner; do not interfere with vehicular or pedestrian traffic; do not interfere with classes, scheduled meetings

or ceremonies, or with other educational processes of the College; and are not held in or on facilities where College functions are in process.

The right of students to petition for change or redress is provided for by the Constitution of the ASWVC. The ASWVC Student Senate, as the official representative of all students, has direct access to the president and the trustees.

The student newspaper, the *Knight Edition*, exists as a communication device for students and to provide a vehicle for the presentation of student views and concerns. As such, the *Knight Edition* is subject to the control of the ASWVC Student Senate and shall be free of censorship by the trustees, administration, and faculty. *Knight Edition* editorial policy will be set by the publications board.

The fair and orderly exchange of views in an atmosphere of mutual respect is encouraged throughout the College community. The instructor has the responsibility to assure and the student the responsibility to support freedom of expression and the maintenance of order. Fair and professional academic evaluation of relevant verbal and written contributions is a legitimate and necessary part of the classroom experience. [Order 72-12, § 132W-120-050, filed 7/25/72.]

**WAC 132W-120-060 Distribution of materials policy.** Free expression is encouraged on the Wenatchee Valley College campus. Handbills, leaflets, and similar materials whether sold or distributed free of charge may be distributed by regularly enrolled students and members of recognized student organizations so long as such distribution does not materially or substantially interfere with the educational process, the free flow of traffic, or collide with the rights of others. Such materials should bear identification as to the distributing organization or individual.

Normally, students may distribute materials in all campus areas except classrooms provided the conditions stipulated before are observed.

When distribution is to take place in conjunction with an event being conducted within a campus facility and a large gathering is expected which could create congestion problems or if such distribution is in conjunction with an event being conducted in College facilities which have been rented by outside agencies, such distribution is to take place only outside buildings unless permission has been obtained in advance from the Dean of Students to conduct distribution activities within the buildings. Normally, priority will be given for space utilization to the activity scheduled for a specific time and place. If it is possible to conduct both activities within buildings without creating conflict, congestion, disrupting the scheduled activity, or interfering with the free flow of traffic, permission will be granted to conduct the distribution activity within buildings.

Nonstudents wishing to distribute legal and noncommercial materials on campus may do so in open areas anywhere on campus and outside entrances to buildings so long as such distribution does not interfere with or operate to the detriment of the conduct of College affairs, does not interfere with scheduled programs and

activities, and does not impede the free flow of traffic. When the physical characteristics of a particular facility do not provide for an adequate or efficient distribution of materials, permission may be obtained from the Dean of Students or the Dean of Instruction to distribute materials within that facility.

The College reserves the right at all times to judge each event or activity separately and to regulate the distribution of materials in terms of time, place, and manner, by furnishing reasonable notices to interested parties. [Order 72-12, § 132W-120-060, filed 7/25/72.]

**WAC 132W-120-070 Drugs and narcotics policy.** The use, possession, sale, or provision to others of narcotics and/or drugs which are prohibited by local, state, or federal laws, except when specifically prescribed as medication by an authorized medical agent, on campus or at College-related or sponsored activities elsewhere will be cause for disciplinary action. [Order 72-12, § 132W-120-070, filed 7/25/72.]

**WAC 132W-120-080 Facility use policy.** Any recognized ASWVC organization may utilize available College facilities for authorized activities as provided for in official ASWVC documents. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular College requirements. Standard College fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

Student organizations should schedule facility use requests with the Director of Activities three (3) days in advance of an event whenever possible. [Order 72-12, § 132W-120-080, filed 7/25/72.]

**WAC 132W-120-090 Residence classification policy.** The prospective student who presents credentials to Wenatchee Valley College from an institution of learning outside the state of Washington is automatically placed in the classification of a nonresident student by the Registrar's Office.

Washington State Law defines "resident students" as students who have been domiciled in this state at least one year prior to the commencement of the quarter for which he registers, federal employees and military personnel, the children and spouses of federal employees and military personnel residing within the state, and staff members of the College and their children and spouses. A "domicile" is acquired when a person establishes a place of residence with the intention of making it his permanent home.

Therefore, a student who has maintained his permanent home in this state for at least one year after reaching the age of 18 and has shown his intention of permanent residence by registering to vote may be eligible to be reclassified as a resident upon completing the Application for Resident Classification and returning it to the Registrar's Office for review.

If the student is a minor, his domicile normally follows that of his parents. Therefore, before resident status may be granted, it is necessary that he be able to show on the Application for Resident Classification that his parents meet the requirements set forth above. [Order 72-12, § 132W-120-090, filed 7/25/72.]

**WAC 132W-120-100 Speaker policy.** The trustees, the administration, and the faculty of Wenatchee Valley 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 on important public issues. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance on campus of speakers not themselves members of the College community:

(1) Any recognized ASWVC student organization with the written sanction of its advisor, may invite speakers on campus subject to normal restraints imposed by consideration of the laws of the United States and the State of Washington.

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

(3) The scheduling of facilities for hearing invited speakers shall be made through the office of the Dean of Instruction.

(4) The Dean of Students' office will be notified at least three 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 three day ruling may be made by the Director of Activities with the approval of the Dean of Students.

(5) The Dean of Students may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The President may, at his discretion, assign a faculty member to preside over any meeting where a speaker has been invited. [Order 72-12, § 132W-120-100, filed 7/25/72.]

**WAC 132W-120-110 Student records policy.** When a student enters the College and submits the requested personal data for academic and personnel records, there is an implicit and justifiable 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.

(1) **Records and Communications Are Confidential:** 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.

(2) **Information Which May Be Released:** Information will be furnished of a "public" or "directory" nature, 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.

(3) **Requests From Prospective Employers:** At the written request of the student concerned, the 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.

(4) **Requests From Other Educational Institutions:** 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.

(5) **Requests From Faculty Members:** Faculty members may request objective information contained in permanent academic records when needed in discharge of their official duties.

(6) **Relationships With Parents:** 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. Parents of students under 18 years of age will be furnished grade reports or transcripts upon written request without the permission of students. Parents of students 18 years of age or older will not be furnished such information 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.

(7) **Student Access To Records:** A student may view the contents of his Personnel Record with the professional staff. If a student feels the information in his record is inadequate or inaccurate, he may file corrections for inclusion in the record and may request a hearing to appeal inaccurate information.

(8) **Information on Race, Creed, Political Membership:** Political membership or information is not recorded in student records unless the student expressly requests the inclusion of such information. This is released only if the student so requests. Information relative to an identifiable individual's race or creed will not be provided at any time.

(9) **Information regarding the academic achievement of students being considered for College-associated honors, awards, or scholarships may be furnished the committees responsible for making the awards.** [Order 77-62, § 132W-120-110, filed 5/23/77; Order 72-12, § 132W-120-110, filed 7/25/72.]

**WAC 132W-120-120 Student governance.** The authority, responsibilities, and programs of the ASWVC and the ASWVC Student Senate are derived by delegation through the College administration from the Board of Trustees of Community College District No. 15 as

prescribed by Washington State law. The ASWVC Student Senate, acting for the ASWVC, has the responsibility and authority to conduct the programs and activities and to administer monies appropriated to it for those programs and activities within the perimeters and under the stipulations set forth in the ASWVC Constitution and By-Laws, the ASWVC Financial Code, and the Student Rights and Freedoms.

The Dean of Students, acting under the direction of the President of WVC, is the administrative officer charged with the responsibility of student activities. In carrying out his responsibilities, he works closely with the ASWVC Student Senate to insure that the programs and activities of the Senate are carried out in the manner prescribed, to insure that the rights of self-governance provided are not abridged, and to provide guidance in complying with policies and procedures established by the College administration and Board of Trustees and the legal requirements of the State and Federal governments.

Changes in the three documents cited in the first paragraph may be initiated by the Student Senate or the College administration through the procedures established for effecting such change, must adhere to legal requirements, and must be ratified by the Board of Trustees or its designee before they become effective.

The Board of Trustees reserves the right to hold any delegated authority and responsibility subject to accountability, review, and withdrawal at any time. [Order 72-12, § 132W-120-120, filed 7/25/72.]

**WAC 132W-120-130 Disruptive activities policy.** The policies established to insure the orderly operation of the College and the documents related to Student Governance contain the provisions essential for students to conduct their affairs, to make their concerns known, to petition for change, and to protect the rights of students subject to disciplinary action.

Actions, therefore, which are in violation of College policies or which materially and substantially interfere with the orderly operation of the College will be cause for disciplinary action. Specifically, the occupation of any College property without the expressed approval of the proper authority; intimidation by threat of force or violence of any administrator, faculty member, or student who is in the peaceful discharge or conduct of his duties or studies; or the destruction of any College property shall be cause for dismissal from the College and referral to civil authorities. [Order 72-12, § 132W-120-130, filed 7/25/72.]

**WAC 132W-120-200 Disciplinary code.** In keeping with the stated purposes of the College, disciplinary actions are intended to be remedial rather than punitive in nature. Most disciplinary proceedings, therefore, will be conducted informally between the student and the Dean of Students or his designate. In some cases, at the discretion of the Dean or at the request of the student, more formal procedures may be invoked when such action seems in the best interests of the student through referral to the Student Discipline Committee.

Normally, students receiving disciplinary sanctions will be required to confer regularly during their period of probation with a member of the professional counseling staff or a designated faculty member. [Order 72-12, § 132W-120-200, filed 7/25/72.]

**WAC 132W-120-210 Responsibility for discipline.**

(1) Determination of student misconduct is primarily the responsibility of the Dean of Students to administer according to established procedures.

(2) The instructor is responsible for conduct in the classroom and is authorized to take such summary steps as are necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course. When the behavior of a student is deemed by the instructor to be of a nature to warrant dismissal from the class, the Dean of Students is to be notified of such behavior immediately and a detailed written report submitted at the earliest possible moment. [Order 72-12, § 132W-120-210, filed 7/25/72.]

**WAC 132W-120-220 Disciplinary procedure.**

(1) Disciplinary proceedings will be initiated by the Dean of Students or his designate; normally, in an informal interview during which the student shall be advised of the charges against him, the penalties that might be assessed, the right of the student to a fair and impartial hearing before the Student Discipline Committee, his right to appeal disciplinary decisions, and the procedure to be followed in making an appeal.

(2) After interviewing the student and considering all other evidence, the Dean may take any of the following actions:

(a) Terminate the proceeding, exonerating the student.

(b) Dismiss the case after counseling and advisement.

(c) Impose minor sanctions such as a warning or reprimand, and refer the case to a professional counselor or a specific faculty member for follow-up assistance.

(d) Impose major sanctions such as disciplinary probation, suspension, or dismissal from College. Such action requires that the student receive notice in writing of the action taken, his right to appeal and the procedure to be followed in making the appeal. If the student is under 18 years of age, written notice shall also be sent to his parents or guardian. If placed on probation, the student may be required to meet regularly during the sanction period with a professional counselor or other faculty member.

(e) Refer the case to the Student Discipline Committee for consideration. In such cases, the student shall be notified in writing of the hearing time and place, the nature of the charges, and his rights during the hearing. A reasonable effort will be made to convene the Discipline Committee as soon as possible to assure the student of a fair and rapid hearing. At least two days advance notice of the hearing shall be afforded unless the student agrees to a lesser period.

(3) Upon receipt of the written recommendation of the Student Discipline Committee, the Dean of Students

will take action as indicated in item (b) of the Disciplinary Procedure. Such action to be communicated verbally, if possible, and in writing to the student within a reasonable period of time, but not to exceed seven (7) days from receipt of the Committee report. Such report is to include the Committee findings on the charges and a specific recommendation for disciplinary action.

(4) The recommendation of the Student Discipline Committee is not binding upon the Dean except that at no time will the Dean impose a sanction more severe than that recommended by the Committee. He may, if he wishes, modify or lessen the action recommended.

(5) A student awaiting a hearing normally shall not be deprived of his right to attend classes or participate in activities. If there is adequate reason to believe that the student's continued presence on campus is a threat to his physical or emotional well-being, a threat to the physical or mental well-being of other students or instructors, or that immediate disciplinary action is necessary to maintain or restore order on campus, the Dean of Students may temporarily suspend a student from attendance pending a hearing before the Student Discipline Committee. Such temporary suspension shall normally follow an informal hearing conducted by the Dean as outlined in Section (1) of this code. A student temporarily suspended under this paragraph shall have a right to appeal temporary suspension to the Student Discipline Committee which shall hold a hearing on the appeal from the temporary suspension as soon as reasonably possible and not to exceed two (2) academic calendar days. The Chairman of the Student Discipline Committee may combine the regular hearing of the Committee with the hearing on the temporary suspension.

(6) The right of a student to participate in extracurricular activities shall not be affected by minor sanction. A student placed on disciplinary probation may be denied the right to participate in an activity only if the Director of Activities and the Dean of Students mutually agree that his continued presence in that activity would be detrimental to the best interests of the student or the College. Students on disciplinary probation may not run for or hold an ASWVC office.

(7) A probation, suspension, or dismissal sanction is effective immediately upon proper notification. A student suspended or dismissed from the College may not attend classes or participate in activities while appealing the suspension or dismissal. A student placed on probation is subject to the conditions stipulated in item (6) while appealing the sanction.

(8) The President of the College will automatically review the case of any student dismissed from the College. [Order 72-12, § 132W-120-220, filed 7/25/72.]

**WAC 132W-120-230 Appeal procedure.** (1) The concept of discipline as an essential part of the educational process must provide procedural safeguards which protect the student from the unfair imposition of serious penalties. The two channels open to students will be:

(a) Students accused of infractions of College regulations which subject them to disciplinary action shall have the right to request a hearing before the Student Discipline Committee by submitting a written request to

the Dean of Students within ten (10) calendar days of the disciplinary action.

(b) Students subjected to disciplinary action have the right of appeal to the next higher authority level. Disciplinary sanctions imposed by the Dean of Students may be appealed to the President of Wenatchee Valley College.

(2) The right of appeal does not entitle a student to a full rehearing of his entire case. The appeal to the President is limited to a review of three issues and the student's appeal should deal only with these issues:

(a) Did the Student Discipline Committee conduct itself in such a way that the student had an adequate opportunity to prepare and present his case — did he receive procedural and substantive due process?

(b) Was the evidence presented at the hearing substantial enough to justify a decision against the student?

(c) Was the sanction imposed in keeping with the gravity of the wrongdoing?

(3) The appeal to the President, which must be presented in writing within ten (10) calendar days of receipt of notice of the disciplinary action taken, must contain a complaint or challenge touching on one or more of the three issues. The President will normally limit his inquiry to the issue, or issues, put forward in the appeal. He may, if he wishes, ask both sides to make an oral presentation. [Order 72-12, § 132W-120-230, filed 7/25/72.]

**WAC 132W-120-240 Student discipline committee.** The Student Discipline Committee will hear, *de novo*, and make recommendations on all disciplinary cases referred to it by the Dean of Students or when requested by the student. This Committee, which shall be composed of an equal number of faculty and students, has as its primary objective the desire to provide each student with a fair and impartial hearing. It shall be the responsibility of this Committee to evaluate each case and recommend disciplinary action to the Dean of Students in writing. While the authority of the Committee is advisory in nature, its recommendations carry a great deal of weight in assisting the Dean in reaching a final decision.

Committee hearings are to be conducted in the informal, concerned, and fair manner of a community tribunal and not as a court of law, and shall not be unduly restricted by the rules of procedure or evidence; however, the materiality and relevancy of the evidence considered will be important. The Committee itself may consult with the College attorney during the course of the hearing for assistance and advice.

The student may be advised or assisted by a person of his choice during the conduct of the hearing but the student himself must conduct his own defense including the examination and cross-examination of witnesses.

The student defendant shall be given the opportunity to testify and present evidence and witnesses relevant to the charge. He shall be entitled to hear and examine the evidence against him, be informed of the identity of its sources, and question witnesses testifying against him as to factual matters.

Only those matters and evidence presented at the hearing, in the presence of the student involved, shall be

considered in determining whether he is guilty or innocent of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the Committee's recommendation. The failure of the student to answer the charges or appear at the hearing shall not be construed as an admission of guilt; rather, the evidence presented at the hearing shall be considered and serve as the basis for the Committee recommendation.

The Student Discipline Committee shall have the power to govern its own internal proceedings and to set reasonable rules to provide fundamental fairness to the student and the institution.

Proceedings will normally be held in closed session unless the student submits a request in writing for an open hearing to the Chairman of the Committee no later than the day prior to the hearing. The Chairman of the Committee may exclude from the hearing any guests who are disruptive of the proceedings. The Chairman may, if in his judgment it appears to be in the best interest of protecting the due process and rights of a charged student, declare an open hearing closed at any time during the proceedings. That portion of the proceedings devoted to deliberation and formulating the recommendation shall be closed to all except the actual Committee members. [Order 72-12, § 132W-120-240, filed 7/25/72.]

**WAC 132W-120-270 Standards of progress and appeal procedures for limited enrollment programs.** (1) Special Scholastic Standards for Health Technology Programs: The Health Technology programs are: Associate Degree Nursing, Medical Laboratory Technology, Practical Nursing, Radiologic Technology, and Respiratory Therapy Technology. Health Technology students shall be subject to the same general scholastic standards as all other students. In addition to meeting general scholastic standards, Health Technology students shall meet the following specific program standards:

(a) Students must earn a "C" grade in all required courses. The required courses are listed in the curriculum for each program.

(b) Many specific Health Technology courses include classroom laboratory and clinical components. In order to receive credit for these courses, students must satisfactorily complete all components of the course. Satisfactory performance is defined at the "C" or better grade level.

(c) Health Technology students who fail to meet general scholastic standards shall be subject to the College's Academic Deficiency Policy. Students who fail to meet Health Technology program scholastic standards shall be suspended from the Health Technology program. Suspended students may seek readmittance to the program by applying to the admissions office without priority for subsequent entry, or by petition as outlined in the Appeal Procedure.

(2) Appeal Procedures – Suspension from Health Technology Programs:

(a) All students are subject to general regulations regarding academic deficiency as described above. In addition, students in limited enrollment programs are expected to meet academic requirements in the specific programs in which they are enrolled.

(b) The Associate Dean for Vocational Programs is responsible for the conduct of academic regulations for Health Technology programs. It shall be this Associate Dean's responsibility to expedite proceedings so that viable alternatives are available to students receiving academic sanctions.

(c) When major academic sanctions such as suspension or dismissal from a Health Technology program are imposed, the Associate Dean shall promptly give the student written notice of the action taken, the right to appeal, and the procedure to be followed in making the appeal.

(d) Health Technology students subject to the major academic sanctions of suspension or dismissal from a specific program shall have the right to request an immediate hearing before the Health Technology Review Committee by submitting a request to the Associate Dean for Vocational Programs within five (5) calendar days of the receipt of the written request. The petition should set forth the circumstances of extenuation and mitigation that the student believes constitute a case for reconsideration. The right of appeal is restricted to these considerations, and may not constitute infringement upon the academic freedom of individual instructors.

Upon receipt of the written recommendation of the Health Technology Review Committee, the Associate Dean will take prompt action, with that action communicated verbally, if possible, and in writing to the student within a reasonable time, but not to exceed five (5) calendar days of receipt of the Committee report. Such communication is to include the Committee recommendation.

The recommendation of the Committee is not binding upon the Associate Dean except that he may not impose a sanction more severe than that recommended by the Committee; *he* may modify or reduce the penalty.

The Health Technology student receiving such an academic sanction shall have the right of appeal to the next higher authority level, the Dean of Instruction.

The right of appeal to a higher level does not entitle the student to a full rehearing of the entire case. The appeal to the Dean is limited to a review of three issues and the student's appeal should deal with these issues only:

(i) Did the Health Technology Review Committee conduct itself in such a way that the student had an adequate opportunity to prepare and present the case; was procedural due process received?

(ii) Was appropriate consideration given to the student's arguments regarding extenuation and mitigation?

(iii) Was the sanction imposed appropriate to the circumstances?

The appeal to the Dean of Instruction, which must be presented within ten (10) calendar days of receipt of the sanction action, must contain a complaint or challenge related to one or more of the three issues. The Dean will ordinarily limit inquiry to the issue or issues put forward

in the appeal. He may ask for oral interpretation by the student and the Associate Dean. The decision of the Dean is final.

(3) Health Technology Review Committee:

(a) The Health Technology Review Committee is composed of the coordinator or designee from the five Health Technology programs and the Associate Dean for Admissions. The Associate Dean for Vocational Programs serves as chairman without voting rights.

(b) The Health Technology Review Committee meets to consider mutual problems and to make recommendations concerning the Health Technology programs at Wenatchee Valley College. The Committee recommends maximum enrollments in each Health Technology program, makes recommendations concerning the use of health care facilities, and recommends action on student requests for Leaves of Absence from Health Technology programs. The Committee also considers appeals for re-admission to health care programs by students who have been suspended. Petitions for readmission must be in writing. The Committee may recommend to grant the petition, to readmit the student with conditions, and/or appropriate placement, or to deny the petition.

(c) The Health Technology Review Committee is responsible and recommends to the Associate Dean for Vocational Programs.

(4) Special Scholastic Standards for Other Limited Enrollment Programs: General Wenatchee Valley College scholastic standards apply to all other limited enrollment programs. In addition to the general College scholastic standards, students in the Automotive Technology program shall meet the following specific program standards:

(a) Students must earn a "C" grade or better in the prerequisite Automotive Technology courses to be eligible to enroll in the second year (200 series) Automotive Technology courses.

(b) Students must earn a "C" grade or better in all required Automotive Technology courses to be eligible to receive the Associate of Applied Arts degree and must have an accumulative GPA of 2.5 or better for all work toward the degree.

(5) Appeal Procedure for Other Limited Enrollment Programs: Students enrolled in other limited enrollment programs will be accorded the same appeal rights and procedures described for Health Technology program students except that in place of the Health Technology Review Committee, the appeal will be directed to the Technology Program Review Committee.

(6) Technology Program Review Committee:

(a) The Technology Program Review Committee functions in the same capacity as the Health Technology Review Committee for limited enrollment programs in areas other than Health programs.

(b) The Technology Program Review Committee is composed of the program coordinator or designates from the other technology programs, and the Associate Dean for Admissions/Registration. The Associate Dean for Vocational Programs serves as chairman without voting rights. [Order 77-62, § 132W-120-270, filed 5/23/77.]

**WAC 132W-120-300 Emergency procedures.** In the event of activities which interfere materially and substantially with the orderly operation of the College as defined in the Freedom of Expression policy or collide with the rights of others, the Dean of Students or the President or their designates shall determine the course of action which appears to offer the best possibility for resolution of the problem. The Emergency Procedures outlined below will be followed if deemed essential:

(1) Read the violation statement: I am           (name and title)          . By the authority vested in me by President Steward, you are advised that you are in violation of the College policy having to do with demonstrations, and College disciplinary action may be taken. Under the provisions of the State Criminal Trespass law, you are hereby given notice that your privilege to remain in this building (office or otherwise) is revoked. Your continued presence here is considered a criminal trespass of this building and a violation of the Civil Disturbances law as it pertains to colleges, and you may be subject to a fine of not more than \$500 or imprisonment in jail of not more than six months or both. I hereby order you to leave the building (office or otherwise) immediately. If you defy this order and do not leave within (5 or 10) minutes, you will be subject to prosecution under the Civil Disturbances law or the Criminal Trespass Act which constitutes a misdemeanor upon conviction.

(2) If deemed appropriate, contact the Wenatchee Police Department and request assistance. If that agency cannot provide the assistance, contact the Chelan County Sheriff's office. [Order 72-12, § 132W-120-300, filed 7/25/72.]

### Chapter 132W-122 WAC

#### ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE STUDENT CONSTITUTION

##### WAC

- 132W-122-010 Preamble.
- 132W-122-020 Article I—Name.
- 132W-122-030 Article II—Authority.
- 132W-122-040 Article III—Membership.
- 132W-122-050 Article IV—ASWVC elective officers.
- 132W-122-060 Article V—Appointive positions.
- 132W-122-070 Article VI—The Executive Commission.
- 132W-122-080 Article VII—Student Senate.
- 132W-122-090 Article VIII—Activity Council.
- 132W-122-100 Article IX—Judiciary Review Board.
- 132W-122-110 Article X—Charters.
- 132W-122-120 Article XI—Rules of order.
- 132W-122-130 Article XII—Bylaws.
- 132W-122-140 Article XIII—Amendments to the Constitution.
- 132W-122-150 Article XIV—Interpretations.

**WAC 132W-122-010 Preamble.** We, the students of Wenatchee Valley College, in order to build a more perfect union, contribute to the common good, promote a spirit of harmony and cooperation, guarantee to each student a just share of participation in the government, create and maintain adequate activities, undertake properly our part in the educational enterprises taking place in our institution, and provide a sound basis for the development of a greater student body, do ordain and establish this Constitution for the Associated Students of

Wenatchee Valley College. [Order 72-17, § 132W-122-010, filed 11/22/72.]

**WAC 132W-122-020 Article I—Name.** The name of this organization shall be the Associated Students of Wenatchee Valley College, hereinafter referred to as the ASWVC. The ASWVC is composed of all students that meet the qualifications of membership. The ASWVC shall be represented by a legislative body known as the Student Senate. [Order 72-17, § 132W-122-020, filed 11/22/72.]

**WAC 132W-122-030 Article II—Authority.** Under Washington state law, the Board of Trustees of Community College District No. 15 is charged with the ultimate authority and responsibility for all programs and activities at WVC. The programs and responsibilities that are carried out by the Student Senate in the name of the ASWVC have been delegated by the board to the student body government to administer under the direction and authority of the college administration. In acceptance of this authority and responsibility, the Student Senate recognizes its responsibility to administer its programs and monies in compliance with the rules and regulations prescribed by the college and the laws of the state and federal governments. [Order 72-17, § 132W-122-030, filed 11/22/72.]

**WAC 132W-122-040 Article III—Membership.** All students of Wenatchee Valley College taking six or more credit hours and not in default of the membership fee shall be members of the organization. To be entitled to the rights and privileges of membership in the ASWVC, the student must have obtained and have in his possession a valid student body card. Membership provides for the participation in governance, elections, and attendance in those programs conducted by the ASWVC. [Order 72-17, § 132W-122-040, filed 11/22/72.]

**WAC 132W-122-050 Article IV—ASWVC elective officers.** (1) Membership: Elective Officers of the Associated Students of Wenatchee Valley College shall be president, vice president, secretary, Treasurer of Accounts 300 (Athletics), and Treasurer of Accounts 400 (Activities). These elective officers then form a body hereafter referred to as the Executive Commission of the Student Senate and shall also occupy the same offices in the commission.

(2) Term of Office: The term of the elective officers shall be for one year, ending on the last day of Spring Quarter.

(3) Vacancy in Office:

(a) The vice president of the ASWVC shall become president in case the Office of President is vacated.

(b) In the case of a vacancy in any other elective office, the following procedures will be instituted:

(i) If a vacancy occurs following the Spring Election, and before the close of filing for the Fall Election, a new officer shall be elected during the Fall Election.

(ii) If a vacancy occurs during Fall Quarter after the Fall Election, the president shall appoint a new officer

within two weeks to fill the vacancy for the duration of the school year.

(c) Appointments become effective upon acceptance by a simple majority of the entire membership of the Student Senate sitting in quorum.

(4) Duties and Election: The duties and election of officers shall be defined and set forth in the Bylaws. [Order 73-36, § 132W-122-050, filed 7/23/73; Order 72-17, § 132W-122-050, filed 11/22/72.]

**WAC 132W-122-060 Article V—Appointive positions.** (1) Appointments:

(a) The president shall be granted the power of appointment. The president at his discretion may appoint those members of the ASWVC on either a temporary or permanent basis to implement programs related to the needs of the ASWVC. All appointed members will be subject to the standards and requirements set for elected officers.

(b) The President of the ASWVC shall make all appointments subject to the approval of the Student Senate by a simple majority sitting in quorum within three weeks of the beginning of Fall Quarter unless circumstances require an extension of time.

(2) Term of Office: The term of the appointive positions shall expire on the last day of the Spring Quarter.

(3) Duties: The duties of appointive positions shall be defined and set forth in the Bylaws. [Order 72-17, § 132W-122-060, filed 11/22/72.]

**WAC 132W-122-070 Article VI—The Executive Commission.** (1) Membership: The Executive Commission shall consist of the ASWVC president, the vice president, secretary, Treasurer of Accounts 300 (Athletics), Treasurer of Accounts 400 (Activities), and the Director of Activities.

(2) Duties: The Executive Commission shall prepare the order of business for Student Senate meetings, will function as a consulting body to the President whenever he deems necessary, and represent the ASWVC in an official capacity. [Order 73-36, § 132W-122-070, filed 7/23/73; Order 72-17, § 132W-122-070, filed 11/22/72.]

**WAC 132W-122-080 Article VII—Student Senate.** (1) Function: The Student Senate shall be the legislative body of the ASWVC.

(2) Membership: Student Senate shall be composed of fifteen members: The five ASWVC officers, one Cultural Events Committeeman, one Instructional Council Committeeman, one Student Services Council Committeeman, one Social Events Committeeman, all of which would be elected in the annual Spring Election. In addition, five members: Two sophomore representatives and three freshman representatives will be elected in the annual Fall Election. One Activity Council member would be elected by the Activity Council sitting in quorum during the first month of school.

(3) Meetings: The Student Senate shall meet once each week of the school year. All meetings of the Student Senate shall be open to all members of the ASWVC, the college faculty, and the administration.

(4) Duties: Duties of the Student Senate shall be set forth in the Bylaws. [Order 73-36, § 132W-122-080, filed 7/23/73; Order 72-17, § 132W-122-080, filed 11/22/72.]

**WAC 132W-122-090 Article VIII—Activity Council.** (1) Membership: The Activity Council shall be composed of the vice president of the ASWVC, the vice presidents or representatives of all chartered organizations on campus, a representative from all approved college activities, and a representative from each dormitory. One student shall represent only one group or organization at any meeting.

(2) Officers:

(a) The vice president of the ASWVC shall be chairman of the Activity Council and shall preside at all meetings.

(b) The Activity Council Secretary shall record and post the minutes of all ASWVC Activity Council meetings. Copies of the minutes shall be sent to the members of the administration and faculty as well as to all Student Senate and Activity Council members. The Activity Council Secretary shall also call roll and handle all Activity Council minutes and keep a file of all correspondence, reports, and minutes.

(3) Function: It shall be the purpose of the Activity Council to approve, plan, and coordinate all student college activities subject to the approval of the Student Senate. The Activity Council shall exercise control over those funds assigned to it by the Student Senate.

(4) Powers: Activity Council shall have the power to recommend to the Student Senate that the charter of an organization or club on campus be revoked if the organization or club fails to provide a representative at Activity Council as set forth in the Bylaws. [Order 72-17, § 132W-122-090, filed 11/22/72.]

**WAC 132W-122-100 Article IX—Judiciary Review Board.** (1) Authority: The constitutionality of each action of the Student Senate under the Constitution and Bylaws shall be determined by the Judiciary Review Board.

(2) Membership: The Judiciary Review Board shall consist of three students who are not members of the Student Senate appointed by the president of the ASWVC and subject to the approval of a simple majority sitting in quorum of the Student Senate; one student appointed by the Dean of Students; one member of the faculty appointed by the President of Wenatchee Valley College; and the Director of Activities.

(3) Duties and Responsibilities:

(a) When the question of constitutionality arises, the Judiciary Review Board serves as the first appeal body for interpretation of the ASWVC Constitution and Bylaws.

(b) The Judiciary Review Board has the right of approval or rejection as to the constitutionality of all actions of the Student Senate and its various subdivisions and committees.

(c) The Judiciary Review Board will not interfere with the activities of the Student Senate excepting as stated in Section (3) of this Article, or as those activities

are related to Article IX, or as may be required by laws of the state of Washington.

(4) Decisions of the Judiciary Review Board may be appealed to the Dean of Students by submitting a request in writing within 5 calendar days of any action taken by the board.

(5) Meetings: Regular meetings of the Judiciary Review Board shall be held once a year during the month of May or at any other time at the call of the President of the ASWVC or the Dean of Students, in which case at least one day's notice must be given to each member.

(6) Official Records: A copy of all official rulings and precedents established by the Judiciary Review Board will be maintained in the Dean of Students' office.

(7) Interpretation: Final authority for interpretations is outlined in Article XIV. [Order 73-36, § 132W-122-100, filed 7/23/73; Order 72-17, § 132W-122-100, filed 11/22/72.]

**WAC 132W-122-110 Article X—Charters.** (1) Charters: Any group within the student body of Wenatchee Valley College desiring to organize must go to the Student Senate to ask for an ASWVC charter.

(2) Procedures: Procedures for obtaining a charter shall be set forth in the Bylaws. [Order 72-17, § 132W-122-110, filed 11/22/72.]

**WAC 132W-122-120 Article XI—Rules of order.** Student Senate and Associated Student Body meetings shall be governed by *Robert's Rules of Order*, Newly Revised; Scott Foresman and Co., copyright 1970. [Order 72-17, § 132W-122-120, filed 11/22/72.]

**WAC 132W-122-130 Article XII—Bylaws.** (1) Bylaws of the ASWVC shall be made and amended by the Student Senate.

(2) Amendments to the Bylaws shall be submitted and read to the Student Senate in one meeting and voted upon in the following meeting provided seven days have elapsed.

(3) Student Senate ratification of Bylaws must be approved by a two-thirds vote (10) of the entire membership, (15) of the Student Senate.

(4) Revisions of the Bylaws can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the President of Wenatchee Valley College or his designee. [Order 72-17, § 132W-122-130, filed 11/22/72.]

**WAC 132W-122-140 Article XIII—Amendments to the Constitution.** (1) Rights: The constitutional rights of initiative and referendum shall be guaranteed to the Associated Students of Wenatchee Valley College.

(2) Initiation: Constitutional amendments may be initiated in two ways: (1) By initiative petition, which must be signed by twenty percent of the current official membership of the ASWVC, or, (2) by initiative of Student Senate. In this case, the suggested amendment shall be read in one meeting and voted upon in the following regular meeting, provided that seven days have elapsed. The Student Senate ratification will require a two-thirds vote of a quorum of the Student Senate.

(3) Adoption: Final adoption of amendments will be by a two-thirds majority vote of those students voting in a regular or constitutional election.

(4) Referendum: A referendum may be demanded on any legislation passed by the Student Senate upon petition of twenty percent of the current official membership of the ASWVC.

(5) Elections: All amendments to the Constitution will be voted on in the regular Fall or Spring Election unless the president calls a special election. The election then can be called subject to the approval of a two-thirds majority vote (10) of the full membership of Student Senate and approval of the Dean of Students.

(6) Ratification: Amendments of the Constitution can be placed in effect after review and approval by the Community College District No. 15 Board of Trustees or the President of Wenatchee Valley College or his designee. [Order 72-17, § 132W-122-140, filed 11/22/72.]

**WAC 132W-122-150 Article XIV—Interpretations.** The Board of Trustees of Wenatchee Valley College, while reserving the right to exercise ultimate authority over student affairs at its own discretion, has designated the Dean of Students as the administrative officer charged with the responsibility for the conduct of student affairs as described in Article II. In fulfilling this function, the Dean of Students interprets the Constitution, Bylaws, and Financial Code; serves as the final appeal on actions of the Student Senate, ASWVC subdivisions, and the Judiciary Review Board; relates ASWVC activities and actions to college policies and goals, legal restraints, and Board of Trustee directions. [Order 73-36, § 132W-122-150, filed 7/23/73; Order 72-17, § 132W-122-150, filed 11/22/72.]

### Chapter 132W-123 WAC

#### FINANCIAL CODE FOR ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE

##### WAC

- 132W-123-010 Introduction.
- 132W-123-020 Article I—Purpose.
- 132W-123-030 Article II—Objective.
- 132W-123-040 Article III—Funds.
- 132W-123-050 Article IV—Sponsored activities.
- 132W-123-060 Article V—Student clubs.
- 132W-123-070 Article VI—Budget.
- 132W-123-080 Article VII—Expenditure procedures.
- 132W-123-090 Article VIII—Admission to events.
- 132W-123-100 Article IX—Contracts.
- 132W-123-110 Article X—Recognition and awards.
- 132W-123-120 Article XI—Operational directives.
- 132W-123-130 Article XII—Vacation operations.
- 132W-123-140 Article XIII—Code limitations.
- 132W-123-150 Article XIV—Amendment procedures.

**WAC 132W-123-010 Introduction.** Chapter 28 and other related chapters of the Revised Code of Washington relating to education state that all fees and all other income which the trustees are authorized to impose shall be deposited as the trustees may direct. Such sums of money shall be subject to the budgetary and audit provisions of law applicable to state agencies.

The service and activities fees and other revenues collected by Wenatchee Valley College for the Associated Students are for the benefit of the entire student body. The Board of Trustees has authorized these funds to be used for the purpose of financing the various programs of the Associated Students. However, such funds are still considered state funds subject to budgetary, purchasing, and audit provisions of law applicable to state agencies.

Disbursement shall be made by check signed by the president of the community college of his designee appointed in writing. The President and Controller of Wenatchee Valley College sign all College checks.

Insofar as the legal provisions are adhered to, this code has been authorized by the Board of Trustees of Community College District No. 15 for the governance of funds of the Associated Students of Wenatchee Valley College. The authority for administering the code and the budgeting and control of expenditures for the ASWVC funds has been delegated by the President to the Dean of Students. [Order 72-18, § 132W-123-010, filed 11/22/72.]

**WAC 132W-123-020 Article I—Purpose.** The purpose of this Financial Code is to carry out the provisions indicated in the preceding introduction. [Order 72-18, § 132W-123-020, filed 11/22/72.]

**WAC 132W-123-030 Article II—Objective.** The objective of this code is one of providing a meaningful variety of educational, cultural, and social experiences. The raising and expending of funds by the Associated Students has but one basic purpose which is the promotion of the general welfare and morale of the students as a whole. [Order 72-18, § 132W-123-030, filed 11/22/72.]

**WAC 132W-123-040 Article III—Funds.** (1) Use of Funds: Accounts under the jurisdiction of the ASWVC are to be used to finance the program of intercollegiate and intramural activities at WVC.

Those in charge of an activity may determine how monies are to be spent so long as the expenditure is not an improper expenditure of public funds or contrary to sound financial practice and within the policies and requirements of Wenatchee Valley College, Community College District No. 15, and the state statutes.

(2) Recording and Reporting Responsibility: It shall be the responsibility of the controller, under the direction of the President of Wenatchee Valley College, to maintain proper accounting for ASWVC monies and to provide periodic reports to the Dean of Students and the Director of Activities.

(3) Deposits and Expenditures: All funds collected or revenues produced by or through ASWVC student activity or athletic programs or fee collections shall be deposited with and expended through the Business Office of the college. The official records of all monies for the ASWVC and its subsidiary units are maintained by the controller. The following points should be noted and observed by all student groups:

(a) All monies collected as the result of any student activity must be turned into the Business Office at the

end of the day, or, if after office hours, on a weekend, or holiday, deposited immediately by night deposit. (Night deposit bags and cash report forms are obtained from the Business Office.)

(b) Funds are to be deposited with the Business Office as described. At this time, a receipt will be issued indicating the date, account to which the monies are to be credited, and such other information as will facilitate the accounting of the monies.

(c) No disbursements from any account are made except by checks prepared by the Business Office. [Order 72-18, § 132W-123-040, filed 11/22/72.]

**WAC 132W-123-050 Article IV—Sponsored activities.** (1) Recognition as ASWVC Sponsored Activity: Any activity the basic aim of which according to the Constitution of the organization is to promote the welfare or morale of the student body as a whole, may be recognized as a sponsored activity upon a two-thirds vote of the Student Senate and the approval of the Dean of Students. The membership of a sponsored activity must be composed of registered students of Wenatchee Valley College.

Sponsored activities are considered an extension of the student government carrying out programs of that government. Funds allocated by the ASWVC Student Senate to a sponsored activity may be expended only to promote programs or activities authorized in advance by the ASWVC Student Senate. In order to be a sponsor, an activity or organization must have an approved advisor selected from the professional staff of the college.

(2) Definition of a Sponsored Activity:

(a) Chartered student organizations: Any student organization possessing a currently valid charter granted under the provisions of the ASWVC Constitution and By-Laws may qualify for sponsorship except when its purpose is in violation of state or Federal laws.

(b) Student sponsored activities: Any educational, cultural, or social program sponsored by the Associated Students of Wenatchee Valley College may qualify for sponsorship unless found to be in conflict with other provisions of this code, Washington state Constitution, and RCW (Revised Code of Washington) statutes.

(c) College sponsored programs: Programs of the college which have extracurricular aspects which may be of benefit to the entire student body. [Order 72-18, § 132W-123-050, filed 11/22/72.]

**WAC 132W-123-060 Article V—Student clubs.**

(1) Sponsorship Justification: Chartered student organizations may be organized to promote any legal purpose whether it be religious, political, educational, recreational, or social. Among the purposes of any chartered student organization is that of providing service to its members and/or the college. The *Student Rights and Freedoms* further provides that membership in chartered student organizations must be open to all students except in cases in which there exists reasonable justification for exception directly related to the purposes of the organization.

(2) Clubs: An activity, the aim of which is to promote a special interest, occupation, or field of study, is a club.

Such clubs are eligible for cosponsorships and may maintain independent self-generated funds which are then held in trust by the college. Clubs that obtain and hold membership in the Activity Council may determine how its monies are to be spent so long as the expenditure is legal and within the policies and requirements of Wenatchee Valley College, District No. 15, and the State Auditor. It is recommended that a member of the professional staff of the college serve as an advisor to a club, but this is not a requirement for organizational chartering.

(3) Sponsorship Option: It shall be the responsibility of the members of chartered student organizations to determine whether they desire the organization to be involved as a cosponsoring activity or not. At any time, the Student Senate shall have the option of reversing its sponsorship for the forthcoming fiscal year. Student organizations which are granted a charter during a fiscal year normally will not qualify for sponsorship until the beginning of the following fiscal year.

(4) General Fiscal Procedures: Chartered student organizations wishing to apply for sponsorship must do so in accordance with the provisions of Article VI, Section 6 of this code. Fund raising projects conducted by non-sponsored chartered student organizations are subject to the approval of (a) the organization's membership, (b) the Activity Council, and (c) the Director of Activities, and must follow the procedures outlined for handling funds and accounting in Article III.

The fiscal affairs of all chartered student organizations are subject to the provisions of this code. Funds generated in any manner by a chartered student organization will be held in trust by the college. Violations of the provisions of this code by a chartered student organization shall be cause for revoking the organization's charter. [Order 72-18, § 132W-123-060, filed 11/22/72.]

**WAC 132W-123-070 Article VI—Budget.** (1)

Source of Funds: ASWVC funds are receipted from three sources: (a) Student Fees which are paid at registration, (b) revenues from activities sponsored by the Associated Students, and (c) contributions.

(2) Account Responsibility: Accounts shall be set up by the ASWVC Treasurers in such a fashion as to keep the Student Senate fully informed. The accounts under the jurisdiction of the ASWVC Student Senate shall be designated as Accounts 400 (Activities) and shall be kept by the ASWVC Activities Treasurer. Accounts not under the jurisdiction of the ASWVC Student Senate but which shall be required to be reported to the Student Senate shall be designated as Accounts 300 (Athletics) and shall be kept by the ASWVC Athletics Treasurer.

The general responsibility for the proper management of the account and the budgetary levels set for the total account lie with the account directors. The Athletic Director shall exercise jurisdiction of Accounts 300 (Athletics). The Director of Activities shall exercise jurisdiction of Accounts 400 (Activities). Directors are responsible for the implementation of proper processing procedures within their accounts. These procedures must

be consistent with the general procedures for expenditure established by the controller and this code.

(3) Revenue Estimates: Estimates of the amount of income into the funds of the Associated Students will be made by the Dean of Students. Revenue estimates will be based on the number of full-time equivalent (FTE) students registered in the college in that fiscal year (not projected). No adjustments will be made in total revenue levels after estimates have been made unless so directed by the Dean of Students.

(4) Budget Levels: Budget levels are established by the Dean of Students following consultation with the controller. Unless these established levels are changed, they shall not be exceeded. Budget levels or the detail within the established budget level may be changed by:

(a) Two-thirds of the Student Senate, sitting in quorum, voting in the affirmative, and

(b) Approval of the Dean of Students.

(5) Contingency Account: Upon the recommendation of the Dean of Students, up to five percent of the total budget levels may be retained in a Contingency Account to assure the program. Monies will be released from the Contingency Account to an account upon the approval of the Dean of Students and the controller.

(6) Calendar: The following dates will be followed in order to facilitate the handling of budget requests and the making of the budget.

January 15 – February 1: Account directors will circulate budget request forms to the advisors of the activities within their accounts. Request forms should reflect the planned program for the activity in the next fiscal year.

February 1 – February 15: Advisors will turn in the budget request for their activity to account directors; directors prepare a master budget request form for the account.

February 15 – March 1: Master budget request forms are submitted to the Dean of Students for discussion with account directors and the controller.

March 1 – April 10: The budget levels for the accounts are set by the Dean of Students. The budget levels and master budget request forms shall be submitted to the Student Senate through the Director of Activities for their discussion and information.

April 10 – May 1: A budget subcommittee of the Student Senate shall meet to adjust the budget requests with the budget levels. The subcommittee shall be composed of the President, Activities Treasurer (Chairman), Athletics Treasurer (Co-chairman), Director of Activities, Director of Athletics, Dean of Students, and three students to be appointed by the ASWVC Student Senate President.

May 1 – May 15: The preliminary budget shall be reviewed by the Student Senate. A budget hearing shall be held at a regular meeting of the Student Senate and a final budget recommendation prepared, subject to the Dean of Student's review.

May 15 – June 1: The budget shall be adopted by the Student Senate at a regularly scheduled meeting of the senate. The budget shall be adopted by a two-thirds vote

of the Student Senate, sitting in quorum, and forwarded for proper signatures and final approval of the College Board of Trustees.

July 1 – June 30: The adopted budget shall be in effect.

September 15 – October 15: The budget subcommittee of the Student Senate shall meet to review the activities charters, constitutional revisions, slate of officers, programs, and the calendaring of events. The budget subcommittee then recommends the allotment of the budgeted amounts for approval of the Student Senate. Funds can then be expended.

(7) Budget Subcommittee: The budget subcommittee is a recommending body only. The responsibilities of the subcommittee are to review and adjust budget requests for associated student funds to anticipated income levels. Recommendations which are not accepted by the Student Senate shall be resubmitted to the subcommittee for further study, review, and adjustment. The budget subcommittee shall meet in regularly called sessions in accord with the calendar. Written notification of meetings shall be circulated to members of the subcommittee at least three days prior to the meeting.

(8) Budget Approval: Recommendations for the budget approval shall be indicated by signatures of the ASWVC President and Dean of Students. Final approval of the budget shall rest with the College President and the College Board of Trustees.

(9) Campus Project Fund:

(a) Five percent of the total athletics and activities budget levels will be retained in an ASWVC Campus Project Fund.

(b) Monies may be released from the Campus Project Fund for expenditure by a two-thirds vote of Student Senate and upon the approval of the Dean of Students. Expenditures over \$1,000.00 must be approved by the Board of Trustees.

(10) Reserves: Accounts 300 and 400 will retain five percent of their total budget as a yearly reserve. Reserves are to be used to pay year-ending bills, if needed. [Order 72-18, § 132W-123-070, filed 11/22/72.]

**WAC 132W-123-080 Article VII—Expenditure procedures.** (1) General: The procedures as set forth in this code shall be followed in the expenditure of funds from the Accounts 300 and 400. These procedures are designed to account for funds and to authorize expenditures within the accounts.

(a) Purchase Orders:

(i) The club or activity wishing to make a purchase must obtain a Purchase Order from the Director (Activities or Athletics) before a purchase is made. Responsibility as to whether the purchase is being made for a valid reason rests with the director. Request for expenditures of monies shall be made upon WVC Purchase Order Authorization Form S-13.

(ii) The Purchase Order is taken with the person while making the purchase. At the time of the purchase, the person should take care to:

(-1) Give the vendor the original copy of the Purchase Order,

(-2) Demand a receipt for the purchase (this receipt must reflect the total amount of the purchase or charge including the tax) and,

(-3) Sign and date the receipt to show that the goods were actually received.

(iii) The signed and dated receipt is returned to the director.

(iv) After insuring that proper entries are made in the ASWVC Activities or ASWVC Athletics records, the director forwards the second copy (yellow) of the Purchase Order together with the receipt to the controller.

(v) On receiving the second copy of the Purchase Order and the receipt, the controller will prepare the necessary vouchers and make payments at the proper time.

(vi) The Student Senate Activities Treasurer will forward the organizational copy to the club. Vendors are notified that no disbursements from ASWVC accounts will be made unless, at the time of purchase, a Purchase Order is presented. The vendors retain the original copy of the Purchase Order for billing purposes.

(b) Since no expenditures can be made without approval prior to purchase, reimbursement for personal funds expended should not be expected. Proper planning will make it unnecessary to use personal funds for purchases.

(c) It may be necessary to request funds in advance of the services to be performed. Permission must be obtained from the Dean of Students. Advance payments are to be strictly controlled and are not intended to take the place of the regular ordering procedure in the purchase of supplies. Advance payments are to be made only in the following cases: Student group travel, payment of game officials, payment of rental for outside facilities as a necessity, and travel expenses for coaches.

(i) Advance payment for trips: The adviser or coach is accountable for the proper disbursement of funds when advance payment has been made. Unexpended funds are to be returned to the controller upon the return of the group or team. The adviser or coach will submit a trip report to the controller at the same time. The trip report is to account for all funds expended. Cost levels for meals and housing for athletic teams shall be determined by the Athletic Director on consultation with the Dean of Students.

(d) Emergency purchases may be expected. The same procedure applies to emergency purchases as applies to the regular procedures.

(2) Travel: If ASWVC funds are to be used for travel by members of a sponsored activity, a prior Trip Approval Request must be submitted by the adviser or coach to the Dean of Students through the Director of Activities (Account 400) or the Athletic Director (Account 300).

State funds may be used for travel expense only when a Prior Trip Approval Request has been submitted by an adviser or coach to the Dean of Students through the Director of Activities (Accounts 400) or the Athletic Director (Accounts 300) and approval has been granted. ASWVC funds may be used to pay travel expenses of specific members of the ASWVC who officially represent the ASWVC. Sponsored activities may utilize

ASWVC funds for travel only when officially representing the ASWVC Student Senate in an activity which is generally related to the entire student body.

(a) Meals and Lodging: The combined meal and housing costs should not exceed college travel allowance policies.

(b) To provide for the maintenance, repair, and replacement of college vehicles, organizations and administration using these college vehicles will be charged according to the college rate. Deductions from the Transportation Account will be made by the Controller's Office upon receipt of the trip and mileage report.

The following personnel are authorized to drive college-owned vehicles:

(i) Staff members possessing a valid state Vehicle Operator Identification Card.

(ii) Students possessing a current state Vehicle Operator Identification Card and an Intermediate License as issued by the Washington Department of Motor Vehicles.

(c) Private Automobiles: The use of private automobiles is reimbursable at the rate established by the college travel policy.

(d) Rental Vehicles: Those organizations, activities, or personnel utilizing rental vehicles will be required to pay the full amount of the rental charge and all expenses incurred in the use of the vehicle. Drivers of rental vehicles are required to possess a current state Vehicle Operator's I.D. card and an Intermediate License as issued by the Washington Department of Motor Vehicles.

(3) College Facilities: Deductions will be made from organizations, activities, and administrative accounts for labor and supply expenditures incurred while using college facilities, i.e., theater, gym, etc., through the use of Purchase Order authorizations. Nonsponsored activities conducting fund-raising activities in college facilities will normally be charged a nominal and appropriate rental fee.

(4) Speakers and Entertainers: The payment for services rendered by speakers and entertainers from ASWVC funds must follow the procedures as set forth in Article VII, Section 1-a. If payment is to be made at the time of the speech or performance, the controller must receive a Purchase Order from the Director of Activities prior to 3:00 p.m. of the day preceding the event. In the case of weekend events, the controller must receive the Purchase Order prior to 3:00 p.m. Thursday prior to the event. In the case of weekend events, checks must be obtained prior to 3:00 p.m. Friday.

ASWVC funds may be used to sponsor speakers and entertainers only when planned and budgeted through the Cultural Events Program or through the Dance, Speaker, and Entertainment Programs of the ASWVC Student Senate. Clubs and activities wishing to sponsor such programs may utilize privately generated funds to do so.

(5) Special Events and Projects Support: The ASWVC Student Senate, with the approval of the Dean of Students, may request or authorize the members of an activity to perform a special service by sponsoring an

extraordinary, nonbudgeted event or project. The Student Senate will pledge its account in supporting the activity and will determine the level of support which will be granted. All expenses involved in sponsoring such an event or project will be processed through the Student Senate accounts. These expenses shall be reimbursed from the proceeds of the event or project. [Order 72-18, § 132W-123-080, filed 11/22/72.]

**WAC 132W-123-090 Article VIII—Admission to events.** (1) Issuance of ASWVC Membership Cards: ASWVC Membership Cards are issued upon payment of tuition and fees above 5 credit hours.

(2) Use of ASWVC Membership Cards: ASWVC Membership Cards entitle the authorized holder to contests, events, and publications of the Associated Students in most cases without charge or at specified reduced prices for special cases. The same privilege will apply to the member's spouse except when prohibited by contractual agreement or other conditional proviso.

The cards are not transferable. Cards are issued yearly upon enrolling and are renewed each quarter. Should cards be lost, a replacement will be issued for a \$3.00 fee.

(3) Faculty/Staff Scholarship Fund: Upon making a contribution of at least \$5.00 to the Faculty/Staff Scholarship Fund, faculty/staff members shall receive an ASWVC Complimentary Pass, validated for the entire year, which admits the faculty/staff member and family to all college sponsored activities except when prohibited by contractual agreement or other conditional proviso. Monies derived from these contributions will be administered through the WVC Scholarship Program.

(4) Admission Prices: Admission prices shall be set in line with policies established by the ASWVC Student Senate and approved by the Dean of Students.

(5) Season Tickets: The sale of prenumbered season tickets shall be the responsibility of the Athletic Director. Accounting for the sale of these tickets shall be made to the controller and the Dean of Students.

(6) Ticket Sales: Tickets for ASWVC events may be placed on sale in appropriate campus areas designated by the Director of Activities or Director of Athletics, provided the sale has been approved by the Dean of Students or his designated representative.

(7) Complimentary Passes: Complimentary passes may be issued in accordance with the following conditions:

(a) The number assigned is approved in advance by the Dean of Students.

(b) The passes are prenumbered.

(c) The passes are issued to the Dean of Students by the controller.

(d) These passes may then be issued by the Dean of Students to Account Directors.

(8) ASWVC Lifetime Membership Cards will be issued for outstanding service to the ASWVC and entitles the holder to all rights and privileges of ASWVC membership in accord with the Constitution and Bylaws. [Order 72-18, § 132W-123-090, filed 11/22/72.]

**WAC 132W-123-100 Article IX—Contracts.** (1) Responsibility: Prior approval for all contractual agreements pertaining to athletics, chartered student organizations, and student sponsored activities must be obtained from the Dean of Students and the controller. The responsibility for finalizing all contractual agreements rests with the controller.

(2) Invalid Contracts: Written contracts pertaining to athletics, chartered student organizations, and student sponsored activities made without prior approval and not finalized by the controller are invalid. [Order 72-18, § 132W-123-100, filed 11/22/72.]

**WAC 132W-123-110 Article X—Recognition and awards.** (1) Awards: Associated Student funds may not be used to buy gifts or make awards to any individual unless approved by the Dean of Students. Special recognition awards may be given for special services or special recognition. The number of awards given is to be established by the ASWVC Student Senate. At least two weeks prior to the awards ceremony, the organization or activity desiring to present a special recognition award must make a formal request to the ASWVC Student Senate for approval.

(2) Recognition Dinners: The ASWVC Student Senate conducts special recognition dinners which are held annually. Those currently recognized are the Phi Theta Kappa Ceremony, Knights of the Round Table Recognition Dinner, and the Student Senate Recognition Dinner. ASWVC funds may not be used to support this type of activity. The Student Senate may approve other recognition events upon proper application.

(3) Awards System: The awards system shall be the responsibility of the Student Senate. Awards are for the purpose of properly recognizing outstanding service to and for the Associated Students.

(a) Athletic Awards:

(i) Varsity Football: Must play in one-half of the total quarters of all varsity games or be recommended for an award by the head football coach through the Athletic Director.

(ii) Varsity Basketball: Must play in one-half of the total halves of all varsity games or be recommended for an award by the head basketball coach through the Athletic Director.

(ii) Varsity Baseball: Must play in one-half of the total innings of league games. Pitchers must play in one-fourth of the total innings of league games or be recommended for an award by the head baseball coach through the Athletic Director.

(iv) Varsity Track: Must earn 12 points in regularly scheduled track meets or upon the recommendation of the head track coach through the Athletic Director.

The first award to a student athlete who is qualified for an athletic award will be the traditional jacket. The award jacket will be of a style and type recommended by the Athletic Director and approved by Student Senate. A student athlete who is qualified for a second award in the same sport shall receive an award of intrinsic value as an indication of his service to the Associated Students. The cost of the award shall not exceed \$10.00. A student athlete who receives five athletic awards in a

two-year period shall receive a lifetime pass to Associated Students' activities, including athletics. The cost of jackets, certificates, and trophies shall be charged to the account of the sport in which the award was earned.

(b) Activity and Student Government Awards: Awards made to students who participate in the activity and student government program may be made upon the recommendation of the adviser of the activity to the ASWVC Student Senate. The style and type of award will be recommended by the adviser of the activity and approved by the ASWVC Senate and Dean of Students. [Order 72-18, § 132W-123-110, filed 11/22/72.]

**WAC 132W-123-120 Article XI—Operational directives.** The ASWVC Student Senate recognizes that certain sections or parts of this code may be impractical or that emergency situations arise which are not covered by the code. The Student Senate authorizes the Dean of Students to issue operational directives in their name in order to protect the integrity of the Associated Students. The directives will be in the best interests of the Associates Students. Operational directives will be reviewed by the ASWVC Student Senate at a regularly scheduled meeting. [Order 72-18, § 132W-123-120, filed 11/22/72.]

**WAC 132W-123-130 Article XII—Vacation operations.** The ASWVC Student Senate authorizes the Dean of Students or his designated representative to operate the budget in the best interests of the Associated Students during vacation periods. Such operations shall be within the policies set forth in this code. [Order 72-18, § 132W-123-130, filed 11/22/72.]

**WAC 132W-123-140 Article XIII—Code limitations.** Any of the articles, sections, and parts of this code shall be decreed inoperable and void if the article, section, or part is contrary to state statutes or Community College District No. 15 requirements. Inoperable and voided articles, sections, or parts may be changed without vote of the ASWVC Student Senate to bring this code into consonance with state statutes or Community College District No. 15 requirements. [Order 72-18, § 132W-123-140, filed 11/22/72.]

**WAC 132W-123-150 Article XIV—Amendment procedures.** Proposed amendments to this code may be submitted to the Student Senate at any regularly scheduled meeting of the Student Senate. At the next regularly scheduled meeting, the proposed amendment shall be read for the first time. The proposed amendment may be voted upon at any regularly scheduled meeting following the first reading so long as the time elapsed between the first reading and voting does not exceed one month. Amendments will be certified as "passed" by the President of the Student Senate when two-thirds of the Student Senate, sitting in quorum, vote in the affirmative. The proposed amendment will then be forwarded to the Dean of Students for ratification as required by state law. Approved amendments shall be returned to the Student Senate for insertion into the copy of the Financial Code. These approved amendments shall be effective

on the first day of classes of the quarter following ratification. [Order 72-18, § 132W-123-150, filed 11/22/72.]

## Chapter 132W-124 WAC GENERAL CONDUCT

### WAC

- 132W-124-010 Interference with operations.
- 132W-124-020 Closure of the college.
- 132W-124-022 Closure of the college—Educational services.
- 132W-124-024 Closure of the college—Appeal.
- 132W-124-040 Commercial activities.
- 132W-124-050 Distribution of materials.
- 132W-124-060 Freedom of expression.
- 132W-124-070 Alcoholic beverages.
- 132W-124-080 Drugs and narcotics.
- 132W-124-090 Speakers.
- 132W-124-100 Admission to events.
- 132W-124-110 Chain of command.

**WAC 132W-124-010 Interference with operations.** In the event of activities which interfere materially and substantially with the orderly operation of the college, the emergency procedures shall be implemented. The president or his designate shall determine the course of action which appears to offer the best possibility for resolution of the problem. [Order 72-19, § 132W-124-010, filed 11/22/72.]

**WAC 132W-124-020 Closure of the college.** The president of the college or his designee is authorized to act in the name of the Board of Trustees of Community College District No. 15 regarding closure of the College. He is delegated the power to cancel classes, to close the campus, to close any or all campus buildings or portions thereof or other facilities currently under the supervision of the college campus, and to close the college for a stated or indefinite period of time, if he deems it necessary in order to prevent material and substantial interference of the educational process or to prevent endangering of the health, safety, or well-being of persons, their property, or college property. [Order 72-19, § 132W-124-020, filed 11/22/72.]

**WAC 132W-124-022 Closure of the college—Educational services.** In the event this action is taken, all employees of the college must acknowledge that they may be required to provide at a later date the educational services which were interrupted. [Order 72-19, § 132W-124-022, filed 11/22/72.]

**WAC 132W-124-024 Closure of the college—Appeal.** Appeal of a decision under this policy must be made in writing to the Board of Trustees, Community College District No. 15, within ten days of the date the college is closed. [Order 72-19, § 132W-124-024, filed 11/22/72.]

**WAC 132W-124-040 Commercial activities.** College facilities may not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community

or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a college department or office of ASWVC, and so long as such use does not interfere with or operate to the detriment of the conduct of college affairs, or the free flow of traffic. [Order 72-19, § 132W-124-040, filed 11/22/72.]

**WAC 132W-124-050 Distribution of materials.** Handbills, leaflets, and similar materials whether sold or distributed free of charge may be distributed so long as such distribution does not materially or substantially interfere with the educational process, the free flow of traffic, or collide with the rights of others. Such materials should bear identification as to the distributing organization or individual.

Normally, materials may be distributed in all campus areas except classrooms provided the conditions stipulated before are observed.

Persons wishing to distribute legal and noncommercial materials on campus may do so in open areas anywhere on campus and outside entrances to buildings so long as such distribution does not interfere with or operate to the detriment of the conduct of college affairs, does not interfere with scheduled programs and activities, and does not impede the free flow of traffic. When the physical characteristics of a particular facility do not provide for an adequate or efficient distribution of materials, permission may be obtained from the Dean of Instruction or the Dean of Students to distribute materials within that facility.

The college reserves the right at all times to judge each event or activity separately and to regulate the distribution of materials in terms of time, place, and manner, by furnishing reasonable notices to interested parties. [Order 72-19, § 132W-124-050, filed 11/22/72.]

**WAC 132W-124-060 Freedom of expression.** Fundamental to the democratic process are the rights of free speech and peaceful assembly. Students and other members of the college community shall be free to express their views or support causes by orderly means which do not disrupt the regular and essential operation of the college.

Concomitantly, while supporting the rights of students and other members of the college community, Wenatchee Valley College recognizes the responsibility to maintain an atmosphere on campus conducive to a sound educational endeavor.

To insure the reconciliation of such rights and responsibilities, while respecting the private rights of all individuals, campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner; do not interfere with vehicular or pedestrian traffic; do not interfere with classes, scheduled meetings or ceremonies, or with other educational processes of the college; and are not held in or on facilities where college functions are in process.

The fair and orderly exchange of views in an atmosphere of mutual respect is encouraged throughout the

college community. The instructor has the responsibility to assure and the student the responsibility to support freedom of expression and the maintenance of order. [Order 72-19, § 132W-124-060, filed 11/22/72.]

**WAC 132W-124-070 Alcoholic beverages.** Possession, consumption, or being demonstrably under the influence of any form of alcoholic beverage on college premises or at college-related activities will be cause for disciplinary action. As the consumption or possession of alcoholic beverages by minors is prohibited by state law, minor students may also be referred to civil authorities for such violations on college premises or at college-sponsored activities away from campus. [Order 72-19, § 132W-124-070, filed 11/22/72.]

**WAC 132W-124-080 Drugs and narcotics.** The use, possession, sale, or provision to others of narcotics and/or drugs which are prohibited by local, state, or federal laws on campus or at college-related or sponsored activities elsewhere, except when specifically prescribed as medication by an authorized medical agent, will be cause for disciplinary action. [Order 72-19, § 132W-124-080, filed 11/22/72.]

**WAC 132W-124-090 Speakers.** These policies are established governing the appearance on campus of speakers not themselves members of the college community.

(1) Any recognized ASWVC student organization, with the written sanction of its advisor, may invite speakers on campus subject to normal restraints imposed by consideration of the laws of the United States and the state of Washington.

(2) Faculty members may invite speakers to make presentations to classes on topics related to materials being studied.

(3) Faculty organizations may schedule speakers for appearances before faculty groups subject to normal constraints imposed by consideration of the laws of the United States and the state of Washington.

(4) The scheduling of facilities for hearing invited speakers shall be made through the office of the Dean of Instruction.

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

(6) The college may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his discretion, assign a representative to preside over any meeting where a speaker has been invited. [Order 72-19, § 132W-124-090, filed 11/22/72.]

**WAC 132W-124-100 Admission to events.** Normally, events sponsored under the aegis of the college which require consideration for admission are sponsored by the ASWVC under procedures set forth in the ASWVC Financial Code and at previously designated prices. College sponsored events requiring consideration are treated

individually and at rates commensurate with the particular function. The college reserves the right to restrict admittance to certain events to members of the college community when deemed necessary because of physical limitations, health or safety reasons. [Order 72-19, § 132W-124-100, filed 11/22/72.]

**WAC 132W-124-110 Chain of command.** In the absence of the president, the chain of command shall be: Dean of Instruction, Dean of Students, Controller, others as declared by the president. These shall serve in order of succession in case of temporary absence from the campus. [Order 72-19, § 132W-124-110, filed 11/22/72.]

### Chapter 132W-128 WAC

#### TENURE—FACULTY CONTRACTS— DISMISSAL—ALERT AND REDUCTION-IN- FORCE PROCEDURES

#### WAC

- 132W-128-100 Statement of purpose.
- 132W-128-120 Definitions.
- 132W-128-130 Faculty employment contracts.
- 132W-128-140 Tenure review committee—Establishment.
- 132W-128-141 Tenure review committee organization.
- 132W-128-150 Dismissal committee—Establishment.
- 132W-128-151 Dismissal committee organization.
- 132W-128-160 Eligibility for tenure.
- 132W-128-165 Awarding of tenure—Procedure.
- 132W-128-170 Dismissal for sufficient cause.
- 132W-128-180 Sufficient cause.
- 132W-128-190 Formal hearings.
- 132W-128-300 Final action, reconsideration.
- 132W-128-310 Sufficient economic cause for dismissal—Reduction in force.
- 132W-128-320 Alert policy—Statement of policy.
- 132W-128-322 Alert policy—Purpose.
- 132W-128-325 Alert procedure.
- 132W-128-330 Reduction-in-force policy—Determination of need for reduction in force.
- 132W-128-340 Reduction-in-force policy—Determination of comprehensive educational services.
- 132W-128-350 Reduction-in-force policy—Determination of number of academic employees to be laid off.
- 132W-128-360 Reduction in force—Seniority units and determination of seniority.
- 132W-128-370 Reduction-in-force policy—Order of layoff.
- 132W-128-380 Dismissal procedure for sufficient economic cause.
- 132W-128-390 Reduction-in-force—Rights of academic employees on layoff status.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132W-128-001 General statement of policy. [Order 74-44, § 132W-128-001, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-100.
- 132W-128-010 Tenure—Authority. [Order 74-44, § 132W-128-010, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-120.
- 132W-128-020 Tenure—Definitions. [Order 74-44, § 132W-128-020, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-120.
- 132W-128-030 Tenure—Review committee—Establishment. [Order 74-44, § 132W-128-030, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-140.

- 132W-128-031 Tenure—Review committee—Organization. [Order 74-44, § 132W-128-031, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-141.
- 132W-128-032 Tenure—Review committee responsibility. [Order 74-44, § 132W-128-032, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-040 Eligibility for tenure. [Order 74-44, § 132W-128-040, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-160.
- 132W-128-050 Awarding of tenure—Procedure. [Order 74-44, § 132W-128-050, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-165.
- 132W-128-210 Dismissal—Authority. [Order 74-44, § 132W-128-210, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-150, 132W-128-151.
- 132W-128-220 Dismissal procedures. [Order 74-44, § 132W-128-220, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-310.
- 132W-128-410 Alert policy—Statement of policy. [Order 74-44, § 132W-128-410, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-320.
- 132W-128-420 Alert policy—Purpose. [Order 74-44, § 132W-128-420, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-322.
- 132W-128-430 Alert procedure. [Order 74-44, § 132W-128-430, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-325.
- 132W-128-440 Alert policy—Implementation. [Order 74-44, § 132W-128-440, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-510 Reduction-in-force policy—Declaration of emergency. [Order 74-44, § 132W-128-510, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-520 Reduction-in-force policy—Determination of need for reduction in force. [Order 74-44, § 132W-128-520, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-330.
- 132W-128-530 Reduction-in-force policy—Determination of comprehensive educational services. [Order 74-44, § 132W-128-530, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-340.
- 132W-128-540 Reduction-in-force policy—Determination of number of academic employees to be laid off. [Order 74-44, § 132W-128-540, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-350, 132W-128-370 and 132W-128-600.
- 132W-128-550 Reduction-in-force—Seniority units and determination of seniority. [Order 74-44, § 132W-128-550, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-360.
- 132W-128-560 Reduction-in-force policy—Order of layoff. [Order 74-44, § 132W-128-560, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-570 Reduction-in-force review committee. [Order 74-44, § 132W-128-570, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-580 Reduction-in-force—Conduct of hearing by review committee. [Order 74-44, § 132W-128-580, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-590 Reduction-in-force—Review and action by Board of Trustees. [Order 74-44, § 132W-128-590, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-600 Reduction-in-force—Rights of academic employees on layoff status. [Order 74-44, § 132W-128-600, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-390.

132W-128-610 Reduction-in-force—Definitions. [Order 74-44, § 132W-128-610, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-120.

**WAC 132W-128-100 Statement of purpose.** The Board of Trustees of Community College District No. 15, pursuant to the mandate of RCW 28B.50.852 adopts the following rules and regulations implementing RCW 28B.50.850 through 28B.50.869 governing probationary faculty appointments, faculty tenure, faculty employment contracts, and dismissal at Wenatchee Valley College and subsequent community colleges hereafter established within Community College District No. 15. [Order 76-55, § 132W-128-100, filed 2/20/76. Formerly WAC 132W-128-001.]

**WAC 132W-128-120 Definitions.** As used in this policy: (1) "Appointing authority" shall mean the Board of Trustees of Community College District No. 15.

(2) "Administrative appointment" shall mean employment in a specific administrative position as determined by the appointing authority.

(3) "Academic employee:" 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.

(4) "Tenure" shall mean a faculty appointment for an indefinite period of time which may be revoked only for adequate cause and by due process.

(5)(a) "Faculty appointment," except as otherwise provided in subsection (2)(b) below, shall mean full-time employment as a teacher, counselor, librarian, or other position for which the training, experience and responsibilities are comparable as determined by the appointing authority, except administrative appointments; "faculty appointment" shall also mean department heads, division heads and administrators to the extent that such department heads, division heads or administrators have had or do have status as a teacher, counselor or librarian.

(b) "Faculty appointment" shall not mean special faculty appointment as a teacher, counselor, librarian, or other position as enumerated in subsection (2)(a) of this section, when such employment results from special funds provided to a community college district from federal monies or other special funds which other funds are designated as "special funds" by the State Board for Community College Education: Provided, that such "special funds" so designated by the State Board for purposes of this act shall apply only to teachers, counselors, and librarians hired from grants and service agreements and teachers, counselors and librarians hired to non-formula positions. A special faculty appointment resulting from such special financing may be terminated upon a reduction or elimination of funding or a reduction or elimination of program: Provided further, that a "faculty appointee" holding a faculty appointment pursuant to subsections (1) or (2)(a) who has been subsequently transferred to a position financed from "special funds" pursuant to subsection (2)(b) and who thereafter loses his position upon reduction or elimination of such

"special funding" shall be entitled to be returned to his previous status as a faculty appointee pursuant to subsection (1) or (2)(a) depending upon his status prior to the "special funding" transfer. Notwithstanding the fact that tenure shall not be granted to anyone holding a special faculty appointment, the termination of any such faculty appointment prior to the expiration of the term of such faculty member's individual contract for any cause which is not related to elimination or reduction of financing or the elimination or reduction of program shall be considered a termination for cause subject to the provisions of this chapter.

(6) "Probationary faculty appointment" shall mean a faculty appointment for a designated period of time which may be terminated without cause upon expiration of the probationer's terms of employment.

(7) "Probationer" shall mean an individual holding a probationary faculty appointment.

(8) "Review Committee" shall mean a committee composed of the probationer's faculty peers, a student representative, and the administrative staff of the community college; provided, that the majority of the committee shall consist of the probationer's faculty peers.

(9) "Dismissal Committee hearing" shall mean an informal hearing required by RCW 28B.50.850 through 28B.50.869 and provided for in RCW 28B.19.110.

(10) "Days" shall mean business days exclusive of Saturday, Sunday, and holidays. [Order 76-55, § 132W-128-120, filed 2/20/76. Formerly WAC 132W-128-020.]

**WAC 132W-128-130 Faculty employment contracts.** (1) The appointing authority shall, pursuant to RCW 28B.50.855, provide each faculty member, immediately upon initial employment, with a written employment agreement for a term of one year or portion thereof, including all conditions and responsibilities attached thereto; provided, that a statement in each agreement incorporating by reference the staff manual, all negotiated policy and the rules and regulations promulgated by the Board of Trustees of Community College District No. 15 shall be deemed to comply with this rule.

(2) Each year thereafter, the appointing authority shall provide each individual faculty member with a new agreement in compliance with the requirement of WAC 132W-128-130(1) by no later than 60 days prior to the ensuing academic year. Each individual faculty member who intends to return to employment in his or her respective tenured or probationary appointment in the ensuing academic year shall so notify the appointing authority by signing the written agreement and returning it to the College President by no later than 30 days after issuance. Failure to return a signed agreement on a timely basis shall mean such individual faculty member does not intend to return to the tenured or probationary faculty appointment and no longer desires to be employed by the College. [Order 76-55, § 132W-128-130, filed 2/20/76.]

**WAC 132W-128-140 Tenure review committee—Establishment.** A Tenure Review Committee is hereby

established as provided in RCW 28B.50.869 "composed of members of the administrative staff and the teaching faculty" and a full-time student. The Tenure Review Committee shall consist of two (2) members representing the administrative staff, four (4) members representing the teaching faculty, and one (1) student representative who shall be a full-time student chosen by the Associated Student Body. The administrative representatives shall be appointed by the President. The representatives of the teaching faculty "shall be selected by a majority of the teaching faculty and faculty department heads acting in a body." [Order 76-55, § 132W-128-140, filed 2/20/76. Formerly WAC 132W-128-030.]

**WAC 132W-128-141 Tenure review committee organization.** The Tenure Review Committee shall be organized as follows:

(1) Prior to October 1 of each academic year the Association and the Dean of Instruction shall convene the teaching faculty and faculty department heads for the purpose of selecting faculty representatives on the Tenure Review Committee.

(2) The teaching faculty and faculty department heads shall elect four (4) Tenure Review Committee members. If faculty members holding probationary appointments are elected to the Review Committee, then a sufficient number of alternate members shall also be elected to participate in any Tenure Review Committee proceedings concerning probationary Tenure Review Committee members.

(3) Teaching faculty representatives on the Tenure Review Committee shall be elected to a three year term; provided, that if the probationary appointment of a probationer elected to the committee is not renewed, such term shall expire at the expiration of the probationary appointment; and provided further, that no faculty member elected to the Tenure Review Committee shall consider any matters relating to himself or herself.

(4) The terms of the regularly elected representatives shall commence on October 1 of the year in which they are elected and shall expire on September 30 of the year in which their term expires but shall continue until their successors are elected. The initially elected representatives shall draw lots for a one, a two, or a three year term. When a vacancy occurs in one or more of the unexpired terms, the Dean of Instruction and Association President shall convene the teaching faculty as soon as possible in order to elect a representative to fill the unexpired term. No faculty member shall succeed himself until at least a one (1) year interval has elapsed.

(5) The President shall appoint the administrative representatives prior to October 1 of each academic year, and shall set the date that the Tenure Review Committee shall meet for organization. The terms of the administrative representatives shall commence on October 1 of the year in which they are appointed and shall expire on September 30 of the year in which their term expires and shall continue until their successors are appointed.

(6) In performing its duties, the Tenure Review Committee shall have the authority to obtain records, documents, and other materials needed and hold interviews deemed necessary.

(7) The organization and method of operation adopted by the Tenure Review Committee shall be stated in writing and be placed in the Staff Manual. [Order 76-55, § 132W-128-141, filed 2/20/76. Formerly WAC 132W-128-031.]

**WAC 132W-128-150 Dismissal committee—Establishment.** A Dismissal Committee is hereby established as provided in RCW 28B.50.869 "composed of members of the administrative staff and the teaching faculty" and a full-time student. The Dismissal Committee shall consist of two (2) members representing the administrative staff, four (4) members representing the teaching faculty, and one (1) student representative who shall be a full-time student chosen by the Associated Student Body. The administrative representatives shall be appointed by the President. The representatives of the teaching faculty "shall be selected by a majority of the teaching faculty and faculty department heads acting in a body." [Order 76-55, § 132W-128-150, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.]

**WAC 132W-128-151 Dismissal committee organization.** The Dismissal Committee shall be organized as follows:

(1) Prior to October 1 of each academic year the Association and the Dean of Instruction shall convene the teaching faculty and faculty department heads for the purpose of selecting faculty representatives on the Dismissal Committee.

(2) The teaching faculty and faculty department heads shall elect four (4) Dismissal Committee members. If faculty members holding probationary appointments are elected to the Dismissal Committee, then a sufficient number of alternate members shall also be elected to participate in any Dismissal Committee proceedings concerning probationary Dismissal Committee members.

(3) Teaching faculty representatives on the Dismissal Committee shall be elected to a three year term; provided, that if the probationary appointment of a probationer elected to the committee is not renewed, such term shall expire at the expiration of the probationary appointment; and provided further, that no faculty member elected to the Dismissal Committee shall consider any matters relating to himself or herself.

(4) The terms of the regularly elected representatives shall commence on October 1 of the year in which they are elected and shall expire on September 30 of the year in which their term expires but shall continue until their successors are elected. The initially elected representatives shall draw lots for a one, a two, or a three year term. When a vacancy occurs in one or more of the unexpired terms, the Dean of Instruction and Association President shall convene the teaching faculty and faculty department heads as soon as possible in order to elect a representative to fill the unexpired term. No faculty

member shall succeed himself until at least a one (1) year interval has elapsed.

(5) The President shall appoint the administrative representatives prior to October 1 of each academic year, and shall set the date that the Dismissal Committee shall meet for organization. The terms of the administrative representatives shall commence on October 1 of the year in which they are appointed and shall expire on September 30 of the year in which their term expires and shall continue until their successors are appointed. [Order 76-55, § 132W-128-151, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.]

**WAC 132W-128-160 Eligibility for tenure.** As stipulated by law, tenure shall be granted only to full-time faculty appointments. The Board of Trustees, acting as the appointing authority, may award "faculty tenure following a probationary period not to exceed three (3) consecutive regular College years excluding summer quarter; provided, that tenure may be awarded at any time as may be determined by the appointing authority after it has given reasonable consideration to the recommendations of the Tenure Review Committee." [Order 76-55, § 132W-128-160, filed 2/20/76. Formerly WAC 132W-128-040.]

**WAC 132W-128-165 Awarding of tenure—Procedure.** The awarding of tenure status shall be governed by the following procedure:

(1) The probationary faculty appointment shall be one of continuing evaluation of the probationer by the Tenure Review Committee, and the evaluation process shall place primary importance upon the probationer's effectiveness in his appointment.

(2) Periodically, the Tenure Review Committee shall advise each probationer, in writing, of his progress during the probationary period and receive the probationer's written acknowledgment thereto. After receipt of the acknowledgment, the Tenure Review Committee shall provide the appointing authority with copies.

(3) The time schedule for the progress reports shall be as follows:

(a) During the first and second years of probation, a progress report shall be made on each probationer not later than the eighth (8th) week of each quarter, summer quarter excluded.

(b) During the third year of probation, a final progress report shall be made not later than February 1.

(4) The Tenure Review Committee shall also render the following recommendations at the following times during the academic year:

(a) A written recommendation concerning the appointment of each full-time probationary faculty appointee for the ensuing regular college year directed to the appointing authority through the President prior to February 1; provided, the President shall make a recommendation prior to final action by the appointing authority. The appointing authority, after giving reasonable consideration to the recommendations of the Review Committee and the President shall, by written notice prior to the last day of winter quarter, either extend the probationary appointee's appointment for the

ensuing regular college year or notify the appointee of nonrenewal of contract.

(b) A written recommendation directed through the President to the appointing authority recommending that the appointing authority award or not award tenure, prior to February 1 of such full-time probationary faculty appointee's third regular college year of consecutive appointment; provided, the President shall make a recommendation, prior to final action by the appointing authority. Failure of any review committee to make such written recommendation by February 1 of a probationer's third consecutive regular college year shall be deemed a recommendation neither for nor against the awarding of tenure and the appointing authority may award or deny tenure based upon this type of recommendation by the committee.

(5) In the event an evaluation subcommittee of the Tenure Review Committee recommends that tenure not be awarded to a probationer in his or her third year or that a probationer's appointment not be renewed for an ensuing college year, that written notice of such recommendation shall be given to the probationer, who shall be entitled to make a presentation before the Tenure Review Committee, call any witnesses which he or she may desire appear, and to cross examine any witnesses that appear against him or her in such a proceeding.

(6) The probationary faculty appointee shall have the right to submit to the appointing authority through the President an answer to an adverse report and/or recommendation of the Tenure Review Committee.

(7) The appointing authority, after giving reasonable consideration to the recommendations of the Tenure Review Committee and the President, shall either award tenure or not award tenure and not renew the probationary appointment. The appointing authority shall strive to advise the probationary faculty appointee, as soon as possible during the third academic year, of award or non-award of tenure, but shall in any case so advise the appointee by written notice no later than the last day of the winter quarter. [Order 76-55, § 132W-128-165, filed 2/20/76. Formerly WAC 132W-128-050.]

**WAC 132W-128-170 Dismissal for sufficient cause.**

(1) In all instances which involve dismissal for sufficient cause as defined in WAC 132W-128-180 of either a probationary faculty appointee prior to the written terms of the appointment or a tenured faculty appointee as distinguished from the dismissal for sufficient economic cause as defined in WAC 132W-128-310:

(a) The appropriate dean shall investigate all matters regarding dismissal for cause of a tenured faculty appointee or a probationary faculty appointee prior to the expiration of such probationary faculty appointee's employment term. If the Dean has reason to believe that a faculty member should be dismissed for cause, he shall so advise the President; if the President deems sufficient cause exists, he shall discuss the matter with the individual faculty member involved. If the matter is not resolved to the mutual satisfaction of both parties, and if the President deems the circumstances and facts warrant

dismissal, the President may begin dismissal proceedings. The President shall begin dismissal proceedings by specifying the conduct which may constitute sufficient cause for dismissal and refer the charge in writing to the concerned faculty member and to the Dismissal Committee.

(b) The Dismissal Committee shall, after receiving the written charge from the President, establish a date for a Dismissal Committee Hearing, giving the faculty member so charged ten (10) days notice of such hearing and inform in writing the faculty member so charged of the time, date and place of such hearing.

The Dismissal Committee Hearing shall:

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

(ii) The faculty member whose case is being reviewed shall be afforded the right of cross examination and the opportunity to present evidence in his or her behalf and be represented by legal counsel; the proceedings before the Committee shall be inquisitory in nature and the Committee shall be authorized to examine all evidence relating to alleged misconduct of the faculty member so charged.

(iii) The Committee may consider any type of evidence which reasonable persons give probative value in the conduct of their affairs and shall exclude evidence they deem incompetent, irrelevant, and unduly repetitious.

(2) The Committee shall afford the College administration the right to be represented by an Assistant Attorney General.

(3) The Committee shall have the right to request the assistance of an Assistant Attorney General not connected with any prosecutorial functions for the College to advise the Committee during the proceeding.

(4) The Committee following the expiration of such hearing shall within ten (10) days prepare a written report of findings of fact and recommendation of appropriate actions to be taken by the appointing authority and serve the same upon the concerned faculty member and the appointing authority.

(5) Within ten (10) days following receipt of the recommendation of the Committee, the concerned faculty member may direct a request for a formal hearing to the College President, provided, that a timely request for a hearing under this section shall be deemed jurisdictional pursuant to RCW 28B.19.110(2)(c)(iii).

The formal hearing shall be conducted according to the procedures delineated in WAC 132W-128-190. [Order 76-55, § 132W-128-170, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.]

**WAC 132W-128-180 Sufficient cause.** Sufficient cause for dismissal as distinguished from sufficient economic cause for dismissal as defined in WAC 132W-128-310 may include such factors as aiding and abetting or participating in any unlawful act of violence, aiding and abetting or participating in any unlawful act resulting in destruction of community college property, aiding and abetting or participating in any unlawful interference with the orderly conduct of the educational process,

unprofessional conduct or breach of employment contract. [Order 76-55, § 132W-128-180, filed 2/20/76. Formerly WAC 132W-128-220.]

**WAC 132W-128-190 Formal hearings.** (1) In any contested case in which a formal hearing is required pursuant to WAC 132W-128-170 or 132W-128-380, the hearing shall be conducted in full accord with RCW 28B.19.110 through 28B.19.140.

(2) The Chairman of the Board of Trustees shall appoint a hearing examiner who shall not be a Washington State Community College administrator, or a Washington State Community College trustee, or a Washington State Assistant Attorney General.

(3) An official record of the hearing shall be made which shall include:

(a) All documents, motions, and intermediate rulings;

(b) Evidence received or considered;

(c) A statement of matters officially noticed;

(d) Questions and offers of proof, objections, and rulings thereon;

(e) Proposed findings and exceptions. Such findings shall be based exclusively on the evidence and matters officially noticed;

(f) All decisions, opinions or reports made by the hearing officer during the hearing;

(g) The transcription of all oral testimony or proceedings which may be recorded electronically, manually or by court reporter.

(h) A proposed decision based upon the proposed findings.

(4) Within five (5) days following the compilation of the official record, the hearing officer shall deliver the official record of the proceedings to the appointing authority. Copies of the official record shall be made available to any party at cost. [Order 76-55, § 132W-128-190, filed 2/20/76.]

**WAC 132W-128-300 Final action, reconsideration.**

(1) Within a reasonable time after receipt of the official record of a formal proceeding, the appointing authority shall meet at a duly constituted special or regular meeting to take final action.

(2) Prior to taking final action, the appointing authority shall read the official record of the formal hearing and shall reasonably consider the recommendation of the Dismissal Committee.

(3) If the final action of the appointing authority is in accord with the proposed decision of the formal hearing officer, the appointing authority shall give written notification to the parties involved.

(4)(a) If the final action of the appointing authority is adverse to the proposed decision of the formal hearing officer, the appointing authority shall provide all parties with a written notice which shall contain:

(i) A statement of the final action, and

(ii) A statement specifically identifying the findings and conclusions of the hearing officer with which it does not agree.

(b) Within ten (10) days from receipt of notification of final action, any party may request the appointing

authority to set a hearing for reconsideration, provided, administrative remedies shall not be deemed exhausted unless such a request is timely made.

(c) Upon timely receipt of a request for reconsideration, the appointing authority shall, after giving reasonable notice to the parties of the time and place, hold a hearing for reconsideration of the final action. At such hearing the appointing authority shall afford the parties to be represented by counsel and the right to present oral and written argument with respect to the final action under reconsideration.

(d) Within ten (10) days after the conclusion of the hearing for reconsideration, the appointing authority shall notify the parties of its final action.

(e) Any party aggrieved by such final action shall have the right to judicial review thereof pursuant to RCW 28B.10.150. [Order 76-55, § 132W-128-300, filed 2/20/76.]

**WAC 132W-128-310 Sufficient economic cause for dismissal—Reduction in force.** (1) Sufficient economic cause for dismissal of either a probationary faculty appointee prior to the written terms of the appointment or a tenured faculty appointee shall include:

(a) A lack of sufficient funds;

(b) Failure to comply with the Alert notification and recommended remedial program issued pursuant to WAC 132W-128-325;

(c) A change in instructional program, or;

(d) Any combination thereof.

(2) WAC's 132W-128-330, 132W-128-340, 132W-128-350, 132W-128-360, 132W-128-370 and 132W-128-390 shall not apply to a dismissal for failure to comply with an Alert notification and recommended remedial program. [Order 76-55, § 132W-128-310, filed 2/20/76. Formerly WAC 132W-128-220.]

**WAC 132W-128-320 Alert policy—Statement of policy.** It shall be the policy of Wenatchee Valley College to alert a tenured faculty member prior to taking dismissal action when low student enrollment in his classes brings into question the feasibility of continued employment of that faculty member. [Order 76-55, § 132W-128-320, filed 2/20/76. Formerly WAC 132W-128-410.]

**WAC 132W-128-322 Alert policy—Purpose.** The purpose of this procedure is to provide a reasonable opportunity for cooperative endeavor in correcting a situation which might lead to the dismissal of a tenured faculty member. [Order 76-55, § 132W-128-322, filed 2/20/76. Formerly WAC 132W-128-420.]

**WAC 132W-128-325 Alert procedure.** (1) When enrollment in a tenured faculty member's classes indicates a significant drop over three successive quarters, excluding summer quarter, an alert will be considered.

(2) Prior to the declaration of an alert, an *ad hoc* committee consisting of the instructor, the department representative, the appropriate associate dean and the Dean of Instruction will meet at the Dean's request to

seek remedies to improve the instructor's load. The instructor may have at his or her request a Wenatchee Valley College faculty association observer present during the discussions of the *ad hoc* committee.

(3) If not immediate solution is found, an alert will be issued in writing by the Dean of Instruction and shall identify the problem, propose a remedial program and specify the criteria to be met for the cancelling of the alert.

(4) After an alert is issued, there shall be a quarterly review by the *ad hoc* committee to discuss:

(a) What has been done,

(b) What has not been done, and

(c) What can be done.

This discussion will explore the efforts of the instructor and the administration.

(5) An instructor shall have a minimum of three (3) consecutive quarters, excluding summer quarter, to meet the conditions of the alert.

(6) If the conditions of the alert are not met, a notification of intent to dismiss will be issued in full accord with WAC 132W-128-380.

(7) If the conditions of the alert are met, the instructor shall be notified in writing by the Dean of Instruction.

(8) In keeping with the purpose of this policy to strengthen positive approaches to personnel development, nothing in this policy shall be construed to annul or reduce the rights of tenured faculty members now granted by law. [Order 76-55, § 132W-128-325, filed 2/20/76. Formerly WAC 132W-128-430.]

**WAC 132W-128-330 Reduction-in-force policy—Determination of need for reduction in force.** (1) Budget Review. For the purpose of providing a continuous flow of information concerning the budget to both the faculty and administration of the college and for the purpose of monitoring the possibility of a financial crisis in the district, monthly budget status reports shall be available on microfiche in both the library and the business office.

(2) Identification of Financial Emergency.

(a) When the administration becomes aware of a problem(s) which may constitute a temporary financial emergency, the administration shall notify the recognized faculty association of the problem(s). This notice shall be in writing and shall include a statement explaining the financial emergency which may necessitate a reduction in force.

(b) The administration shall meet and discuss with the recognized academic employee bargaining unit representatives regarding the problem(s). The meeting(s) shall include exchanges of information which will establish the need for such reductions in academic employees together with any alternatives or options which either party feels are available.

(c) Following such meeting(s) both parties may submit to the Board of Trustees their recommendations regarding the need for a reduction in force.

(d) The final determination for the need for a reduction in force of an academic employee shall be made by the Board of Trustees of Community College District

No. 15. [Order 76-55, § 132W-128-330, filed 2/20/76. Formerly WAC 132W-128-520.]

**WAC 132W-128-340 Reduction-in-force policy—Determination of comprehensive educational services.** (1) If the number of academic employees is to be reduced, the appropriate dean and his or her administrative staff shall evaluate, in the case of each seniority unit, which programs, course offerings and/or other services are most necessary to maintain a comprehensive educational program at Community College District No. 15. Their recommendations will be made to the Executive Commission, which will in turn, recommend to the President. Consideration shall be given, but not limited, to the following factors:

(a) State of Washington Law, Directives, and Guidelines.

(b) The enrollment and the trends in enrollment and their effect upon each seniority unit.

(c) The stated goals and objectives of Wenatchee Valley College.

(2) Those duties associated with the programs, course offerings and/or other services determined to be most necessary will be considered needed duties of an academic employee.

(3) After considering the recommendations, the President will make a final determination of the most necessary programs, course offerings and/or other services. [Order 76-55, § 132W-128-340, filed 2/20/76. Formerly WAC 132W-128-530.]

**WAC 132W-128-350 Reduction-in-force policy—Determination of number of academic employees to be laid off.** (1) If the number of academic employees is to be reduced, the President will, in consultation with the appropriate dean and associate deans, decide in which seniority units such reductions may occur. The President will apply the appropriate unit seniority list to determine which academic employees may potentially be laid off.

(2) The President, in consultation with the appropriate dean and his administrative staff, will explore the possibility of reassignment of needed duties of the academic employee, who may be laid off, to other members of the seniority unit. If a replacement cannot be found within the seniority unit, the associate deans acting in a body will explore the possibility of reassignment of those needed duties to other qualified full-time academic employees of the institution. Recommendations from this body will be made to the Executive Commission which in turn will make recommendations to the President. The determination of which duties an academic employee is qualified to perform is not subject to review by the Dismissal Committee. [Order 76-55, § 132W-128-350, filed 2/20/76. Formerly WAC 132W-128-540.]

**WAC 132W-128-360 Reduction in force—Seniority units and determination of seniority.** (1) Seniority Units. The seniority units for the purpose of reduction in force will be: Science and Mathematics, Health Technology, Mechanical and Science Technology, Health and Physical Education, Letters, Social Science, Commerce

and Industry, Fine Arts, Library Media and Student Services. Assignment of academic employees in these units pursuant to this policy shall be for the purpose of reduction in force only.

(2) Assignment to Seniority Units. An academic employee will be assigned to a seniority unit by the appropriate dean after consultation with his or her administrative staff based upon a majority of the individual's assignment for the previous academic year. Academic employees on leave will be assigned on the basis of the academic assignment of the previous three (3) quarters during which he was assigned, excluding summer quarter. New employees will be assigned on the basis of their first quarter assignments.

(3) Appeal of Unit Assignment. Any academic employee who feels he has been incorrectly placed in a seniority unit shall have the right to a hearing before the appropriate dean and his administrative staff. Nothing in this section shall preclude the right of an academic employee to be accompanied by a representative of his choice in the hearing. Such hearing shall take place within seven (7) days from the time the academic employee was notified of this assignment.

(4) If no satisfactory settlement is reached, the academic employee may then appeal in writing to the President. The claim shall state the basis for the appeal. Within seven (7) days from receipt of the appeal, the President shall deliver to the academic employee and the president of the faculty association a copy of his decision. The decision shall clearly explain the reasons for his decision and shall be final.

(5) Notification of Seniority Unit Assignment. Each academic employee will be notified of his assignment to a seniority unit within:

(a) Thirty (30) days after the beginning of each academic year, or

(b) For new employees, thirty (30) days after being employed, or

(c) For the initial determination, thirty (30) days after the adoption of this policy.

(6) Establishing Seniority Unit Ranking. The ranking of each academic employee in a seniority unit shall be determined by:

(a) The date of the employee's signing of the first full-time contract, or affidavit, whichever is earlier, for the most recent period of continuous full-time professional service for Community College District No. 15 which shall include leaves of absences, sabbatical leaves, and periods of layoffs. Length of service or seniority shall include continuous professional services for the Wenatchee School District No. 246, prior to July, 1967, if the academic employee was assigned to Wenatchee Valley College.

(b) In instances when employees have signed initial contracts on the same date or the date cannot be established from college records, seniority shall be determined by establishing the date the contract was signed by the agent of the district.

(c) In instances where neither of the above dates can be established, seniority shall be determined by the date of beginning full-time service with the district. [Order

76-55, § 132W-128-360, filed 2/20/76. Formerly WAC 132W-128-550.]

**WAC 132W-128-370 Reduction-in-force policy—Order of layoff.** (1) Prior to the laying off of any academic employee with the Community College District No. 15 for the succeeding school year, the following actions will first be taken, provided there are qualified academic employees to replace and perform all the needed duties of the academic employees to be laid off:

(a) Normal academic employee resignations will not be replaced.

(b) Voluntary academic employee retirements will not be replaced.

(c) Normal and regular academic employee leaves will not be replaced for duration of the time that such leave is applicable.

(d) Vacant positions within the District will be filled by, and transfers made of, currently employed academic personnel within the District.

(2) After taking the preceding actions, if a reduction in force is necessary within a seniority unit, the following order of layoff for academic employees will be followed, providing there are qualified academic employees to replace and perform all the needed duties of the academic employees to be laid off:

(a) Academic employees who are still within the District and who exceed the District's retirement age.

(b) Those academic employees holding temporary contracts. (Temporary contracted academic employees such as replacements for tenured faculty on leave, appointments for short term special projects, and instructors for specially funded pilot and/or experimental programs).

(c) Part-time salaried academic employees proceeding in order of the least amount of service and moving towards the greatest amount of service.

(d) Probationary academic employees proceeding in order of the least amount of service and moving towards the greatest amount of service.

(e) Full-time tenured academic employees proceeding in order of the least amount of service and moving towards the greatest amount of service. [Order 76-55, § 132W-128-370, filed 2/20/76. Formerly WAC 132W-128-560.]

**WAC 132W-128-380 Dismissal procedure for sufficient economic cause.** (1) Once the particular tenured faculty members, who will be dismissed for sufficient economic cause, are identified in accordance with these rules, the President shall provide them with a written notice which shall include:

(a) A statement as to whether the nonrenewal is required because of insufficient funds, change of instructional programs, failure to comply with an alert notification and recommended remedial program, or any combination thereof.

(b) A statement informing the individual that he/she has a right to a formal hearing on the matter pursuant to this rule.

(c) A statement of time, place and nature of the hearing.

(2) After the College President has tendered notice of nonrenewal to the individual tenured faculty appointee pursuant to the requirements of the preceding paragraph, the College President shall then refer the matter to the Dismissal Committee.

(3) Within three (3) days after having the matter referred to them, the Dismissal Committee shall conduct a hearing subject to the procedural due process required by WAC 132W-128-165(1)(3) and will consider only the issue of whether there is sufficient cause to believe that the dismissal is justified for the reasons stated in the notice tendered to the tenured faculty appointee by the College President.

(4) Within five (5) days after the conclusion of the hearing, the Dismissal Committee shall make a written recommendation to the appointing authority as to whether the Committee has found sufficient cause to believe that the nonrenewal of the tenured faculty appointee is justified for the reasons stated in the notice tendered to that same appointee.

(5) The formal hearing on the matter shall be conducted in full accord with WAC 132W-128-190.

(6) The appointing authority shall take final action in full accord with WAC 132W-128-300. [Order 76-55, § 132W-128-380, filed 2/20/76.]

**WAC 132W-128-390 Reduction-in-force—Rights of academic employees on layoff status.** (1) Academic employees who have been laid off as a result of this Reduction-in-Force Policy shall have the right to be recalled. Recall shall be in order or reverse seniority, to any academic employee position, either a newly created position or a vacancy, provided the academic employee is qualified. The period of recall shall extend to September 1, two (2) years after the effective date of layoff. Not less than twenty (20) days before a decision is to be made to fill a position the District personnel officer shall notify all academic employees who are on layoff status.

(2) An academic employee's past educational training, degrees obtained, past positions, and related experience shall be factors considered for determining qualifications in filling position openings. It is the responsibility of the academic employee on layoff to furnish the District personnel office the address to which notices are to be sent and other pertinent information.

(3) Full-time academic employees upon recall who have been laid off as a result of this policy shall retain all accrued benefits such as sick leave and seniority.

(4) In the event an academic employee is laid off for reasons of this policy, the President of the College shall write a letter, if requested by the academic employee, to other institutions of the Northwest stating:

(a) That the layoff was for financial reasons and

(b) The qualifications of the individual and other pertinent information which may assist in the securing of a position. [Order 76-55, § 132W-128-390, filed 2/20/76. Formerly WAC 132W-128-600.]

**Chapter 132W-130 WAC**  
**PERSONNEL SELECTION PRACTICES AND**  
**STANDARDS**

**WAC**

132W-130-010 General standards of qualifications for Wenatchee Valley College personnel.

132W-130-020 Additional qualification in areas of specialization.

132W-130-030 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors.

132W-130-040 Types of vocational education certificates.

132W-130-050 Definition of professional improvement unites.

**WAC 132W-130-010 General standards of qualifications for Wenatchee Valley College personnel.** Prior to employment of candidates to perform professional services, the Board of Trustees of Community College District No. 15 shall establish that the candidate possesses:

(1) Scholarship or technical skill that represents appropriate study or training in the proposed area of assignment,

(2) Expertise as a practitioner as evidenced by reports of former associates and supervisors,

(3) A demonstrable understanding and acceptance of the role he is to play as a partner in an educational enterprise serving the best interests of the students,

(4) A demonstrable understanding and acceptance of the mission and character of the community college,

(5) The ability to perform his assigned duties in a manner consistent with the goals of the institution and the community college system, and

(6) Personal characteristics that contribute to his ability to promote the welfare of the students, the institution, and the State of Washington. [Order 74-47, § 132W-130-010, filed 10/11/74.]

**WAC 132W-130-020 Additional qualification in areas of specialization.** In addition to the general standards required by WAC 132W-130-010, the Board of Trustees of Community College District No. 15 shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

(1) Professional personnel performing services for which advanced degrees are normally available shall hold the equivalent of a master's degree in the field of their educational service from an accredited college or university or a bachelors degree and extensive professional experience in the field of their educational service.

(2) Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization. Vocational education teaching personnel must have recent work experience beyond the learning period as a fully qualified worker in the occupation that will be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but shall be in no case less than two calendar years. Vocational counselors shall meet the work experience requirement by demonstrating work experience in one or more occupations other than professional education, which is cumulative to

at least two years. (a) Minimum work experience for apprenticeable occupations will be equal to the learning period then currently registered with the State Department of Labor and Industries.

(b) Minimum work experience in occupations requiring state licensing will be two calendar years subsequent to receipt of license, unless the occupation is also an apprenticeable trade.

(c) Minimum work experience for all other trades and occupations will be two calendar years of full-time employment or the equivalent subsequent to the recognized learning period.

(d) Recent work experience shall be defined as employment full time for six months or the equivalent in the occupation to be taught within the two years immediately preceding initial vocational certification.

(3) All other vocational educational teaching personnel including instructors of vocationally related courses, teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above may be employed either on a full-time or part-time basis, provided that such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned, and provided further that such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately certified professional. Community College District No. 15 shall maintain appropriate job descriptions for each position in this category.

(4) General administrative personnel shall have advanced training or experience relevant to their assigned duties. The chief administrator shall hold an earned doctorate from an accredited university or have equivalent administrative expertise as demonstrated by successful performance of broad administrative responsibilities.

(5) Vocational administrative personnel, including the chief vocational education officer or other individual assigned that responsibility (commonly referred to as the vocational director), and all other subordinate vocational education administrative personnel must have been employed as full-time vocational education instructors for at least three academic years or have equivalent teaching experience in industry or other public agencies and they must have had at least two calendar years of accumulated experience in the capacity of a supervisor in business, industry, a public agency, or an equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency his/her commitment to and understanding of vocational education. Industry and public agency experience will be evaluated at no more than a one-to-one basis.

(6) Persons employed prior to the effective date of this document shall comply with these standards unless they were qualified on the basis of standards which were in effect in the 1969 Washington State Plan for Vocational Education. All persons shall comply with the provisions of WAC 132W-130-030 and 132W-130-040 regarding certification and renewal of certificates.

(7) Exceptions to the above work experience standards relating to vocational personnel shall be documented through procedures set forth in the adopted State Plan

for Vocational Education. [Order 74-47, § 132W-130-020, filed 10/11/74.]

**WAC 132W-130-030 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors.** It shall be the responsibility of the president of Wenatchee Valley College, Community College District No. 15, to assure compliance with the following standards, which must be met or exceeded:

(1) The District will certify through the vocational director each instructor and vocational counselor and maintain documentation of such certification. The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.

(2) Each full-time contracted professional shall have an individual improvement plan developed in consultation with and approved by the appropriate dean or his designee and the vocational director. Recommendations of the appropriate advisory committee should be taken into account in developing the individual improvement plan. The vocational director shall maintain or have access to a file of all such plans.

(3) Part-time professional personnel must have temporary certification and shall obtain a one-year certificate by the end of the equivalent of one academic year of full-time instruction or counseling. Individual improvement plans shall be established and approved for part-time personnel by the time they have achieved the equivalent of one year of full-time employment.

(4) Full-time instructors or counselors may not be employed on the basis of a temporary certificate for a period of more than one year.

(5) Certification under the above standards is a condition of continued employment for all vocational education personnel. [Order 74-47, § 132W-130-030, filed 10/11/74.]

**WAC 132W-130-040 Types of vocational education certificates.** For the purposes of this section, equivalency shall mean in each case that the employee shall successfully complete the objectives outlined in his improvement plan. In issuing certificates for vocational education personnel, Community College District No. 15 shall utilize the following nomenclature and shall meet the standards set forth:

(1) A "temporary certificate" shall be issued to vocational instructors or counselors provided that such individuals shall be required to complete a minimum of fifteen contact hours of teaching orientation or the equivalent to begin no later than the first day of employment. Vocational counselors shall be certified only if they have had appropriate successful preparation in vocational counseling and testing. A temporary certificate is renewable only for part-time instructors.

(2) A "one-year certificate" shall be issued to instructional personnel who have completed the minimum requirements for a temporary certificate and who in addition have completed thirty contact hours in the course "Elements of Teaching" or the equivalent as determined by the vocational director. A one-year certificate may

be issued to counselors who have completed the minimum requirements for a temporary certificate and who in addition have completed a minimum of three professional improvement units in accordance with the individual improvement plan. A one-year certificate may be renewed no more than twice after initial issuance for each year of full-time equivalent instruction.

(3) A "five-year certificate (initial)" shall be issued to professional personnel who have completed a minimum of two years of conditionally certified teaching or counseling service, who have in addition to the one-year certificate requirements completed a minimum of thirty contact hours in the course "Occupational Analysis" or its equivalent, and who have completed a minimum of three additional professional improvement units in accordance with the individual's improvement plan. In addition to the above, instructional personnel must have completed at least thirty contact hours in the course "Course Organization" or its equivalent and counseling personnel must have completed at least thirty contact hours in the course "Occupational Information" or its equivalent.

(4) A "five-year certificate (renewal)" shall be issued to professional personnel who have completed a minimum of fifteen professional improvement units during the previous five-year period in accordance with the individual's improvement plan. For instructional personnel, emphasis should be placed on field or work experiences where appropriate and in accordance with the individual improvement plan. For counseling personnel, it is recommended that a minimum of seven must be in the field or work experiences and a minimum of three in organized counseling improvement. [Order 74-47, § 132W-130-040, filed 10/11/74.]

**WAC 132W-130-050 Definition of professional improvement units.** The following standards shall be used in the determination of professional improvement unit values for vocational certification by Community College District No. 15.

(1) Each full work week of appropriately pre-planned paid field work or clinical experience shall be equal to one professional improvement unit.

(2) One credit on the quarter system or two-thirds credit on the semester system earned in accredited programs at colleges or universities shall be equal to one professional improvement unit.

(3) Each full day of pre-planned participation in conferences and seminars shall be equal to .20 professional improvement units, provided that such activities are in addition to those covered by the normal contractual obligations.

(4) Each day of pre-planned experience in either domestic or foreign travel related to the individual's instructional area shall be equal to .20 professional improvement units.

(5) Additional professional improvement units may be granted as approved in the individual improvement plan on the basis of independent research and development activities in excess of the normal contractual obligations of the instructor or counselor. [Order 74-47, § 132W-130-050, filed 10/11/74.]

## Chapter 132W-132 WAC

## WENATCHEE VALLEY COLLEGE CALENDAR

## WAC

132W-132-010 College calendar.

**WAC 132W-132-010 College calendar.** The college calendar for the academic year is that which is maintained in the Office of the Registrar of Wenatchee Valley College, 1300 Fifth Street, Wenatchee, Washington, 98801, and is published in the college catalog and other timely publications. [Order 73-40, § 132W-132-010, filed 8/21/73; Order 72-29, § 132W-132-010, filed 12/22/72; Emergency Order 72-27, filed 11/22/72; Order 72-10, filed 6/29/72.]

## Chapter 132W-135 WAC

## ENVIRONMENTAL PROTECTION POLICY

## WAC

132W-135-010 Environmental protection.

**WAC 132W-135-010 Environmental protection.** (1) It shall be the policy of Community College District No. 15 that capital projects proposed and developed by the District shall comply with the provisions of chapter 43-.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the State Board for Community College Education.

(2) 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 76-57, § 132W-135-010, filed 12/14/76.]

## Chapter 132W-140 WAC

## USE OF COLLEGE FACILITIES

## WAC

132W-140-010 Facilities rental.  
 132W-140-011 Facilities rental—Scheduling.  
 132W-140-012 Facilities rental—Rental.  
 132W-140-013 Facilities rental—Damages bond.  
 132W-140-020 Posting of materials.  
 132W-140-030 Student publications.  
 132W-140-032 Student publications—Advertising.  
 132W-140-034 Student publications—Letters to the editor.  
 132W-140-040 Placement service—Recruitment on campus.  
 132W-140-042 Placement service—Eligibility to register for placement service.  
 132W-140-050 Telephone services—Long distance calls.  
 132W-140-051 Telephone services—Requests for repairs.  
 132W-140-052 Telephone services—Approval of installations.  
 132W-140-053 Telephone services—Right to restrict or modify services.  
 132W-140-060 Motor pool—College vehicles.  
 132W-140-061 Motor pool—College vehicles—Student personnel.  
 132W-140-070 Check cashing—Business office.  
 132W-140-071 Check cashing—Partial return in cash.  
 132W-140-080 College Bookstore—Refunds.  
 132W-140-081 College Bookstore—Used book purchases.

132W-140-082 College Bookstore—Bookstore check cashing policy.  
 132W-140-083 College Bookstore—Inventory and methods of purchase.  
 132W-140-084 College Bookstore—Book orders.  
 132W-140-085 College Bookstore—Pricing.  
 132W-140-086 College Bookstore—Packages.  
 132W-140-087 College Bookstore—Sales restrictions.  
 132W-140-088 College Bookstore—Hours.  
 132W-140-089 College Bookstore—Selection of materials.  
 132W-140-090 Use of college mailing and stationery services.  
 132W-140-100 Animals prohibited.  
 132W-140-110 Library services.  
 132W-140-114 Library services—Hours.  
 132W-140-120 Library materials.  
 132W-140-122 Library materials—Selection responsibility.  
 132W-140-124 Library materials—Selection standards.  
 132W-140-126 Library materials—Discard procedures.  
 132W-140-128 Library materials—Questioned materials.

**WAC 132W-140-010 Facilities rental.** It shall be the policy of Wenatchee Valley College to rent its facilities to outside bodies when said rental does not conflict with the college program and the use sought to be made of such facilities is consistent with the use that is generally made of the facilities. Whenever a building or the facilities of Wenatchee Valley College are used by an outside body, a staff member or a representative authorized in writing by the president or the controller shall be present. [Order 72-20, § 132W-140-010, filed 11/22/72.]

**WAC 132W-140-011 Facilities rental—Scheduling.** College facilities are to be made available to college personnel and the general public by scheduling through the Dean of Instruction's Office. Students must schedule through the Director of Activities' Office. [Order 72-20, § 132W-140-011, filed 11/22/72.]

**WAC 132W-140-012 Facilities rental—Rental.** The rental schedule as developed by the administration shall be adhered to by all outside bodies. Petitions by tax-supported agencies and nonprofit organizations for reduced rental charges may be made in writing at the time the scheduling request is submitted and it shall be the sole discretion of the Executive Commission to grant said request. Use of a building for religious worship, training, instruction, or prayer meetings is not precluded by this policy provided that such facilities are not scheduled, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of aforementioned religious usage of the college facilities. [Order 72-20, § 132W-140-012, filed 11/22/72.]

**WAC 132W-140-013 Facilities rental—Damages bond.** All recognized faculty and student organizations and private entities may be required at the administration's discretion to furnish Wenatchee Valley College with a certificate of insurance or other satisfactory proof that such recognized faculty and student organization or private entity has purchased reasonable insurance coverage (\$1,000,000 liability coverage and \$250,000 property damage coverage) for the event presented by such recognized faculty and student organization or private entity, of which Wenatchee Valley College is the sole

beneficiary. [Order 73-41, § 132W-140-013, filed 10/18/73; Order 72-20, § 132W-140-013, filed 11/22/72.]

**WAC 132W-140-020 Posting of materials.** The right to post materials on college property is reserved exclusively for official functions of the college with the exception of the free posting area in the Student Center. Only materials deriving from official programs of the college may be displayed in authorized areas.

(1) The Student Senate, Faculty Senate, AHE, and other recognized organizations are agencies of the college and may post materials which relate directly to the programs being conducted by those organizations and in the names of those organizations in authorized areas.

(2) The free posting area in the Student Center may be used by any individual or organization, whether affiliated with the college or not, to display materials or advertise programs. [Order 72-20, § 132W-140-020, filed 11/22/72.]

**WAC 132W-140-030 Student publications.** The provisions of 132W-140-030 through 132W-140-034 in concert with the previously established provisions of Article VI of the ASWVC By-Laws, the ASWVC Financial Code, and the "Freedom of Expression Policy" of the Student Rights and Freedoms constitute the Student Publications Policy of Wenatchee Valley College. [Order 72-20, § 132W-140-030, filed 11/22/72.]

**WAC 132W-140-032 Student publications—Advertising.** Student publication advertising rules and regulations shall be as follows:

(1) Display advertising rates shall be appropriately and publicly announced prior to each year's publication period.

(2) Rates shall bear reasonable relationship to prevailing commercial standards and shall be based upon current economic conditions, publication financial requirements, and competitive situations.

(3) Differentials in display advertising rates shall be permitted based upon frequency and amount of advertising by advertisers and upon classification of advertisements, such as "local" or "national."

(4) Closing dates for receipt of advertising material shall be set according to current mechanical publication requirements.

(5) Acceptability of advertisements shall be determined prior to each year's publication period and based upon current state law, other college rules and regulations and commonly accepted practices and mores. [Order 72-20, § 132W-140-032, filed 11/22/72.]

**WAC 132W-140-034 Student publications—Letters to the editor.** Letters to the editor are welcomed and printed as space allows. Except under special circumstances, the name of the writer shall appear in the paper (standard procedure in U.S. papers), provided that student editors shall have the authority to accept or reject all letters to the editor and to decide the actual

treatment of same as to space allotment, page placement, headsizes, time of publication, etc. [Order 72-20, § 132W-140-034, filed 11/22/72.]

**WAC 132W-140-040 Placement service—Recruitment on campus.** All arrangements for campus recruiting shall be arranged through and coordinated by the Dean of Students or his designate and are subject to the following conditions:

(1) Any bona fide employer offering to recruit and hire personnel for his own organization shall be eligible to recruit on campus, provided that all employers must comply with Federal and state laws against discrimination.

(2) Representatives from colleges or universities may recruit on campus.

(3) No commercial or state employment agency shall be allowed to solicit student or alumni applications on campus.

(4) All interviewing arranged by the Director of Counseling shall be conducted in offices provided for this purpose and not in the hallways or other public areas and subject to the following:

(a) Recruiters for school districts, business and industrial firms, and government agencies shall be assigned individual rooms and students sign on prearranged interview schedules.

(b) Recruiters for the military, Peace Corps and Vista are assigned individual rooms and students may be interviewed on a "drop-in" basis or on prearranged interview schedules.

(c) All company literature and brochures shall be displayed within the interviewing room and placement office literature racks except when specific displays are authorized by the Director of Counseling in an area adjacent to the interviewing room.

(d) Poster boards and signs related to campus interviews may be posted on bulletin boards or other designated areas upon arrangement and in accordance with college policy.

(5) All prospective employers shall be free to present their points of view, and all students shall be free to determine whether they desire to listen to their presentations.

(6) Arranging for the appearance of a prospective employer on the Wenatchee Valley College campus is not an endorsement of the employer, or his organization's policies, by the college. [Order 73-41, § 132W-140-040, filed 10/18/73; Order 72-20, § 132W-140-040, filed 11/22/72.]

**WAC 132W-140-042 Placement service—Eligibility to register for placement service.** Any student enrolled at Wenatchee Valley College may utilize the placement services. Priority for permanent or summer employment will be given to those with the greatest identified financial need in accordance with established college standards of determination and students enrolled in related training programs of a degree nature. All other placement efforts will be on a first-come, first-served basis:

(1) The general services that may be available to students include:

- (a) Career planning and development
- (b) Employment information relevant to their academic program
- (c) Career information center
- (d) Summer employment related to career positions
- (e) Career counseling
- (f) Part-time employment information as available

(2) All placement services will be conducted without regard to sex, race, color, or creed and without charge or fee to the student. [Order 72-20, § 132W-140-042, filed 11/22/72.]

**WAC 132W-140-050 Telephone services—Long distance calls.** Personal long distance calls may not be charged to any college telephone number; any individual doing so shall pay for the cost of the toll charge. Long distance telephone calls may be placed from college telephones by charging the call to a noncollege telephone number or to a credit card. Repeated violations of this section may result in disciplinary action. [Order 72-20, § 132W-140-050, filed 11/22/72.]

**WAC 132W-140-051 Telephone services—Requests for repairs.** All requests for repair of college telephones are to be made with the college Business Office. [Order 72-20, § 132W-140-051, filed 11/22/72.]

**WAC 132W-140-052 Telephone services—Approval of installations.** Telephones may be installed on the Wenatchee Valley College campus only with the approval of the controller or his designee. [Order 72-20, § 132W-140-052, filed 11/22/72.]

**WAC 132W-140-053 Telephone services—Right to restrict or modify services.** The college reserves the right at any time it deems necessary to restrict or change:

- (1) The telephone services
- (2) Access to controlled long distance networks
- (3) The hours of having operators on duty
- (4) The amounts and types of information it will make available to the public through the telephone office. [Order 72-20, § 132W-140-053, filed 11/22/72.]

**WAC 132W-140-060 Motor pool—College vehicles.** College vehicles shall be utilized and operated only by the Board of Trustees, college employees, or students of Wenatchee Valley College authorized by college officials. [Order 72-20, § 132W-140-060, filed 11/22/72.]

**WAC 132W-140-061 Motor pool—College vehicles—Student personnel.** Student employee use of vehicles is limited to that use authorized by college officials. [Order 72-20, § 132W-140-061, filed 11/22/72.]

**WAC 132W-140-070 Check cashing—Business office.** Identification cards, driver's licenses and/or other types of identification may be required before accepting personal checks. If there is any question as to the authenticity of the check, signatures may be compared. In

accordance with procedures established by the Business Office, checks will not be accepted from those with a history of writing checks which banks will not honor. [Order 72-20, § 132W-140-070, filed 11/22/72.]

**WAC 132W-140-071 Check cashing—Partial return in cash.** When payment is made on a college account with a check from a third party and the college is payee, for an amount equal to or less than the amount owed, the college will not return any portion of the check to the holder unless authorization is received from the maker of the check. The college reserves the right at all times to refuse to accept a check. [Order 72-20, § 132W-140-071, filed 11/22/72.]

**WAC 132W-140-080 College Bookstore—Refunds.** The College Bookstore will give a refund of the purchase price for only required text books for credited classes currently in session at Wenatchee Valley College and for defective merchandise, in the following manner:

(1) Refunds shall be made only during the first fourteen calendar days following the "first day of classes" as designated in the official college calendar; and

(2) Wenatchee Valley College Bookstore cash register sales receipt dated not more than fourteen calendar days from date of sale for the book or books shall be required; and

(3) Books must be in new condition; unmarked and free of damage; and

(4) Wenatchee Valley College identification card of current validation shall be required; and

(5) Defective merchandise is refundable only if returned within a reasonable time as determined by the College Bookstore Manager, or his designee, and a Wenatchee Valley College Bookstore sales receipt for that item and identification shall be required.

(6) During the quarter and after the first fourteen calendar days refunds on books are made when accompanied by cash register receipt dated not more than three calendar days prior to return. [Order 72-20, § 132W-140-080, filed 11/22/72.]

**WAC 132W-140-081 College Bookstore—Used book purchases.** The College Bookstore shall purchase used books in the following manner:

(1) No more than fifty percent of list price shall be paid for used books; and

(2) Books shall be in saleable condition; and

(3) Overmarked or damaged books shall not be purchased; and

(4) Overstocked books and books not being used again the following quarter or session shall be purchased at the Bookstore Manager's discretion at wholesale prices; and

(5) Wenatchee Valley College identification of current validation shall be required. [Order 72-20, § 132W-140-081, filed 11/22/72.]

**WAC 132W-140-082 College Bookstore—Bookstore check cashing policy.** The College Bookstore shall cash personal checks in the following manner:

(1) Current validated Wenatchee Valley College identification shall be required; and

(2) Check shall be customer's own personal check with bank number printed on the check, except that payroll checks will be honored for a limited amount provided current validated Wenatchee Valley College identification is presented; and

(3) Check shall be for the amount of purchase, except that a check for cash or over the amount of purchase may be accepted when cash is available, provided that the bookstore may establish minimum and maximum amount limits at management's discretion; and

(4) Checks shall not be accepted from anyone with a history of writing checks that banks will not honor. [Order 72-20, § 132W-140-082, filed 11/22/72.]

**WAC 132W-140-083 College Bookstore—Inventory and methods of purchase.** (1) Wenatchee Valley College operates a bookstore for the convenience of the Wenatchee Valley College community. In maintaining this bookstore the basic purchasing policy will be aimed at providing a service for the community to achieve the goals of the institution.

(2) The bookstore will stock college specialties as basic materials for student's personal, social, and cultural requirements as well as his supplementary educational needs.

(3) All customer sales shall be paid in cash, or money order at the time of purchase, except under the following conditions:

(a) When arrangement for payment has been made through the college; or

(b) Sales to departments, residence halls, and campus organizations when purchase is made by authorized personnel. [Order 73-41, § 132W-140-083, filed 10/18/73; Order 72-20, § 132W-140-083, filed 11/22/72.]

**WAC 132W-140-084 College Bookstore—Book orders.** The College Bookstore may order books and other merchandise for customers when they are not currently available in the store; a deposit or the full purchase price in advance may be required for certain items depending on their nature and their cost; deposits paid for special orders may be subject to forfeiture if the order is canceled or if the merchandise is not purchased within seven days after receipt of merchandise in the College Bookstore unless other arrangements have been approved by the Bookstore Manager. [Order 72-20, § 132W-140-084, filed 11/22/72.]

**WAC 132W-140-085 College Bookstore—Pricing.** All pricing is subject to change without notice. [Order 72-20, § 132W-140-085, filed 11/22/72.]

**WAC 132W-140-086 College Bookstore—Packs.** The public is required to leave all packages, books, supplies, packs, bags, large handbags, etc., outside the College Bookstore sales display area, provided that those carried in shall be subject to search prior to leaving the sales display area. [Order 72-20, § 132W-140-086, filed 11/22/72.]

**WAC 132W-140-087 College Bookstore—Sales restrictions.** Only merchandise or items sold by the College Bookstore as a part of its operation may be sold within the College Bookstore premises. [Order 72-20, § 132W-140-087, filed 11/22/72.]

**WAC 132W-140-088 College Bookstore—Hours.** The hours that the College Bookstore shall be open for business shall be those approved by the controller and posted by the Bookstore Manager or his designee. [Order 72-20, § 132W-140-088, filed 11/22/72.]

**WAC 132W-140-089 College Bookstore—Selection of materials.** (1) In the process of selecting reading materials or in evaluating criticism of selections, the Bookstore Manager, the committee, and the controller must take into consideration the statement of the Freedom to Read as adopted by the National Association of College Stores, the American Library Association, and many others.

(2) Questions as to the appropriateness of any item or title carried by the bookstore may be presented to the Bookstore Manager. The complaint shall be in writing and shall indicate the precise nature of the criticism giving the title or description of the item, and the identity of the complainant. The Bookstore Manager will then present this complaint to the Bookstore Committee for evaluation after which it will make a decision of the appropriateness of maintaining the particular item in question. Should the complainant find disagreement with the decision of the Bookstore Committee he may then appeal to the Controller of Wenatchee Valley College who will gather an expression of the College Community regarding the issue at hand and make the final decision. [Order 73-41, § 132W-140-089, filed 10/18/73.]

**WAC 132W-140-090 Use of college mailing and stationery services.** No one may employ college stationery, services (mail, duplicating, equipment, etc.) and supplies for personal use or for organizations not sponsored solely by the college. [Order 72-20, § 132W-140-090, filed 11/22/72.]

**WAC 132W-140-100 Animals prohibited.** No animals of any kind are allowed in college facilities, except when said animal is required by the college for college purposes. [Order 72-20, § 132W-140-100, filed 11/22/72.]

**WAC 132W-140-110 Library services.** The Library-Media Center with its materials, equipment and human resources, and its facilities are unique and valuable teaching and learning resources to the residents of the district. Citizens have access to and use of its resources, services and facilities within the guidelines established by the college. [Order 73-41, § 132W-140-110, filed 10/18/73; Order 72-20, § 132W-140-110, filed 11/22/72.]

**WAC 132W-140-114 Library services—Hours.** Hours will be those approved by the Dean of Instruction

and posted by the librarian or librarian's designee. [Order 72-20, § 132W-140-114, filed 11/22/72.]

**WAC 132W-140-120 Library materials.** The library bears the responsibility of providing materials in all media to support the curricula, supply reference and informational needs, and sustain the faculty in their responsibility to continuous improvement of teaching.

(1) The Library-Media Center has an obligation to make available its materials and services to residents of the entire district. Priority will be given to students of Wenatchee Valley College whether on campus or in the extension program.

(2) As a part of the educational institution the Library-Media Center has an obligation to contribute in as many ways as possible to the institutional goals. In addition to curricula related materials it must offer broad and rich opportunities for individual development so that a student may become vocationally trained, an informed citizen, and a discriminating reader, viewer, listener. The center focuses on learning as an individual lifelong process and in applying the institutional goals must aim at the involvement of factual knowledge, critical thinking, objective evaluation, aesthetic appreciation, and the cultivation of ethical judgment. [Order 73-41, § 132W-140-120, filed 10/18/73; Order 72-20, § 132W-140-120, filed 11/22/72.]

**WAC 132W-140-122 Library materials—Selection responsibility.** The Library-Media Center professional staff and the faculty bear major responsibility for the selection of educational materials. As subject experts, the teaching faculty are responsible for recommending materials in their subject areas. The Library-Media Center staff provides current information and selective bibliographies in the various academic disciplines. The library and media services staff are responsible for the selection of reference materials, general materials, not related to particular courses, materials which may encompass several disciplines and for maintaining balance in the collection. It is their obligation to insure that public funds are expended to optimum advantage. [Order 72-20, § 132W-140-122, filed 11/22/72.]

**WAC 132W-140-124 Library materials—Selection standards.** The materials added, whether print or nonprint shall contribute to the instructional program of the college. Factors to be considered are: Scope, accuracy, academic level, readability, currency, interest, relevance, authority, literary and artistic merit, anticipated use, quality and reputation of the publisher and author or editor, bias or objectivity, format and its value in relation to other materials in the library collection.

(1) Critical reviews, preview or first-hand inspection and use of selective bibliographies are considered to be the best means of accomplishing thorough evaluation. Endorsing the philosophy of "The Library Bill of Rights" of the American Library Association, the College Library attempts to provide materials on most subjects and seeks to provide as many viewpoints as possible. The library shall attempt to represent diversity rather than uniformity of thought.

(2) Materials dealing with controversial topics shall not be eliminated on that basis for the college has responsibility to represent other viewpoints and facets of the issues.

(3) Multiple copies of a title will not be purchased unless use demands the availability of additional copies.

(4) Materials relating to the history of the college, the community, and the geographical region shall be added to the collection.

(5) Gifts to the collection shall be judged by the same criteria applied to purchased materials. Exception may be made for sectarian or highly controversial, biased views of subjects when inclusion will offer another viewpoint but expenditure of funds is considered to be undesirable.

(6) Rare and expensive materials will be purchased on the basis of content, need, and availability of funds. Materials that are rare, old or of such high monetary value that their use must be restricted generally are not considered to be the province of the community college. Exceptions must be made for local and regional history, but gifts are to be encouraged rather than purchases. [Order 73-41, § 132W-140-124, filed 10/18/73; Order 72-20, § 132W-140-124, filed 11/22/72.]

**WAC 132W-140-126 Library materials—Discard procedures.** Obsolete and worn out materials shall be removed regularly from the collection. A cooperative effort of continuous evaluation of the collection shall be made by the professional staff of the Library-Media Center and faculty. [Order 72-20, § 132W-140-126, filed 11/22/72.]

**WAC 132W-140-128 Library materials—Questioned materials.** Questions as to the appropriateness of any material in the collection may be presented to the Director of Library Services or Director of Media Services, dependent upon the medium of the questioned material. The complaint shall be in writing and shall indicate the precise nature of the criticism giving the title of the material in question, the part in question, and the identity of the complainant. The Dean of Instruction will then appoint a committee which shall include one or more members of the faculty and one or more members of the Associated Students of Wenatchee Valley College to study the criticism on the basis of the selection criteria and to make recommendations. The committee will prepare a recommendation for the Dean of Instruction which will be forwarded to the President of the College. [Order 73-41, § 132W-140-128, filed 10/18/73; Order 72-20, § 132W-140-128, filed 11/22/72.]

## Chapter 132W-144 WAC SPECIAL CHARGES

WAC  
132W-144-010 Fines.

**WAC 132W-144-010 Fines.** Fines may be assessed in accordance with established procedures as outlined in

the official documents of the college. [Order 72-21, § 132W-144-010, filed 11/22/72.]

### Chapter 132W-149 WAC

#### HUMAN RIGHTS POLICY OF WENATCHEE VALLEY COLLEGE AS IT RELATES TO EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION, AND TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

##### WAC

- 132W-149-010 General human rights policy.
- 132W-149-020 Employment—Job placement and promotion.
- 132W-149-022 Employment—Job placement and promotion—Affirmative action goals and timetables.
- 132W-149-024 Employment—Job placement and promotion—Procedures and policies.
- 132W-149-026 Employment—Job placement and promotion—Evaluation.
- 132W-149-030 Student employment.
- 132W-149-040 Government contracts.
- 132W-149-050 Contractors and vendors.
- 132W-149-070 Facilities.
- 132W-149-080 Student services.
- 132W-149-090 Educational program.
- 132W-149-100 Community relations.
- 132W-149-110 Dissemination of policy.
- 132W-149-120 Implementation and administration.
- 132W-149-130 Grievance procedure.

##### WAC 132W-149-010 General human rights policy.

(1) It is the policy of the Board of Trustees of Wenatchee Valley College, within the realm of its authority and in keeping with its responsibility to the public, to prohibit discrimination based on race, religion, color, national origin, sex, marital or parental status, age, or the presence of any sensory, mental or physical handicap. This prohibition applies to all aspects of the College's functions, programs and activities, the utilization of its facilities, and the official use of the College's name; the employment and educational opportunities it provides.

(2) The Board of Trustees hereby directs the President of Wenatchee Valley College to establish administrative procedures, rules, and regulations which fulfill this policy and which provide means to monitor and maintain such rules and regulations. The President is directed to report, from time to time, to the Board of Trustees progress and problems relating to the execution of this policy. [Order 77-63, § 132W-149-010, filed 5/23/77.]

**WAC 132W-149-020 Employment—Job placement and promotion.** (1) It is the goal of this College to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, marital or parental status, age, or the presence of any sensory, mental or physical handicap, except where a particular race, religion, color, national origin, sex, marital or parental status, age, or handicap is a bonafide occupational qualification. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. This policy applies at all levels and in all segments of the College involving all personnel who are employed on an annual

full-time, annual part-time, or quarterly full-time appointment basis.

(2) Equal employment opportunity is not viewed as the College's only commitment. Affirmative action will be taken to employ minority group members, qualified handicapped persons, and women in College positions where they have not traditionally been employed. [Order 77-63, § 132W-149-020, filed 5/23/77.]

**WAC 132W-149-022 Employment—Job placement and promotion—Affirmative action goals and timetables.** (1) Affirmative action goals and timetables will be reviewed and updated each fiscal year. Copies of the policy are available in the Office of the Affirmative Action Officer.

(a) Separate attainable goals will be established for members of minority groups, qualified handicapped persons, and women. Efforts will be made to fulfill the goals as vacancies occur or as new positions open. Present levels of minorities, qualified handicapped persons, and women will be maintained wherever possible.

(b) The goals and timetables considered to be a part of a corrective employment program for classified employees may be implemented according to the Higher Education Personnel Board rules. For all other employees a corrective employment program may be implemented according to the rules of the Washington State Human Rights Commission.

(c) For purposes of this affirmative action program, the total staff of Wenatchee Valley College is considered to be a single organizational unit.

(2) Wenatchee Valley College goals are not considered to be quotas in hiring. Good faith efforts will be made to achieve the goals. If they are not met, the good faith efforts will be considered in any evaluation of the program. [Order 77-63, § 132W-149-022, filed 5/23/77.]

**WAC 132W-149-024 Employment—Job placement and promotion—Procedures and policies.** (1) Recruitment:

(a) Internal Recruitment. Promotion and transfer opportunities will be announced to all present employees.

(b) External Recruitment. The recruitment area for personnel who are employed on an annual full-time, annual part-time, or quarterly full-time appointment basis normally includes, but is not limited to, Chelan, Douglas and Okanogan Counties for classified employees; Western United States for administrators; and Washington State for all other employees.

(2) Anti-Nepotism. Family relationships will not be used as a basis for denying appointment or rights, privileges, and benefits of job status. However, members of the same family will not actively recruit, screen or hire members of their immediate family, nor will members of the same family work in a supervisor/subordinate relationship.

(3) Maternity. Employees and applicants for employment will not be discriminated against because of pregnancy.

(a) Determination of the length of maternity leave will be arranged with the employee and her physician

and her immediate supervisor, in accordance with Higher Education Personnel Board policies governing leave for classified employees and institutional policies governing leave for all other employees. Such leave will be available to married and unmarried women alike.

(b) An employee who temporarily vacates a position due to pregnancy will be placed on official leave status. An employee on maternity leave will not be terminated, demoted, laid off (due to reasons other than budgetary), or placed on any status other than that acquired prior to pregnancy. An employee will be returned to her original position or a position of like status and pay, and will be entitled to all previously earned service credits and other benefits.

(4) Employment of Handicapped. Wenatchee Valley College will not discriminate against any employee or applicant for employment because of the presence of any sensory, mental or physical handicap in regard to any position for which the employee or applicant for employment is qualified. Wenatchee Valley College agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals without discrimination based upon their physical, mental or sensory handicap in all employment practices including, but not limited to, employment, upgrading, demotion or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation, and selection for training. [Order 77-63, § 132W-149-024, filed 5/23/77.]

**WAC 132W-149-026 Employment—Job placement and promotion—Evaluation.** The Affirmative Action Officer will prepare an annual report on the progress of the affirmative action program each year. This report will be used as an aid in planning needed revisions and improvements of the program, goals, and timetables for the next fiscal year. The report will contain the following data as far as can be determined.

(1) Applicant flow by race and sex.

(2) New hires by job classification, handicapped status, race, and sex.

(3) Rejections by race and sex, and the reasons for rejection.

(4) Promotions by job classification, race, and sex.

(5) Turnover by job classification, race, sex, and the reason for turnover.

(6) Employees hired through special programs for the unemployed by program, classification, race, sex, and the retention rates.

(7) Changes in composition of the staff.

(8) Changes made to the affirmative action program as a result of activities during the year. [Order 77-63, § 132W-149-026, filed 5/23/77.]

**WAC 132W-149-030 Student employment.** Students employed by the College on a part-time annual basis, other than financial aid recipients, will be hired on the basis of qualifications to fulfill job specifications. A sincere effort will be made to employ a student work force composed of a significant number of minority students and members of both sexes. [Order 77-63, § 132W-149-030, filed 5/23/77.]

**WAC 132W-149-040 Government contracts.** The College will establish and maintain nondiscriminatory practices in the fulfillment of all its contracts with governmental agencies. It will comply with any federal, state or local governmental regulations which request a policy or procedural statement on nondiscrimination. [Order 77-63, § 132W-149-040, filed 5/23/77.]

**WAC 132W-149-050 Contractors and vendors.** Wenatchee Valley College will include in all bid specifications a requirement that the prospective contractors, subcontractors, and vendors assure that they do adhere to an affirmative action plan in employment and abide by appropriate state and federal nondiscrimination statutes and affirmative action regulations. [Order 77-63, § 132W-149-050, filed 5/23/77.]

**WAC 132W-149-070 Facilities.** (1) The College will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, marital or parental status, or the presence of any sensory, mental or physical handicap in the operation or maintenance of the facilities. In addition, the College will not knowingly utilize facilities owned or leased by those who engage in such discrimination. Wenatchee Valley College will include in all facility use agreements a requirement that owners of facilities adhere to an affirmative action plan in employment and educational opportunities and abide by state and federal nondiscrimination statutes and affirmative action regulations.

(2) Separate restrooms, locker rooms, and shower facilities may be provided on the basis of sex provided that those facilities for one sex are comparable to those facilities for the other sex.

(3) All new facilities will be barrier free and readily accessible to and usable by handicapped persons.

(4) Programs and activities offered in existing facilities will be made accessible to handicapped persons. If necessary, structural changes of existing facilities will be made to assure accessibility to the handicapped. [Order 77-63, § 132W-149-070, filed 5/23/77.]

**WAC 132W-149-080 Student services.** It is the goal of this College to create and maintain student services which are responsive to the needs and desires of all students and which reflect a policy of nondiscrimination. In the treatment of students and the offering of student services including, but not limited to, admission practices and policies, awards of financial assistance, counseling, athletic programs, housing, and activities, students will not be discriminated against on the basis of race, religion, color, national origin, sex, marital or parental status, age, or the presence of any sensory, physical or mental handicap except that:

(1) Separate housing may be provided on the basis of sex provided that housing is proportionate in quantity to the number of students of each sex and comparable in quality and cost to all students.

(2) Separate athletic teams may be operated for members of each sex where selection for such teams is based on competitive skill or the activity involved is a contact sport. Efforts will be made to accommodate the

interests and abilities of members of both sexes in the selection of sports and levels of competition. [Order 77-63, § 132W-149-080, filed 5/23/77.]

**WAC 132W-149-090 Educational program.** (1) It is the goal of Wenatchee Valley College to encourage the enrollment of a student body which reflects a significant number of minority group members. The test for significance will be determined by the percentage of such minority groups in the population of Chelan, Douglas, and Okanogan Counties.

(2) No student will be given special consideration in fulfilling graduation requirements except as may be available for all students through established College policy.

(3) All students will be provided full encouragement and support in selecting courses on the basis of their interests, values, and abilities. Wenatchee Valley College will not discriminate in educational policies pertaining to course access, assignments, materials, or services to students or in the criteria and procedures for assignment or selection of students to programs, courses or classes.

(4) When a class or course of study contains a disproportionate number of students of one sex, measures will be taken to insure that this is not the result of discrimination on the basis of sex in counseling materials, course descriptions, or curriculum guides.

(a) Students may be grouped by ability in physical education classes and activities as long as ability is assessed by objective standards. Students may be separated by sex within physical education classes during participation in contact sports.

(b) Students may be grouped in choruses of one sex if the requirements for participation are based on vocal range or quality. [Order 77-63, § 132W-149-090, filed 5/23/77.]

**WAC 132W-149-100 Community relations.** (1) The College will cooperate with governmental bodies established in the community or state whose purposes are to discourage and eliminate discrimination.

(2) Community Housing. The College will not list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. Reasonable efforts will be made to assure that housing listed is proportionate in quantity and comparable in quality and cost to members of both sexes. [Order 77-63, § 132W-149-100, filed 5/23/77.]

**WAC 132W-149-110 Dissemination of policy.** In recognition of the need to promulgate this policy, the following procedures will apply:

(1) Internal Communication:

(a) This document will become a continuing and essential component of the Wenatchee Valley College Staff Manual.

(b) A copy of this document will be provided to each Wenatchee Valley College employee and will be thoroughly reviewed with each new staff employee (hires and transfers) during the orientation training period.

(c) A copy of this policy will be made available to students upon request to the Dean of Student's Office and/or the Affirmative Action Office.

(d) Notices of equal employment opportunity required by state and federal agencies will be displayed in working areas.

(e) A specific nondiscriminatory clause will be included in all employee organization contracts.

(f) This policy and program will be reviewed by Executive Commission during January and July each year and whenever the document is revised.

(2) External Communication:

(a) Recruitment sources will be informed verbally and in writing of Wenatchee Valley College's Human Rights Policy and that qualified handicapped, women, and members of ethnic or racial minority groups are actively recruited for employment.

(b) Equal opportunity clauses will be incorporated in all field orders, leases, and contracts.

(c) Written notification of this policy will be sent to all contractors and vendors. [Order 77-63, § 132W-149-110, filed 5/23/77.]

**WAC 132W-149-120 Implementation and administration.** (1) The President will announce and periodically reaffirm the Wenatchee Valley College Human Rights Policy and will insure that each administrative unit head and employee is fully aware of the Board of Trustees support for the policy.

(2) The Affirmative Action Officer is responsible for:

(a) Distributing and interpreting the Human Rights Policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Reviewing annually all procedures established and executed by deans, officers, and other administrators of operating units of the College who have a responsibility to comply with the College policy on nondiscrimination.

(c) Reviewing and recommending procedural and regulatory statements as may be needed to update the College policy on nondiscrimination.

(d) Reviewing any proposed procedure or rule on nondiscrimination which may be written and distributed by anyone on campus for consumption by a College-wide audience.

(e) Coordinating administrative unit self-evaluations of practices and procedures relating to compliance with appropriate state and federal regulations.

(f) Holding hearings on complaints of discrimination and performing the other duties and functions set forth in the grievance procedure under Wenatchee Valley College Human Rights Policy.

(g) Submitting an annual, comprehensive report to the President of the College. The report shall include:

(i) Review of steps taken by various administrators to fulfill written procedure.

(ii) Summary of complaints together with subsequent action concerning such complaints.

(iii) Recommendations for further modifications or strengthening of policy statements and procedures to insure nondiscrimination.

(3) Each administrative area executive is responsible for:

(a) Administering periodic administrative unit self-evaluations of practices and procedures to assure compliance with appropriate state and federal regulations.

(b) Assisting in the identification of problem areas and establishment of affirmative action goals and objectives.

(c) Reviewing of each job opening in the area to allow maximum lead time for consideration of filling the position with a female, qualified handicapped or minority employee, in support of annual affirmative action goals.

(d) Reviewing of the qualifications of employees to insure that members of minority groups, qualified handicapped persons and women are given full opportunities for transfers or promotions.

(e) Reviewing this document with new employees and transfers into the department to be sure the policy and program are thoroughly understood.

(f) Regular discussions with supervisors to insure that the policy and program are fully understood and being carried out.

(4) Affirmative Action Advisory Committee: An Affirmative Action Advisory Committee will be appointed by the President to assist the Affirmative Action Officer in:

(a) Assuring a channel of communication which will achieve wide knowledge through the College and community of the Human Rights Policy of Wenatchee Valley College.

(b) Recommending target dates and goals for implementation of affirmative action programs.

(c) Developing additional programs which will strengthen the position of the College in its affirmative action efforts.

(d) Reviewing the appropriateness and progress of current programs for broadening employment opportunities for minority groups, handicapped persons, and women. [Order 77-63, § 132W-149-120, filed 5/23/77.]

**WAC 132W-149-130 Grievance procedure.** Applicants for admission, enrolled students, applicants for employment or employees of Wenatchee Valley College who believe that they have been discriminated against on the basis of race, religion, color, national origin, sex, marital or parental status, age, or the presence of any sensory, mental or physical handicap, may utilize the following grievance procedure. In the case of a group complaint, the grievance procedure should be utilized by a single individual selected by the group as its representative for the purpose of resolving the issue for all.

(1) Informal Procedure:

(a) The complainant will initially discuss the grievance with the individual alleged to be responsible for the discrimination together with the appropriate administrative unit head having direct supervisory responsibility for the area of concern to the complainant. The parties will make a good faith effort to settle the grievance informally.

(b) If no mutually acceptable resolution of the grievance can be reached through informal discussion between the parties with the appropriate administrative unit head, the complainant may petition for a hearing by

filing a written request for a hearing with the Affirmative Action Officer. The request for hearing will set forth in writing in reasonable detail the nature of the discrimination complaint and will state against who the complaint is directed and the relief sought. The request for hearing may contain any information which the complainant deems pertinent to the case.

(2) Hearing by Affirmative Action Officer:

(a) The Affirmative Action Officer will commence a hearing within fifteen (15) working days after receiving a written request for a hearing, unless all of the parties and the Affirmative Action Officer, agree to lengthen the time for commencement of the hearing.

(b) The parties and any others the Affirmative Action Officer deems necessary to the proceedings will make themselves available to appear and testify at the hearing unless they can verify to the Affirmative Action Officer that their absence is unavoidable.

(c) Hearings will be closed to all except those personnel directly involved as parties or witnesses. Statements, testimony, and all other evidence given at the hearing will be confidential and will be divulged only for the purpose of reporting the findings and recommendations of the Affirmative Action Officer to the parties and to the College President.

(d) Within five (5) working days following the conclusion of the hearing, the Affirmative Action Officer will inform the parties and the College President of the decision concerning the discrimination complaint. The Affirmative Action Officer's decision will include findings of fact and recommendations for steps to be taken to eliminate the discriminatory act or practice in the event discrimination has been found.

(3) Written Appeal to College President. If after receipt of the Affirmative Action Officer's decision, either party is dissatisfied, a written appeal may be submitted to the College President with copies to the other party and the Affirmative Action Officer. Any party taking an appeal to the College President will submit to the President within ten (10) working days of receiving the Affirmative Action Officer's decision, a written statement setting forth the facts of the case and all arguments in support of the party's position. The other party will have ten (10) working days in which to respond in writing. The College President will within thirty (30) working days of receiving the written statements from the party initiating the appeal communicate the decision in writing to both parties and to the Affirmative Action Officer. The President's decision may affirm, reverse or modify the decision and recommendations of the Affirmative Action Officer. The decision of the College President on the written appeal is final and there will be no further review within the College.

(4) Further Recourse:

(a) In the event the party charging discrimination remains unsatisfied after exhausting this grievance procedure, the following agencies may be contacted:

(i) Washington State Human Rights Commission, Olympia, Washington, 98504.

(ii) Regional Director, Office of Civil Rights, Department of Health, Education and Welfare, Seattle, Washington, 98101.

(iii) The Equal Employment Opportunity Commission, Seattle, Washington, 98101.

(iv) Office of Federal Contract Compliance, U.S. Department of Labor, Seattle, Washington, 98104.

(b) Persons having questions about the grievance procedure should contact the College's Affirmative Action Officer. [Order 77-63, § 132W-149-130, filed 5/23/77.]

### Chapter 132W-152 WAC HEALTH AND SAFETY

#### WAC

132W-152-010 Health services.

132W-152-020 Emergency procedures.

**WAC 132W-152-010 Health services.** First aid assistance may be obtained from any of the college personnel holding current first aid cards. In case of emergency assistance will be provided in obtaining the services of a physician. Neither the individual administering the aid nor the college assumes any liability for the services rendered. [Order 72-23, § 132W-152-010, filed 11/22/72.]

**WAC 132W-152-020 Emergency procedures.** Emergency rules will be posted in each building. [Order 72-23, § 132W-152-020, filed 11/22/72.]

### Chapter 132W-156 WAC COLLEGE HOUSING AND DINING HALL SERVICES POLICY

#### WAC

132W-156-010 Housing.

132W-156-020 Residence hall applicants' responsibilities.

132W-156-030 Housing and food service rates.

132W-156-031 Housing and food service rates—Additional charges.

132W-156-032 Housing and food service rates—Payment requirements.

132W-156-033 Housing and food service rates—Nondiscriminatory assignment.

132W-156-034 Housing and food service rates—Final acceptance.

132W-156-035 Housing and food service rates—Payment—Third party requirements.

132W-156-040 Conferences and workshops—Participants.

132W-156-050 Use of housing facilities.

132W-156-051 Use of housing facilities—Bicycles and motorcycles.

132W-156-052 Use of housing facilities—Room inspection.

132W-156-053 Use of housing facilities—Overnight guests.

132W-156-054 Use of housing facilities—Firearms.

132W-156-070 Food services.

132W-156-071 Food services—Admittance to dining halls.

132W-156-072 Food services—Removal of food.

132W-156-073 Food services—Removal of dining hall property.

132W-156-074 Food services—Persons eligible to purchase an off-campus meal ticket.

132W-156-075 Food services—Dress standards.

132W-156-076 Food services—Serving hours.

132W-156-077 Food services—Pets prohibited.

132W-156-078 Food services—Outside services restricted.

132W-156-079 Food services—Additional food services.

**WAC 132W-156-010 Housing.** Students, or the parents of students under 18 years of age, are responsible for their own housing arrangements. Privately owned dormitories adjacent to the campus provide housing for single students under the general supervision of the college. Students desiring off-campus housing may obtain information on available facilities through the Activities or Counseling Offices. All listings are made without reference to race, color, or national origin; are accepted only with a signed nondiscrimination statement from the owner; and are issued only with the understanding that the college assumes no responsibility for screening or judging facilities or for supervision at any time. [Order 72-24, § 132W-156-010, filed 11/22/72.]

**WAC 132W-156-020 Residence hall applicants' responsibilities.** The applicant for residence hall accommodations shall acknowledge by signature at the time of application that he has read, does understand, and agrees to abide by the rules and regulations of Wenatchee Valley college and by the terms and conditions described for residents as indicated in the "Residence Hall Contract, Terms, and Conditions." Applications for residence hall occupancy may be obtained from the Office of Student Services at Wenatchee Valley College. The application together with the required deposit should be submitted to the same office. [Order 72-24, § 132W-156-020, filed 11/22/72.]

**WAC 132W-156-030 Housing and food service rates.** All residence hall occupants are required to pay the rates established by Wenatchee Valley College and in the manner prescribed in the "Residence Hall Rate Schedule and Calendar." All occupants of residence halls are required to purchase meal tickets. The published rental room and board rates do not include extra services or charges that may be assessed to the tenant in accordance with established procedures. [Order 72-24, § 132W-156-030, filed 11/22/72.]

**WAC 132W-156-031 Housing and food service rates—Additional charges.** There is an additional charge at the established per day rate for occupancy outside the normal occupancy periods described in the "Residence Hall Rate Schedule and Calendar." [Order 72-24, § 132W-156-031, filed 11/22/72.]

**WAC 132W-156-032 Housing and food service rates—Payment requirements.** Payment in full must be made prior to or at the time of occupancy, or according to established payment schedules. If payment, in an amount at least equal to that shown on the payment schedule, is not made within five days of the established payment date, an additional previously established charge will be assessed. If an occupant fails to make his payment by the established deadline, the contract is terminable by the college. [Order 72-24, § 132W-156-032, filed 11/22/72.]

**WAC 132W-156-033 Housing and food service rates—Nondiscriminatory assignment.** Assignment to all residence halls are made without reference to race,

creed, or color. [Order 72-24, § 132W-156-033, filed 11/22/72.]

**WAC 132W-156-034 Housing and food service rates—Final acceptance.** Acknowledgment and confirmation of space by the Resident Director of the Office of Student Services constitutes final acceptance of both parties regarding the terms and conditions of the accommodations contract. [Order 72-24, § 132W-156-034, filed 11/22/72.]

**WAC 132W-156-035 Housing and food service rates—Payment—Third party requirements.** When payment on a contract is made with cash or a check from a third party and the college is payee, for an amount equal to or less than the amount owed, the college will not return any portion of such funds unless written authorization is received from the payor. [Order 72-24, § 132W-156-035, filed 11/22/72.]

**WAC 132W-156-040 Conferences and workshops—Participants.** To the extent that facilities are available, Wenatchee Valley College will accommodate conferences and workshops for a charge that has been previously established and as agreed to by the college and those acting for the workshop or conference. Participants must abide by Wenatchee Valley College's rules and regulations. [Order 72-24, § 132W-156-040, filed 11/22/72.]

**WAC 132W-156-050 Use of housing facilities.** Only residents, their guests, persons having official business, and associate members of housing facilities, are authorized to enter or use the buildings or their facilities. Use of common areas by nonresidents may be approved by the Resident Director. [Order 72-24, § 132W-156-050, filed 11/22/72.]

**WAC 132W-156-051 Use of housing facilities—Bicycles and motorcycles.** Motorbikes may not be stored or kept inside college housing facilities, entry-ways, or passage-ways. Bicycles may not be stored or kept in entry-ways or passage-ways or other places designated by the Resident Director or his designee. [Order 72-24, § 132W-156-051, filed 11/22/72.]

**WAC 132W-156-052 Use of housing facilities—Room inspection.** (1) The college reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, and official business.

(2) "Official business" as used in subsection (1) above shall mean any situation where there is a reasonable cause to believe that an emergency or danger exists involving threat or injury to life, limb, or property.

(3) "Authorized personnel" as used in subsection (1) above shall include emergency personnel, ambulance personnel, firemen, doctors, and nurses, campus security, and the following groups of college employees: maintenance men, housing personnel, resident assistants, and the dean of students or his designee. [Order 72-24, § 132W-156-052, filed 11/22/72.]

[Title 132W WAC—p 48]

**WAC 132W-156-053 Use of housing facilities—Overnight guests.** Guests are allowed to stay in residence halls for a maximum of two nights in any one week unless a longer stay is approved by the Resident Director. There is a previously established guest charge for room service for each night for each guest in a student's room. Each guest must be registered with the Resident Director and must also have a host or hostess. Guests who wish to eat in the dining halls will be charged the regular rates at the time of service. [Order 72-24, § 132W-156-053, filed 11/22/72.]

**WAC 132W-156-054 Use of housing facilities—Firearms.** Firearms and other weapons are not allowed in student rooms. Weapons and ammunition must be turned in to the Resident Director who will issue the weapons on request. Firearms are not to be cleaned in the residence halls. [Order 72-24, § 132W-156-054, filed 11/22/72.]

**WAC 132W-156-070 Food services.** Residence hall accommodations must include board. [Order 72-24, § 132W-156-070, filed 11/22/72.]

**WAC 132W-156-071 Food services—Admittance to dining halls.** Admittance to the dining halls is only by valid meal ticket or cash payment at prices that have been previously established and which are subject to change without notice. Meal tickets and receipts for cash payment must be presented at any time requested by any food service employee. [Order 72-24, § 132W-156-071, filed 11/22/72.]

**WAC 132W-156-072 Food services—Removal of food.** Food may not be removed from a dining hall with the exception of a limited quantity of fresh fruit, cookies, ice cream, and ala carte sandwiches served in lieu of a regular meal. [Order 72-24, § 132W-156-072, filed 11/22/72.]

**WAC 132W-156-073 Food services—Removal of dining hall property.** Utensils, dishes, silverware are not to be removed from the dining hall. The exception is items may be checked out for a special function with the approval of the Director of Food Services. [Order 72-24, § 132W-156-073, filed 11/22/72.]

**WAC 132W-156-074 Food services—Persons eligible to purchase an off-campus meal ticket.** Students, faculty and staff not living in college residence halls may purchase an off-campus meal ticket. Payment for the off-campus meal ticket shall be in accordance with a payment schedule. [Order 72-24, § 132W-156-074, filed 11/22/72.]

**WAC 132W-156-075 Food services—Dress standards.** Those eating in dining halls are required to observe the dress standards which have been established. [Order 72-24, § 132W-156-075, filed 11/22/72.]

**WAC 132W-156-076 Food services—Serving hours.** The serving hours will be those posted by the Director of Food Services, or his designee. These will be

the periods the dining halls are required to serve. [Order 72-24, § 132W-156-076, filed 11/22/72.]

**WAC 132W-156-077 Food services—Pets prohibited.** Pets are not permitted in the dining halls. [Order 72-24, § 132W-156-077, filed 11/22/72.]

**WAC 132W-156-078 Food services—Outside services restricted.** Only food and other items served or sold by the dining hall Food Services as a part of its operation may be sold or consumed within the dining hall premises. All exceptions must be approved by the Director of Food Services. [Order 72-24, § 132W-156-078, filed 11/22/72.]

**WAC 132W-156-079 Food services—Additional food services.** Special banquets, dinners, and other food service functions may be available with the approval of an by arrangement with the Director of Food Services, or his designee. The charges, if any, are dependent upon the services offered, the cost, and the nature of the function. [Order 72-24, § 132W-156-079, filed 11/22/72.]

### Chapter 132W-160 WAC

#### ADMISSION AND REGISTRATION PROCEDURES

##### WAC

- 132W-160-001 Admission and registration procedures and catalog requirements.
- 132W-160-002 Admission and registration procedures and catalog requirements—Changes in catalog.
- 132W-160-005 Finances.
- 132W-160-006 Finances—Tuition refund schedule.
- 132W-160-007 Finances—Sanctions.
- 132W-160-010 Graduating students.
- 132W-160-015 Registration.
- 132W-160-016 Registration—Deadlines.
- 132W-160-017 Registration—Changes in registration and withdrawal.
- 132W-160-020 Admission policies and procedures.
- 132W-160-021 Admission policies and procedures—Wenatchee Valley College admissions policy.
- 132W-160-022 Admission policies and procedures—Admission procedure—General.
- 132W-160-024 Admission policies and procedures—Admission procedures—Transfer students.
- 132W-160-025 Admission policies and procedures—Admission procedures—Former students.
- 132W-160-026 Admission policies and procedures—Admission procedures—International students.
- 132W-160-027 Admission policies and procedures—Admission procedures—High school students.
- 132W-160-029 Admission policies and procedures—Admission procedures—Limited enrollment programs.
- 132W-160-031 Admission policies and procedures—Admission file for limited enrollment programs.
- 132W-160-033 Admission policies and procedures—Confirmation of selection and reservation.
- 132W-160-035 Admission policies and procedures—Appeal procedure—Admission to limited enrollment programs.
- 132W-160-037 Admission policies and procedures—Admissions procedures—Senior citizens.
- 132W-160-039 Admission policies and procedures—Admissions procedures—Medical/physical exam.
- 132W-160-042 Admission policies and procedures—Special requirements for veterans and veterans' dependents.
- 132W-160-044 Admission policies and procedures—Student identification number.
- 132W-160-110 Regular enrollment process.
- 132W-160-120 Summer session enrollment process.
- 132W-160-130 Workshop enrollment process.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132W-160-023 Admission policies and procedures—Admission procedures—Freshmen students. [Order 72-25, § 132W-160-023, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-028 Admission policies and procedures—Admission of part-time students and auditors. [Order 72-25, § 132W-160-028, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-030 High school completion. [Order 72-25, § 132W-160-030, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-032 G.E.D. test administration. [Order 72-25, § 132W-160-032, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-034 Special requirements for veterans and veterans' dependents. [Order 72-25, § 132W-160-034, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-036 Residency. [Order 72-25, § 132W-160-036, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-038 Registration. [Order 72-25, § 132W-160-038, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-040 Summer session admission and registration procedures. [Order 72-25, § 132W-160-040, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-041 Summer session admission and registration procedures—Workshop registration. [Order 72-25, § 132W-160-041, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.

**WAC 132W-160-001 Admission and registration procedures and catalog requirements.** The provisions of WAC 132W-160-001 through 132W-160-099 shall contain admission and registration procedures and catalog requirements of Wenatchee Valley College. [Order 72-25, § 132W-160-001, filed 11/22/72.]

**WAC 132W-160-002 Admission and registration procedures and catalog requirements—Changes in catalog.** The Board of Trustees reserves the right of the Board of Trustees or president to make changes in any of the provisions of the college's catalogs without prior notice. When changes are made, the changes shall be filed in the office of the president and other appropriate college offices and placed with the appropriate catalog in the reference area of the library. [Order 72-25, § 132W-160-002, filed 11/22/72.]

**WAC 132W-160-005 Finances.** Each applicant for admission to Wenatchee Valley College must pay the tuition and fees as established by the Board of Trustees or the president prior to the dates for payment as designated by the Board of Trustees or the president. [Order 72-25, § 132W-160-005, filed 11/22/72.]

**WAC 132W-160-006 Finances—Tuition refund schedule.** The Prepayment is a nonrefundable fee.

(1) Students may receive a full refund (less prepayment) only if notification of total withdrawal from college is received by the college prior to the first day of classes.

(2) Part-time students are not eligible for a refund (less prepayment) of tuition unless they cancel their registration before the day of their first scheduled class.

(3) An 80% refund of tuition and general fees (less prepayment) will be made if withdrawal from college occurs during the first through fifth day of classes.

(4) A 50% refund of tuition and general fees (less prepayment) will be made if withdrawal from college occurs during the sixth through tenth day of classes.

(5) There is no refund of tuition and general fees after the tenth day of classes.

(6) There is no refund of tuition and general fees or any part thereof through withdrawal from a class or classes which change a student's enrollment status after the first day of classes commences. [Order 77-60, § 132W-160-006, filed 3/25/77; Order 74-49, § 132W-160-006, filed 11/20/74; Order 72-25, § 132W-160-006, filed 11/22/72.]

**WAC 132W-160-007 Finances—Sanctions.** Admission to or registration with the college, conferring of degrees and issuance of academic transcripts may be withheld for failure to meet financial obligations to the college. [Order 72-25, § 132W-160-007, filed 11/22/72.]

**WAC 132W-160-010 Graduating students.** Students shall submit their applications for the appropriate degrees on or before the date designated for that purpose by the Board of Trustees or the president, which shall be published in the appropriate college catalog. No application shall be accepted after the designated dates, provided that the president or his designee may waive this requirement. [Order 72-25, § 132W-160-010, filed 11/22/72.]

**WAC 132W-160-015 Registration.** Currently enrolled students and all other individuals desiring to enroll in Wenatchee Valley College shall do so on or before the preregistration or registration dates designated by the Board of Trustees or president, which shall be published in the appropriate college catalog. No registration or preregistration shall be accepted after the designated dates, provided that the registrar may, whenever possible, waive this requirement within the time designated by the Board of Trustees or president for late registration. [Order 72-25, § 132W-160-015, filed 11/22/72.]

**WAC 132W-160-016 Registration—Deadlines.** All students registering with the college must meet those deadlines as established by the Board of Trustees or the president for registration. [Order 72-25, § 132W-160-016, filed 11/22/72.]

**WAC 132W-160-017 Registration—Changes in registration and withdrawal.** (1) Students who wish to change their registration or withdrawal from a particular course or the college after having completed their registration must do so on or before the dates established for such changes or withdrawal by the Board of Trustees or president and by the completion of the "Course Change" or "Withdrawal" forms maintained by the college.

(2) Students who leave the college and do not withdraw shall receive N.C. grades for work not completed.

(3) Course changes and withdrawals become official only when the student submits the proper completed form to the Registrar's Office. [Order 72-25, § 132W-160-017, filed 11/22/72.]

**WAC 132W-160-020 Admission policies and procedures.** The Washington state legislature has provided that all persons who wish to enroll in a Washington community college shall be admitted provided that such admission is not inconsistent with the best interests of the applicant, other students, or the orderly operation of the community college, public or private secondary schools, or other institutions of higher education. [Order 77-60, § 132W-160-020, filed 3/25/77; Order 72-25, § 132W-160-020, filed 11/22/72.]

**WAC 132W-160-021 Admission policies and procedures—Wenatchee Valley College admissions policy.**

(1) Within the provisions stated in WAC 132W-160-020, Wenatchee Valley College operates on an "open door" admission policy. All applicants shall be admitted when, as determined by college officials, such applicants:

(a) Are competent to profit from the curricular offerings of the college; and

(b) Would not, by their presence or conduct, create a disruptive atmosphere within the college inconsistent with the purposes of the institution.

(2) Applicants over age 18 or high school graduates are usually admitted automatically. Persons under age 18 who are not high school graduates may qualify for special admission (see WAC 132W-160-027).

(3) Applicants for openings in limited enrollment programs must first be accepted for admission to Wenatchee Valley College, and then meet additional requirements in order to be considered for acceptance to a specific program (see WAC 132W-160-029). [Order 77-60, § 132W-160-021, filed 3/25/77; Order 72-25, § 132W-160-021, filed 11/22/72.]

**WAC 132W-160-022 Admission policies and procedures—Admission procedure—General.**

(1) Students may enter Wenatchee Valley College at the beginning of any quarter, at mid-quarter, or at the beginning of any program or course.

(2) Applications for entry any quarter of an academic year may be submitted starting the previous February 1. For example, applications for Fall 1977 will be accepted starting February 1, 1977.

(3) Deadline for regular application for fall entry is September 1; for winter, spring and summer the deadline is two weeks prior to the first day of registration. Persons applying after the deadline will be classed as late applicants, assigned late registration, and charged \$10 late registration fees to cover cost of additional clerical detail.

Students are assigned registration reservations in the order their admission files are completed (except for transcripts).

(4) A \$10 nonrefundable reservation deposit must accompany each application. No application will be processed until the deposit has been paid. This deposit will be applied toward the first quarter tuition at the time of

initial registration anytime within two years for new students and one year for former or continuing students.

(5) Unmarried students under age 18 as of beginning date of first quarter of enrollment must return the Medical Treatment Authorization form (provided by Wenatchee Valley College) completed by the parent or legal guardian.

(6) All application forms and credentials filed with the Associate Dean for Admissions/Registration become the property of the college and normally will not be returned to the applicant or forwarded to another institution.

(7) Files for persons qualifying for admission, but not registering, are held for two years and then discarded.

(8) Prospective students are granted provisional admission upon submission of "State of Washington Uniform Community College Admission Form" and payment of a \$10 nonrefundable reservation deposit. Applicants may expect to be notified of receipt of their application and fee within two weeks of delivery to the college. Applicants not receiving such notification within thirty days after mailing their application should inquire.

(9) Final admission is granted upon receipt of the following additional credentials:

(a) High school transcript. Washington students still in school should not submit their transcript until after high school graduation.

(b) College transcripts, if appropriate.

(c) Students who have taken the Washington Pre-College Test should include a copy of the results with their application. [Order 77-60, § 132W-160-022, filed 3/25/77; Order 72-25, § 132W-160-022, filed 11/22/72.]

**WAC 132W-160-024 Admission policies and procedures—Admission procedures—Transfer students.** Transfer students may enter Wenatchee Valley College if they meet all admission requirements. In addition to general admission requirements, transfer students must:

(1) List on the application form all other colleges attended. Failure to do so will be considered a serious breach of honor and may result in immediate dismissal. Students dismissed from another college for disciplinary or academic reasons are not eligible for admission without permission of the Dean of Students. Students in this category shall send a detailed letter of petition with their application and arrange for a personal interview.

(2) Have sent to Wenatchee Valley College transcripts for all college work completed. Students wishing to take a single course for personal reasons and not with degree or job certification in mind, may have the requirement for college transcripts waived. [Order 77-60, § 132W-160-024, filed 3/25/77; Order 72-25, § 132W-160-024, filed 11/22/72.]

**WAC 132W-160-025 Admission policies and procedures—Admission procedures—Former students.** Persons who formerly attended Wenatchee Valley College may be readmitted providing they meet the conditions of the admission policy and the scholastic standards policy. Such applicants should:

(1) Indicate their last attendance at Wenatchee Valley College.

(2) Update their file by advising the Admissions/Registration Office of any colleges attended since last attendance at Wenatchee Valley College. Transcripts of other college work should be filed as necessary. [Order 77-60, § 132W-160-025, filed 3/25/77; Order 72-25, § 132W-160-025, filed 11/22/72.]

**WAC 132W-160-026 Admission policies and procedures—Admission procedures—International students.** (1) International students wishing to enroll at Wenatchee Valley College must meet all requirements for other students plus the following additional requirements:

(a) Have excellent command of the English language, both oral and written.

(b) Provide the name of a local sponsor who will assume responsibility for the well being and all obligations of the student.

(c) Must be financially independent and complete International Student Budget Form WVC-R-128.

(d) Have health and medical insurance approved by the college.

(e) Be in good standing with United States Immigration officials. A 1-20 will be provided by Wenatchee Valley College when the student has been accepted. The 1-20 must be surrendered to U.S. Immigration at the time and place of entry into the United States.

(2) Because their school background and culture is so similar to that of United States students, Canadians are generally considered the same as U. S. citizens. Canadian students are subject to the provisions of items (c) and (e) above. [Order 77-60, § 132W-160-026, filed 3/25/77; Order 72-25, § 132W-160-026, filed 11/22/72.]

**WAC 132W-160-027 Admission policies and procedures—Admission procedures—High school students.** Students who have not completed high school may apply to enroll at Wenatchee Valley College under the following provisions:

(1) Students still enrolled in high school or those under age 18 not currently enrolled in high school may enroll with special permission from parent, appropriate school official, and Wenatchee Valley College.

(2) Students under age 18 who have not attended high school for an extended period of time (usually at least a year) and whose last high school attendance was at an out-of-service-area high school may enroll with special permission from parents and Wenatchee Valley College.

(3) Persons 18 years of age or older without a high school diploma are eligible to apply for entry to Wenatchee Valley College without any special permission from their home high school. If, however, students wish to use Wenatchee Valley College credits to meet high school graduation requirements, then they will need to make prior arrangements with both their high school and Wenatchee Valley College. [Order 77-60, § 132W-160-027, filed 3/25/77; Order 72-25, § 132W-160-027, filed 11/22/72.]

**WAC 132W-160-029 Admission policies and procedures—Admission procedures—Limited enrollment programs.** (1) Admission to Wenatchee Valley College does not guarantee acceptance into limited enrollment programs. Wenatchee Valley College cannot accept all students who meet program admission criteria and apply for admission to programs where laboratory, shop, and/or practicum facilities are limited. Therefore, special application and selection procedures are in effect for the following programs: Auto Body Rebuild Technology; Automotive Technology; Forestry Technology; Medical Laboratory Technology; Associate Degree Nursing; Practical Nursing; Radiologic Technology; Respiratory Therapy Technology; Refrigeration Technology; and Ski Area Management.

(2) The Associate Dean for Admissions/Registration is responsible for the conduct of the admission and selection procedures for limited enrollment programs. It is the responsibility of this Associate Dean to make sure that these procedures provide equitable treatment for all applicants.

(3) Students applying for those programs listed in WAC 132W-160-029(1) will be randomly selected from applicants who have completed minimum program admission criteria or who are enrolled by April 7 in courses that will lead to the completion of minimum program criteria by the end of spring term. Candidates who file adequate evidence of such enrollment by April 7 will be considered eligible for selection on a provisional basis subject to completion of admission criteria by the end of the current spring term. If, on April 7, the number of eligible candidates is less than the maximum program enrollment, all eligible shall be admitted to the program, and the remaining places shall be filled on a first-come, first-serve basis by eligible applicants applying after April 7. Once the program is filled, eligible individuals applying after April 7 will be placed on the appropriate alternate or waiting list on a first-come, first-serve basis.

(4) Prior year alternates who were making satisfactory progress in a program but who were unable to move to regular status at the end of the first quarter are automatically guaranteed an accepted position in that program in the subsequent year.

(5) The procedures established shall provide that immediately following the random selection of a predetermined number of individuals for each limited enrollment program from all qualified candidates, alternate and waiting lists will be set for each program. First priority will be given to unsuccessful candidates in the first drawing who have satisfactorily completed at least three required program support courses at Wenatchee Valley College within the immediate past four quarters and who were qualified but unsuccessful candidates the previous year for the same program. These candidates will be chosen in a second random selection for alternate and waiting lists. All remaining unsuccessful candidates will then be randomly selected for any remaining spaces on the alternate and waiting lists. (Required program support courses are listed in the Wenatchee Valley College Catalog.)

(6) Approximately twice as many students as can be accommodated in the winter and spring quarter Forestry Technology Program are accepted for the fall quarter. At the end of fall quarter, all those completing the required pre-program courses will be placed in rank order according to G.P.A. earned in the pre-program. Those selected to continue winter quarter will be taken in rank order starting with the highest G.P.A. The number to be selected will be determined by available facilities and staff. The same procedure will be followed for spring quarter utilizing an accumulative G.P.A. for the two quarters, limited to the number of students that can be accommodated in field lab work. If necessary, standardized tests will be utilized as a secondary screening device.

(7) Eligible persons admitted to the selection process while completing admission requirements spring term must file certifying transcripts by June 25. Any person admitted to the selection process who fails to complete all program admission requirements by June 25 automatically forfeits eligibility for admission to a program and any selection placement resulting from the provisional eligibility of April 7. [Order 77-66, § 132W-160-029, filed 8/23/77; Order 77-60, § 132W-160-029, filed 3/25/77.]

**WAC 132W-160-031 Admission policies and procedures—Admission file for limited enrollment programs.**

(1) A completed admission file for these programs includes the following items:

- (a) Application to Wenatchee Valley College.
- (b) \$10 reservation deposit.
- (c) High school and all college transcripts.
- (d) Medical Treatment Authorization Form if under 18 years of age.
- (e) Washington Pre-College Test Data Sheet, if available.
- (f) Supplemental Application, if required.

(2) Special application forms and other information regarding limited enrollment programs may be obtained from the Admissions/Registration Office.

(3) The limited enrollment program application period is February 1 to April 7 for admission the following fall quarter. The admission file must be completed by April 7, including high school and college transcripts. Persons whose limited enrollment file is complete by April 7 will be eligible to be considered for the random selection process. Specific course, and/or high school graduation requirements must be completed by the end of the spring term with verifying documents received by June 25.

(4) All applications and admission file materials must be submitted to the Admissions/Registration Office at 1300 Fifth Street, Wenatchee, WA 98801. [Order 77-66, § 132W-160-031, filed 8/23/77; Order 77-60, § 132W-160-031, filed 3/25/77.]

**WAC 132W-160-033 Admission policies and procedures—Confirmation of selection and reservation.** Persons applying by April 7 will be notified of their status by April 30. Persons applying after April 7 will be notified as soon as practical about available positions and their status. Accepted applicants, upon notification of

selection, are required to make a \$25 program deposit to reserve their place. Some programs require evidence of satisfactory health which must be submitted by the deadline specified. [Order 77-66, § 132W-160-033, filed 8/23/77; Order 77-60, § 132W-160-033, filed 3/25/77.]

**WAC 132W-160-035 Admission policies and procedures—Appeal procedure—Admission to limited enrollment programs.** (1) Individuals whose applications are rejected for not meeting specific program admission criteria shall have the right to a timely review of their application by submitting a written request to the Associate Dean for Admissions/Registration within ten calendar days of notification of rejection. The Associate Dean or designate shall review the application with the applicant within ten calendar days of receipt of the review request.

(2) Applicants not accepted for admission to limited enrollment programs have the right to appeal to the next higher authority level. Decisions of the Associate Dean for Admissions/Registration may be appealed to the Dean of Students.

(3) The right of appeal does not entitle the applicant to a full case hearing. The appeal is limited to a review of two issues and should deal with these issues only:

- (a) Was the evaluation of qualifications proper?
- (b) Was there a violation of selection procedures?

(4) The appeal to the Dean of Students, which must be submitted in writing within ten calendar days of the appeal response notice, must provide specific information relating to one or both issues. The Dean of Students will normally limit inquiry to the issue, or issues, put forward in the appeal. He may ask for oral input from the Associate Dean and the complainant. The decision of the Dean of Students is final. [Order 77-60, § 132W-160-035, filed 3/25/77.]

**WAC 132W-160-037 Admission policies and procedures—Admissions procedures—Senior citizens.** The Board of Trustees has authorized Senior Citizens (60 years and older) to attend selected classes on a space-available basis upon payment of the registration fee plus any special fees. Senior citizens may register during the first week of classes after the regular college student has registered. Advance application is not necessary. Applicants may complete all necessary forms at time of registration. Community Service classes do not qualify for Senior Citizen tuition waiver. No transcript record is maintained. [Order 77-60, § 132W-160-037, filed 3/25/77.]

**WAC 132W-160-039 Admission policies and procedures—Admissions procedures—Medical/physical exam.** Wenatchee Valley College does not require a physical examination for admission except for certain Health Technology programs. Students with physical conditions that preclude certain kinds of activities, that require special handling in certain situations, that may necessitate emergency treatment, or that may endanger the health and safety of self and/or others, have the responsibility for their own well being and that of others.

It is the responsibility of the student to adequately notify instructors and other college personnel of any such conditions. A written statement should be filed by the student with the Office of the Dean of Students, attesting to such limitations or emergency possibilities. The college cannot assume any responsibility for the communication or treatment of these conditions; rather, the responsibility resides with the individual student. [Order 77-60, § 132W-160-039, filed 3/25/77.]

**WAC 132W-160-042 Admission policies and procedures—Special requirements for veterans and veterans' dependents.** The Coordinating Council for Occupational Education, now named the State Commission for Vocational Education, has approved courses offered at Wenatchee Valley College for students eligible for benefits under the Vocational Rehabilitation Act (chapter 31), G.I. Education Act of 1966 as amended (chapter 34), War Orphans and Widows Education Act (chapter 35), and dependent children of certain veterans. It is the student's responsibility to make application and to maintain contact with the Veterans Administration regarding program changes. Application forms and additional information may be obtained from the Veterans Coordinator or the Admissions/Registration Office. [Order 77-60, § 132W-160-042, filed 3/25/77.]

**WAC 132W-160-044 Admission policies and procedures—Student identification number.** (1) Student records are identified and stored by an identification number. For simplicity, Wenatchee Valley College uses the social security number for this purpose.

(2) Public Law 93-579, known as the Federal Privacy Act, stipulates that the social security number cannot be used for this purpose if a student objects. When such an objection is registered, the student is assigned a Wenatchee Valley College student identification number. It is the responsibility of the student to notify the Admissions/Registration Office if he or she does not wish the social security number used by the college. [Order 77-60, § 132W-160-044, filed 3/25/77.]

**WAC 132W-160-110 Regular enrollment process.** (1) Registration is the process of official enrollment in college. Registration is required before a student may enter any class. It includes a conference with an academic adviser, completion of enrollment forms, and payment of fees.

(2) All students are expected to register in person.

(3) The order of registration is arranged to give preference to students who spend two full years at Wenatchee Valley College. Returning sophomores are registered first, returning freshmen second, then new students.

(4) During spring quarter, enrolled students are given the opportunity to pay a deposit to reserve early registration for fall.

(5) The student's schedule is his or her responsibility. Each student assumes full responsibility for schedule content and accuracy. Students should check the catalog carefully for prerequisites and the course schedule for times and courses.

(6) Students not registering at their assigned time or new students completing their admissions file after the deadline are assigned to late registration. Persons applying after the deadlines will be classed as late applicants, assigned late registration, and charged \$10 late registration fee to cover cost of additional clerical detail. [Order 77-60, § 132W-160-110, filed 3/25/77.]

**WAC 132W-160-120 Summer session enrollment process.** Students registering for summer session must pay all fees and complete registration on or before the dates indicated on the calendar as published in the summer session bulletin. Students planning to attend the summer session must complete admission procedures by the date so specified and register on the date so specified by the Board of Trustees or president for such purposes, as published in the summer session bulletin. [Order 77-60, § 132W-160-120, filed 3/25/77.]

**WAC 132W-160-130 Workshop enrollment process.** Workshop registration shall be permitted and must be completed in the manner established by the Board of Trustees or the president, as published in the appropriate catalog. [Order 77-60, § 132W-160-130, filed 3/25/77.]

#### Chapter 132W-164 WAC PUBLIC WORKS CONTRACTS AND BID PROCEDURES

##### WAC

132W-164-010 Purchasing.  
132W-164-011 Purchasing—Contracts.  
132W-164-012 Purchasing—Procedures.  
132W-164-013 Purchasing—Documentation.  
132W-164-020 Emergency purchases.

**WAC 132W-164-010 Purchasing.** In accordance with RCW 43.19.190, the Division of Purchasing, Department of General Administration, state of Washington, general authority has been given Wenatchee Valley College to make purchases authorized under this authority. [Order 72-26, § 132W-164-010, filed 11/22/72.]

**WAC 132W-164-011 Purchasing—Contracts.** Wenatchee Valley College is bound to contracts entered into by the Division of Purchasing and in which case automatically cancels any authority previously issued. [Order 72-26, § 132W-164-011, filed 11/22/72.]

**WAC 132W-164-012 Purchasing—Procedures.** In exercising these authorities Wenatchee Valley College is obligated to acquire as much competition as is possible.

(1) Purchases up to a value of \$200.00, covering material, equipment and supplies specifically authorized may be made directly as required.

(2) Purchases over \$200.00 and under \$500.00 must be made on a record of competitive quotations.

(3) Purchases in excess of \$500.00 must be made under a formal bid procedure in accordance with the rules

[Title 132W WAC—p 54]

and regulations of the Division of Purchasing. [Order 72-26, § 132W-164-012, filed 11/22/72.]

**WAC 132W-164-013 Purchasing—Documentation.** In all instances, purchases made against the authorities are fully documented to show all quotations and bids solicited. In any instance where a low bid or quote was not acted upon or only a single source was solicited, the file shall carry an explanation if the reason is not obvious. These records are maintained where they are immediately accessible for review by the Division of Purchasing. [Order 72-26, § 132W-164-013, filed 11/22/72.]

**WAC 132W-164-020 Emergency purchases.** By their very nature it is impossible to provide advance authority to meet an emergency requirement. Emergency purchasing procedures are defined by RCW 43.19.200. The field order covering such a purchase must be forwarded to the Supervisor of the Division of Purchasing as a request for authority to voucher immediately, with a statement of "the reasons therefor". The Division of Purchasing manual under the section "Authority to Voucher" provides further information concerning emergency purchases. [Order 72-26, § 132W-164-020, filed 11/22/72.]

#### Chapter 132W-170 WAC ASSOCIATION OF HIGHER EDUCATION NEGOTIATIONS RESOLUTION

##### WAC

132W-170-010 Promulgation.  
132W-170-020 Recognition.  
132W-170-030 Guiding principles.  
132W-170-040 Meetings.  
132W-170-041 Meetings—Exchange of views.  
132W-170-042 Meetings—Assistance.  
132W-170-043 Meetings—Ratification of agreements.  
132W-170-050 Resolution of differences.  
132W-170-051 Resolution of differences—Impasse procedure.  
132W-170-060 Revision.

##### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132W-170-052 Resolution of differences—Expenses. [Order 74-45, § 132W-170-052, filed 4/17/74.] Repealed by Order 74-51, filed 12/16/74.

**WAC 132W-170-010 Promulgation.** The board of trustees of Community College District No. 15 pursuant to chapter 28B.52 RCW have established that WAC 132W-170-010 through 132W-170-999 shall govern the representation of academic employees in their relations with the said community college district. [Order 74-51, § 132W-170-010, filed 12/16/74; Order 74-45, § 132W-170-010, filed 4/17/74.]

**WAC 132W-170-020 Recognition.** The board of trustees of Community College District No. 15, hereinafter known as the board, recognizes that the Wenatchee Valley College chapter of the association of higher education, hereinafter referred to as the association, having won a majority of votes cast by the academic employees

of the Wenatchee Valley College, shall be the exclusive representative of all the academic personnel employed, or to be employed, by the board. The association has the right to meet with the designated representatives of the board, to negotiate matters of mutual concern.

The president is the executive officer of the board, responsible for administering adopted policy. He also has a responsibility as a member and leader of the professional staff of the college. In the negotiations the president shall provide information to the board and the association and shall stimulate both groups to negotiate in good faith in all policy matters of mutual concern. Nothing in this resolution shall prohibit the president from offering his professional recommendations to the board and the association. [Order 74-45, § 132W-170-020, filed 4/17/74.]

**WAC 132W-170-030 Guiding principles.** The attainment of the mutual objectives of the parties of this resolution requires understanding and cooperation among the board, the president, and the association. An open exchange of views is desirable with all parties participating in deliberations leading to the ratification of policies by the board and the association.

It is recognized that academic employees have the right to join any organization for their professional improvement and that membership in any organization shall not be required as a condition of employment. [Order 74-45, § 132W-170-030, filed 4/17/74.]

**WAC 132W-170-040 Meetings.** In proceeding through administrative channels the association representative and the president or his authorized representative shall meet as often as needed to confer and to discuss matters of concern. Meetings can be postponed by mutual consent. A record of decisions shall be available to the board and the association. Agreements reached during these discussions shall be subject to ratification by the board and the association.

Upon ratification by both parties they shall become approved agreements. These agreements shall be binding on both parties. They shall be marked "Approved Agreement" and dated.

Policy matters not satisfactorily resolved with the president or his representative shall be subject to negotiation between the negotiators of the board and of the association.

Negotiations meetings may be called by the association, the board, or the president. Requests for such meetings shall be in writing and directed to each of the other two parties, and shall specify the matters to be discussed. A mutually convenient meeting shall be arranged within five days of the date of the request. [Order 74-45, § 132W-170-040, filed 4/17/74.]

**WAC 132W-170-041 Meetings—Exchange of views.** Facts, opinions, proposals and counter proposals shall be exchanged freely and in good faith during the meetings in an effort to reach an understanding and agreement.

Information needed from college, association, or legal sources shall be supplied in the same form to both parties at the same time. Willfully withholding these facts shall be construed as a breach of faith.

Negotiators for both parties may mutually agree to preclude communications of the contents of negotiations sessions in order to facilitate agreement. [Order 74-51, § 132W-170-041, filed 12/16/74; Order 74-45, § 132W-170-041, filed 4/17/74.]

**WAC 132W-170-042 Meetings—Assistance.** All participants have the right to utilize the services of consultants in the deliberations. [Order 74-45, § 132W-170-042, filed 4/17/74.]

**WAC 132W-170-043 Meetings—Ratification of agreements.** Agreements reached by the participants shall be subject to ratification by the board and by the association. Upon ratification by both parties they shall be marked "Negotiated Agreements," dated and shall be binding on both parties. [Order 74-45, § 132W-170-043, filed 4/17/74.]

**WAC 132W-170-050 Resolution of differences.** If the participants in negotiation fail to agree, or if they reach agreement but such agreement is not ratified by both the board and the association, either party may declare an impasse. [Order 74-45, § 132W-170-050, filed 4/17/74.]

**WAC 132W-170-051 Resolution of differences—Impasse procedure.** If the participants reach an impasse or if they reach agreement but such agreement is not ratified by both parties, either party may within five days thereafter request the director of community college education in the state of Washington to appoint a special committee to assist and advise in the resolution of the differences. Said committee may make a written report with recommendations to both parties within twenty days of the receipt of the request for assistance. [Order 74-51, § 132W-170-051, filed 12/16/74; Order 74-45, § 132W-170-051, filed 4/17/74.]

**WAC 132W-170-060 Revision.** The resolution shall be reviewed and ratified annually before other matters may be considered for negotiations. This does not preclude "use of administrative channels" for discussion of matters of mutual concern. [Order 74-45, § 132W-170-060, filed 4/17/74.]

## Chapter 132W-276 WAC

### PUBLIC RECORDS AND LEGISLATIVE LIAISONS

#### WAC

132W-276-001 Public records policy.

132W-276-005 Definitions.

132W-276-010 Definition of public record.

132W-276-030 Description of central and field organization at Wenatchee Valley College.

132W-276-040 General course and method of decision-making.

132W-276-050 Informal procedures regarding the general course and methods of decision.

132W-276-060 Designation of public records officers.

- 132W-276-070 Availability for public inspection and copying or re-production of public records.  
 132W-276-080 Requests for public records.  
 132W-276-090 Charges for copying or reproduction.  
 132W-276-100 Determination regarding exempt records.  
 132W-276-110 Review of denials of public records requests.  
 132W-276-200 Legislative liaison policy.  
 132W-276-210 Designation.  
 132W-276-220 Responsibility.

**WAC 132W-276-001 Public records policy.** The provisions of WAC 132W-276-001 through 132W-276-199 shall constitute the Public Records Policy of Wenatchee Valley College, adopted in compliance with Initiative 276 enacted by the voters of the state of Washington on November 7, 1972. [Order 73-35, § 132W-276-001, filed 7/23/73.]

**WAC 132W-276-005 Definitions.** As used in the provisions of this chapter, the following definitions shall apply wherever the following words are used:

(1) "Request for a Public Record" means a written request submitted on a proper Wenatchee Valley College Public Records Request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in Public Schools" means all past, present and future students enrolled at Wenatchee Valley College.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security, the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "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. [Order 73-35, § 132W-276-005, filed 7/23/73.]

**WAC 132W-276-010 Definition of public record.**

(1) A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by Wenatchee Valley College, regardless of the physical form or characteristics; provided, however, that in accordance with section 31 of Initiative 276, the following personal and other records are exempt from the definition of public record:

(a) Personal information in any files maintained for students in public schools and the information, data and records subject to the Student Records Policy, WAC 132W-120-010 through 132W-120-999.

(b) Personal information in any files maintained for patients or clients of public institutions or public health agencies, welfare recipients, prisoners, probationers or parolees.

(c) Personal information in files maintained for employees, appointees or elected officials of any public

agency to the extent that disclosure would violate their right to privacy.

(d) Information required of any taxpayer in connection with the assessment or collection of any tax if the disclosure of the information to other persons would violate the taxpayer's right to privacy or would result in unfair competitive disadvantage to such taxpayer.

(e) Specific intelligence information and specific investigative files compiled by investigative, law enforcement and penology agencies, and state agencies vested with the responsibility to discipline members of any profession, the nondisclosure of which is essential to effective law enforcement or for the protection of any person's right to privacy.

(f) Information revealing the identity of persons who file complaints with investigative, law enforcement or penology agencies, except as the complainant may authorize.

(g) Test questions, scoring keys, and other examination data used to administer a license, employment or academic examination.

(h) Except as provided by chapter 8.26 RCW, the contents of real estate appraisals, made for or by any agency relative to the acquisition of property, until the project is abandoned or until such time as all of the property has been acquired, but in no event shall disclosure be denied for more than three years after the appraisal.

(i) Valuable formulae designs, drawings and research data obtained by any agency within five years of the request for disclosure when disclosure would produce private gain and public loss.

(j) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended except that a specific record shall not be exempt when publicly cited by an agency in connection with any agency action.

(k) Records which are relevant to a controversy to which an agency is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons. [Order 73-35, § 132W-276-010, filed 7/23/73.]

**WAC 132W-276-030 Description of central and field organization at Wenatchee Valley College.**

(1) Wenatchee Valley College is located on a campus in and near the city of Wenatchee, Washington. This campus comprises the central headquarters for all operations of the college; any "field" activities of the college are directed and administered by personnel located on the campus at Wenatchee. The college is governed by a board of trustees appointed by the governor; such board normally meets at least once every calendar month, as provided in WAC 132W-08-001. The board employs a president, his assistants, members of the faculty and

other employees. It establishes such divisions, schools or departments necessary to carry out the purposes of the college, provides the necessary property, facilities and equipment and promulgates such rules, regulations and policies as are necessary to the administration of the college.

(2) The board of trustees, either directly or by delegation, has caused to be created various administrative, academic and support divisions to enable the college to discharge its obligations. Academic matters are the concern of the Dean of Instruction; student matters are the concern of the Dean of Students; business and physical planning functions are the concern of the Business Manager; college services are the concern of the office of the president. These offices report to the president of the college. [Order 73-35, § 132W-276-030, filed 7/23/73.]

**WAC 132W-276-040 General course and method of decision-making.** (1) The formal procedures for decision-making at the college are governed by the board of trustees through rules promulgated by it in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders of 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 or 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 through the procedures of the HEAPA and appear in chapter 132W WAC, provided, however, that 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 HEAPA unless otherwise required by law. Internal rules and regulations to the extent not already set forth in the college's published catalogs and handbooks shall be collected in a general college handbook, a copy of which shall be maintained on file in the college library and be available to the public. [Order 73-35, § 132W-276-040, filed 7/23/73.]

**WAC 132W-276-050 Informal procedures regarding the general course and methods of decision.** 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, 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 of the public to attempt to influence one in power to make decisions within that person's scope of responsibility. [Order 73-35, § 132W-276-050, filed 7/23/73.]

**WAC 132W-276-060 Designation of public records officers.** (1) In accordance with the requirements of Initiative 276, insofar as such initiative requires state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the college shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "Public Records Officer." The person holding such position will be headquartered in Wells Hall at the college; his exact location and name may be determined by inquiry at the office of the president of the college. The public records officer shall also be responsible for compiling and maintaining the index required by Initiative 276.

(3) For purposes of this chapter, the custody of the college's records shall be deemed divided into the following divisions:

(a) Office of the President

(b) Office of the Dean of Instruction

(c) Office of the Dean of Students

(d) Office of the Business Manager

The above-designated administrative unit heads shall be deemed custodians of the records in the possession or control of agencies, departments, officers and employees of their divisions and responsible for the care and custody of records within their divisions even though such person is not in actual possession or control of such records. Such administrative unit heads shall be known as the college "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the college. [Order 73-35, § 132W-276-060, filed 7/23/73.]

**WAC 132W-276-070 Availability for public inspection and copying or reproduction of public records.** (1) Public records shall be available for inspection, copying and reproduction during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and

from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the college, acting through the public records officer or a records custodian, agree on a different time. [Order 73-35, § 132W-276-070, filed 7/23/73.]

**WAC 132W-276-080 Requests for public records.** In accordance with the Initiative 276 requirements 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 are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain college records, per WAC 132W-276-060. Such request shall include the following:

- (a) the name of the person requesting the record;
- (b) the time of day and calendar date on which the request was made; and
- (c) if the matter requested is referenced within the current index maintained by the college records officer, a reference to the requested record as it is described in such current index;
- (d) if the requested matter is not identifiable by reference to the college records current index, a statement that succinctly describes the record requested;
- (e) A verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the college "Public Records Officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested. [Order 73-35, § 132W-276-080, filed 7/23/73.]

**WAC 132W-276-090 Charges for copying or reproduction.** (1) No fee shall be charged for inspection of public records. The college may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the college for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction to the records official from whom the public record was obtained, or to any person designated by such records official. [Order 73-35, § 132W-276-090, filed 7/23/73.]

**WAC 132W-276-100 Determination regarding exempt records.** (1) The college reserves the right to determine that a public record requested in accordance with

the procedures of this chapter is exempt under the provisions of section 31 of Initiative 276. Such determination may be made in consultation with any of the records officers of the college, president of the college, or an assistant attorney general assigned to the college.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one business day as to whether or not his request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his designee, specifying the specific reasons thereof. [Order 73-35, § 132W-276-100, filed 7/23/73.]

**WAC 132W-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record or his duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request by a person or his duly authorized representative demanding prompt review shall specifically reference the written statement by the college denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person or his duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the college or any of his designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or his designee reviews the decision of the public records officer denying the request for a public record, the president or his designee may conduct an informal hearing. During the course of such informal hearing, the president or his designee may require that the person requesting the public record or his duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record he is seeking. Failure by the person requesting the review hearing or his duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his request within two business days. If the petitioner requesting review or his duly authorized representative does appear at such informal hearing, then the period for review by the college shall be extended to a period not exceeding twenty-four hours after such person requesting review or his duly authorized representative has appeared before the president or his designee.

(4) During the course of the informal hearing conducted by the president or his designee under this section, the hearing officer shall consider the obligations of the college fully to comply with the intent of Initiative 276 insofar as it requires providing public access to official records, but shall also consider the exemptions provided in section 31 of Initiative 276 and the requirement of section 29 of that same initiative insofar as it requires

the college to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details. [Order 73-35, § 132W-276-110, filed 7/23/73.]

**WAC 132W-276-200 Legislative liaison policy.** The provisions of WAC 132W-276-200 through 132W-276-299 shall constitute the Legislative Liaison Policy of Wenatchee Valley College. [Order 73-35, § 132W-276-200, filed 7/23/73.]

**WAC 132W-276-210 Designation.** 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 at Wenatchee Valley College are designated legislative liaisons for Wenatchee Valley College:

- (1) Members of the board of trustees;
- (2) The president;
- (3) The Dean of Instruction;
- (4) The Dean of Students;
- (5) The Business Manager;
- (6) The Director of Information;
- (7) All those persons designated in writing by the president, which writing shall be made available among the records maintained by the office of the president of Wenatchee Valley College. [Order 73-35, § 132W-276-210, filed 7/23/73.]

**WAC 132W-276-220 Responsibility.** Such persons designated in WAC 132W-276-210 shall be responsible for making available through official channels recommendations regarding legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business. [Order 73-35, § 132W-276-220, filed 7/23/73.]