

Title 132P WAC

COMMUNITY COLLEGES—YAKIMA VALLEY COLLEGE

Chapters

132P-08	Practice and procedure.
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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132P-04

BOARD OF TRUSTEES—BYLAWS

132P-04-001	Promulgation. [Promulgation, filed 9/20/67; Emergency, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72.
132P-04-010	Office. [Article I, filed 9/20/67; Emergency Article I, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-010.
132P-04-020	Meetings. [Article II, filed 9/20/67; Emergency Article II, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-011.
132P-04-030	Executive sessions. [Article III, filed 9/20/67; Emergency Article III, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-012.
132P-04-040	Order of agenda. [Article IV, filed 9/20/67; Emergency Article IV, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-020.
132P-04-050	Records of board action. [Article V, filed 9/20/67; Emergency Article V, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-030.
132P-04-060	Parliamentary procedure. [Article VI, filed 9/20/67; Emergency Article VI, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-031.
132P-04-070	Adoption or revision of policies. [Article VII, filed 9/20/67; Emergency Article VII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-032.
132P-04-080	Officers of the board. [Article VIII, filed 9/20/67; Emergency Article VIII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-040.
132P-04-090	Committees. [Article IX, filed 9/20/67; Emergency Article IX, filed 8/3/67.] Repealed by Order 72-1,

	filed 12/7/72. Later promulgation, see WAC 132P-104-045.
132P-04-100	Fiscal year. [Article X, filed 9/20/67; Emergency Article X, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-050.
132P-04-110	Official seal. [Article XI, filed 9/20/67; Emergency Article XI, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-060.
132P-04-120	Changes to bylaws. [Article XII, filed 9/20/67; Emergency Article XII, filed 8/3/67.] Repealed by Order 72-1, filed 12/7/72. Later promulgation, see WAC 132P-104-070.

Chapter 132P-12

CLASSIFIED PERSONNEL

PURPOSE, ADOPTION, AND AMENDMENT OF RULES

132P-12-003	Purpose. [Order 3-68, § 132P-12-003, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-006	Positions covered by the rules. [Order 3-68, § 132P-12-006, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-009	Adoption of rules. [Order 3-68, § 132P-12-009, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-012	Amendment of rules. [Order 3-68, § 132P-12-012, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-015	Definition of terms. [Order 3-68, § 132P-12-015, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

ORGANIZATION FOR PERSONNEL MANAGEMENT

132P-12-018	Organization. [Order 3-68, § 132P-12-018, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-021	Compensation. [Order 3-68, § 132P-12-021, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-024	Election of officers. [Order 3-68, § 132P-12-024, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-027	Meetings. [Order 3-68, § 132P-12-027, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
132P-12-030	Powers and duties. [Order 3-68, § 132P-12-030, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

THE PERSONNEL DIRECTOR

132P-12-036	Powers and duties. [Order 3-68, § 132P-12-036, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80,
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- Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-039 Content. [Order 3-68, § 132P-12-039, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-042 Amendment. [Order 3-68, § 132P-12-042, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-045 Allocation. [Order 3-68, § 132P-12-045, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

CLASS SPECIFICATIONS

- 132P-12-048 Interpretation of specifications. [Order 3-68, § 132P-12-048, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-051 Use in allocation. [Order 3-68, § 132P-12-051, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-054 Use in examination. [Order 3-68, § 132P-12-054, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-057 Statements of general qualifications. [Order 3-68, § 132P-12-057, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-060 Authority. [Order 3-68, § 132P-12-060, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-063 Use of class titles. [Order 3-68, § 132P-12-063, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

COMPENSATION PLAN

- 132P-12-066 General policies. [Order 3-68, § 132P-12-066, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-069 Content. [Order 3-68, § 132P-12-069, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-072 Amendment. [Order 3-68, § 132P-12-072, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-075 Payroll certification. [Order 3-68, § 132P-12-075, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

HOURS OF WORK AND LEAVES OF ABSENCE

- 132P-12-078 Hours of work. [Order 3-68, § 132P-12-078, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-084 Rest periods. [Order 3-68, § 132P-12-084, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-087 Holidays. [Order 3-68, § 132P-12-087, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-096 Annual leave. [Order 3-68, § 132P-12-096, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-12-120 Sick leave. [Order 3-68, § 132P-12-120, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

MILITARY LEAVE OF ABSENCE

- 132P-12-144 Military training leave with pay. [Order 3-68, § 132P-12-144, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-147 Military leave without pay. [Order 3-68, § 132P-12-147, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-150 Leave for civil duty. [Order 3-68, § 132P-12-150, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-153 Leave of absence without pay. [Order 3-68, § 132P-12-153, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-165 Absence without authorized leave. [Order 3-68, § 132P-12-165, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

RECRUITMENT AND EXAMINATION

- 132P-12-168 Selection by examination. [Order 3-68, § 132P-12-168, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

ANNOUNCEMENT OF EXAMINATIONS

- 132P-12-171 Content of announcements. [Order 3-68, § 132P-12-171, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-175 Distribution of announcements. [Order 3-68, § 132P-12-175, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

ELIGIBILITY TO COMPETE IN EXAMINATIONS

- 132P-12-177 Open competitive examinations. [Order 3-68, § 132P-12-177, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-180 Promotional examinations. [Order 3-68, § 132P-12-180, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

APPLICATIONS

- 132P-12-183 Forms of application. [Order 3-68, § 132P-12-183, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-186 Freedom from bias. [Order 3-68, § 132P-12-186, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-189 Admission to examination. [Order 3-68, § 132P-12-189, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-192 Disqualification of applicants. [Order 3-68, § 132P-12-192, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

CHARACTER OF EXAMINATIONS

- 132P-12-195 Original examinations. [Order 3-68, § 132P-12-195, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-198 Promotional examinations. [Order 3-68, § 132P-12-198, filed 5/15/68.] Repealed by 80-11-049 (Order

20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-12-201 Noncompetitive examinations. [Order 3-68, § 132P-12-201, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-204 Open-continuous examinations. [Order 3-68, § 132P-12-204, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

EXAMINATION ADMINISTRATION

- 132P-12-207 Conduct of examinations. [Order 3-68, § 132P-12-207, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-210 Anonymity of applicants. [Order 3-68, § 132P-12-210, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-213 Rating of examinations. [Order 3-68, § 132P-12-213, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-216 Veteran's preference. [Order 3-68, § 132P-12-216, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-219 Notification of examination results. [Order 3-68, § 132P-12-219, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-221 Medical examination. [Order 3-68, § 132P-12-221, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-224 Establishment and maintenance. [Order 3-68, § 132P-12-224, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-227 Organizational units. [Order 3-68, § 132P-12-227, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-230 Merits lists. [Order 3-68, § 132P-12-230, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-233 Layoff lists. [Order 3-68, § 132P-12-233, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-236 Unranked lists. [Order 3-68, § 132P-12-236, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-239 Duration of eligible lists. [Order 3-68, § 132P-12-239, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-242 Registers—Generally. [Order 3-68, § 132P-12-242, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-245 Registers—Departmental Reduction-in-force—Duration. [Order 3-68, § 132P-12-245, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-248 Registers—Classified service-wide reduction-in-force—Duration. [Order 3-68, § 132P-12-248, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-251 Registers—Intra-departmental promotion—Duration. [Order 3-68, § 132P-12-251, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-

80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-12-254 Registers—Inter-departmental promotion—Duration. [Order 3-68, § 132P-12-254, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-257 Registers—Departmental unranked reinstatement—Duration. [Order 3-68, § 132P-12-257, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-260 Registers—Classified service-wide unranked reinstatement—Duration. [Order 3-68, § 132P-12-260, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-263 Registers—Unranked transfer—Duration. [Order 3-68, § 132P-12-263, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-266 Registers—Open-competitive—Duration. [Order 3-68, § 132P-12-266, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-269 Removal of names from eligible lists. [Order 3-68, § 132P-12-269, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-272 Comparable lists. [Order 3-68, § 132P-12-272, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-275 Availability of eligibles. [Order 3-68, § 132P-12-275, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-278 Request for employees. [Order 3-68, § 132P-12-278, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-281 Method of certification. [Order 3-68, § 132P-12-281, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-284 Ranked lists. [Order 3-68, § 132P-12-284, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-287 Related lists. [Order 3-68, § 132P-12-287, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-290 Urgency certification. [Order 3-68, § 132P-12-290, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-293 Selection. [Order 3-68, § 132P-12-293, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

APPOINTMENTS

- 132P-12-296 Probationary appointments. [Order 3-68, § 132P-12-296, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-299 Provisional appointments. [Order 3-68, § 132P-12-299, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-302 In-training appointments. [Order 3-68, § 132P-12-302, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-305 Transfer. [Order 3-68, § 132P-12-305, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80,

- Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-308 Demotion. [Order 3-68, § 132P-12-308, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-311 Purpose. [Order 3-68, § 132P-12-311, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-314 Duration. [Order 3-68, § 132P-12-314, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-317 Removal during probationary period. [Order 3-68, § 132P-12-317, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-320 Demotion during probationary period. [Order 3-68, § 132P-12-320, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-323 Separation. [Order 3-68, § 132P-12-323, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-326 Resignation. [Order 3-68, § 132P-12-326, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-329 Reduction in force—Layoff. [Order 3-68, § 132P-12-329, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-332 Dismissal. [Order 3-68, § 132P-12-332, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-335 Abandonment of position. [Order 3-68, § 132P-12-335, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-338 Disciplinary action. [Order 3-68, § 132P-12-338, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-341 Suspension. [Order 3-68, § 132P-12-341, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-344 Demotion. [Order 3-68, § 132P-12-344, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-347 Reprimand. [Order 3-68, § 132P-12-347, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-350 Who may appeal. [Order 3-68, § 132P-12-350, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-353 Procedures for hearing appeals. [Order 3-68, § 132P-12-353, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

REPRESENTATION AND GRIEVANCES

- 132P-12-356 Employee representation. [Order 3-68, § 132P-12-356, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-359 Grievances. [Order 3-68, § 132P-12-359, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-12-425 Questions and inquiries. [Order 3-68, § 132P-12-425, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

SERVICE RATINGS AND TRAINING

- 132P-12-428 Service ratings. [Order 3-68, § 132P-12-428, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-431 Education and training. [Order 3-68, § 132P-12-431, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-434 Outside course work. [Order 3-68, § 132P-12-434, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-437 Classes during working hours—Compensation—Authorization. [Order 3-68, § 132P-12-437, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-440 Special training programs. [Order 3-68, § 132P-12-440, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

PROHIBITIONS AND PENALTIES

- 132P-12-444 Political activity. [Order 3-68, § 132P-12-444, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-447 Outside employment. [Order 3-68, § 132P-12-447, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-450 Employment of more than one member of a family. [Order 3-68, § 132P-12-450, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-453 False statements—Fraud. [Order 3-68, § 132P-12-453, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-456 Bribery. [Order 3-68, § 132P-12-456, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-459 Interference by officials. [Order 3-68, § 132P-12-459, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-462 Penalties. [Order 3-68, § 132P-12-462, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-465 Discrimination. [Order 3-68, § 132P-12-465, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

RECORDS AND REPORTS

- 132P-12-468 Personnel records. [Order 3-68, § 132P-12-468, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-471 Roster. [Order 3-68, § 132P-12-471, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-474 Reports to the personnel director. [Order 3-68, § 132P-12-474, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-12-477 Public records. [Order 3-68, § 132P-12-477, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

SEVERABILITY AND SAVINGS CLAUSES

- 132P-12-480 Conflict with federal requirements. [Order 3-68, § 132P-12-480, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-12-483 Severability clause. [Order 3-68, § 132P-12-483, filed 5/15/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-16

NEGOTIATIONS BY CERTIFIED PERSONNEL

ELECTIONS

- 132P-16-003 Purpose. [Order 1-68, § 132P-16-003, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-006 Request for election—Canvass of certificated employees by independent and neutral person or association. [Order 1-68, § 132P-16-006, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-009 Notice of election—Organizations to be included on ballot—Time for filing. [Order 1-68, § 132P-16-009, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-012 Contents of notice of election—Designation of chief election officer—Duties. [Order 1-68, § 132P-16-012, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-015 List of certificated employees—Posting of list. [Order 1-68, § 132P-16-015, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-016 Election inspectors—Duties—Right to challenge voter—Improper conduct. [Order 1-68, § 132P-16-016, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-018 Ballots. [Order 1-68, § 132P-16-018, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-021 Record of vote—Signature—Challenge. [Order 1-68, § 132P-16-021, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-024 Incorrectly marked ballot. [Order 1-68, § 132P-16-024, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-027 Privacy for voter—Equipment. [Order 1-68, § 132P-16-027, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-030 Folding ballot—Ballot box. [Order 1-68, § 132P-16-030, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-033 Challenged ballot—Procedure. [Order 1-68, § 132P-16-033, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-036 Employees present entitled to vote—Sealing ballot box—Unused ballots. [Order 1-68, § 132P-16-036, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

- 132P-16-039 Election inspectors duties after voting has terminated. [Order 1-68, § 132P-16-039, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-042 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. [Order 1-68, § 132P-16-042, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-045 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. [Order 1-68, § 132P-16-045, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-046 Electioneering within the polls forbidden. [Order 1-68, § 132P-16-046, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-048 Contest of election—Time for filing objections—Investigation of objections. [Order 1-68, § 132P-16-048, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-051 Persons eligible to vote—Definition "certificated employee." [Order 1-68, § 132P-16-051, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-054 Election determined by majority of valid votes cast—Run-off election. [Order 1-68, § 132P-16-054, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-16-055 Time lapse for new election. [Order 1-68, § 132P-16-055, filed 4/1/68.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-84

REDUCTION IN FORCE OF CLASSIFIED PERSONNEL

- 132P-84-010 Purpose of the rules. [Order 71-9, § 132P-84-010, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-020 Definitions. [Order 71-9, § 132P-84-020, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-030 Initial procedures for reduction in force. [Order 71-9, § 132P-84-030, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-040 Initial order of layoff. [Order 71-9, § 132P-84-040, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-050 Options in lieu of layoff. [Order 71-9, § 132P-84-050, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-060 Procedures for establishing order of layoff and notice requirements. [Order 71-9, § 132P-84-060, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-070 Distribution of layoff notice. [Order 71-9, § 132P-84-070, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-84-080 Reemployment rights of laid off employees. [Order 71-9, § 132P-84-080, filed 10/15/71.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-104

BOARD OF TRUSTEES--BYLAWS

- 132P-104-010 Offices. [Order 74-1, § 132P-104-010, filed 6/7/74; Order 72-1, § 132P-104-010, filed 12/7/72. Formerly WAC 132P-04-010.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-011 Meetings. [Statutory Authority: RCW 28B.50.070. 78-05-012 (Resolution 78-13), § 132P-104-011, filed 4/11/78; Order 77-2, § 132P-104-011, filed 11/1/77; Order 74-1, § 132P-104-011, filed 6/7/74; Order 72-1, § 132P-104-011, filed 12/7/72. Formerly WAC 132P-04-020.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-012 Executive sessions. [Order 72-1, § 132P-104-012, filed 12/7/72. Formerly WAC 132P-04-030.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-020 Order of agenda. [Statutory Authority: RCW 28B.50.130. 79-07-012 (Order 79-1, Resolution 79-44), § 132P-104-020, filed 6/8/79; Order 72-1, § 132P-104-020, filed 12/7/72. Formerly WAC 132P-04-040.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-030 Records of board action. [Order 72-1, § 132P-104-030, filed 12/7/72. Formerly WAC 132P-04-050.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-031 Parliamentary procedure. [Order 72-1, § 132P-104-031, filed 12/7/72. Formerly WAC 132P-04-060.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-032 Adoption or revision of policies. [Order 72-1, § 132P-104-032, filed 12/7/72. Formerly WAC 132P-04-070.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-040 Officers of the board. [Order 72-1, § 132P-104-040, filed 12/7/72. Formerly WAC 132P-04-080.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-045 Committees. [Order 72-1, § 132P-104-045, filed 12/7/72. Formerly WAC 132P-04-090.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-050 Fiscal year. [Order 72-1, § 132P-104-050, filed 12/7/72. Formerly WAC 132P-04-100.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-060 Official seal. [Order 72-1, § 132P-104-060, filed 12/7/72. Formerly WAC 132P-04-110.] Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-104-070 Changes to bylaws. [Order 72-1, § 132P-104-070, filed 12/7/72. Formerly WAC 132P-04-120.]

Repealed by 80-06-044 (Order 80-1), filed 5/14/80 and 80-11-048 (Order 20-80, and Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-120

STUDENTS RIGHTS AND RESPONSIBILITIES

EMPLOYMENT AND SCHOLARSHIPS

- 132P-120-710 Employment opportunities. [Order 72-2, § 132P-120-710, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-720 On-campus employment. [Order 72-2, § 132P-120-720, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-730 Scholarships. [Order 72-2, § 132P-120-730, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

ASSOCIATED STUDENT BODY CARDS

- 132P-120-810 Purpose. [Order 72-2, § 132P-120-810, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-815 Issuance. [Order 72-2, § 132P-120-815, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-816 Cost of cards. [Order 72-2, § 132P-120-816, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-820 Admission to events. [Order 72-2, § 132P-120-820, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-825 Special events. [Order 72-2, § 132P-120-825, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-120-830 Identification. [Order 72-2, § 132P-120-830, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

ATHLETIC ELIGIBILITY

- 132P-120-910 Athletic eligibility. [Order 72-2, § 132P-120-910, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-132

COLLEGE CALENDAR

- 132P-132-010 College year. [Order 72-2, § 132P-132-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-144

SPECIAL CHARGES

ADMISSION TICKETS TO ATHLETIC CONTESTS

- 132P-144-010 Purpose. [Order 72-2, § 132P-144-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.
- 132P-144-020 Responsibility. [Order 72-2, § 132P-144-020, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-168**THE LIBRARY**

- 132P-168-010 The library. [Order 72-2, § 132P-168-010, filed 12/4/72.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-180**COSTS AND SPECIAL FEES FOR CONTRACTED EDUCATIONAL SERVICES**

- 132P-180-010 Costs and special fees for contracted educational services. [Order 77-3, § 132P-180-010, filed 12/30/77.] Repealed by 80-11-049 (Order 20-80, Resolution 20-80), filed 8/19/80. Statutory Authority: RCW 28B.50.140.

Chapter 132P-08 WAC**PRACTICE AND PROCEDURE****WAC**

- 132P-08-001 Formal hearing policy.
 132P-08-005 Definitions.
 132P-08-010 Appearance and practice before agency.
 132P-08-080 Notice and opportunity for hearing in contested cases.
 132P-08-090 Service of process—By whom served.
 132P-08-100 Service of process—Upon whom served.
 132P-08-110 Service of process—Service upon parties.
 132P-08-120 Service of process—Method of service.
 132P-08-130 Service of process—When service complete.
 132P-08-140 Service of process—Filing with agency.
 132P-08-230 Depositions and interrogatories in contested cases—Right to take.
 132P-08-240 Depositions and interrogatories in contested cases—Scope.
 132P-08-250 Depositions and interrogatories in contested cases—Officer before whom taken.
 132P-08-260 Depositions and interrogatories in contested cases—Authorization.
 132P-08-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.
 132P-08-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.
 132P-08-290 Depositions and interrogatories in contested cases—Recordation.
 132P-08-300 Depositions and interrogatories in contested cases—Signing attestation and return.
 132P-08-310 Depositions and interrogatories in contested cases—Use and effect.
 132P-08-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.
 132P-08-330 Depositions upon interrogatories—Submission of interrogatories.
 132P-08-340 Depositions upon interrogatories—Interrogation.
 132P-08-350 Depositions upon interrogatories—Attestation and return.
 132P-08-360 Depositions upon interrogatories—Provisions of deposition rule.
 132P-08-400 Hearing officers.
 132P-08-410 Hearing procedures.
 132P-08-420 Duties of hearing officers.
 132P-08-430 Stipulations and admissions of record.
 132P-08-440 Definition of issues before hearing.
 132P-08-450 Continuances.
 132P-08-460 Rules of evidence—Admissibility criteria.
 132P-08-470 Tentative admission—Exclusion—Discontinuance—Objections.
 132P-08-480 Form and content of decisions in contested cases.

WAC 132P-08-001 Formal hearing policy. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, the provisions of WAC 132P-08-002 through WAC 132P-08-999 shall be applicable. [Order 76-2, § 132P-08-001, filed 12/6/76.]

WAC 132P-08-005 Definitions. As used herein, the term "agency" shall mean the Board of Trustees of Yakima Valley Community College or any duly appointed hearing officer or officers. [Order 76-2, § 132P-08-005, filed 12/6/76.]

WAC 132P-08-010 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 76-2, § 132P-08-010, filed 12/6/76.]

WAC 132P-08-080 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 Yakima Valley Community College or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Order 76-2, § 132P-08-080, filed 12/6/76.]

WAC 132P-08-090 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 76-2, § 132P-08-090, filed 12/6/76.]

WAC 132P-08-100 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 76-2, § 132P-08-100, filed 12/6/76.]

WAC 132P-08-110 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 76-2, § 132P-08-110, filed 12/6/76.]

WAC 132P-08-120 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 76-2, § 132P-08-120, filed 12/6/76.]

WAC 132P-08-130 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 76-2, § 132P-08-130, filed 12/6/76.]

WAC 132P-08-140 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 Yakima, Washington, accompanied by proof of service upon parties required to be served. [Order 76-2, § 132P-08-140, filed 12/6/76.]

WAC 132P-08-230 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 76-2, § 132P-08-230, filed 12/6/76.]

WAC 132P-08-240 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 76-2, § 132P-08-240, filed 12/6/76.]

WAC 132P-08-250 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 76-2, § 132P-08-250, filed 12/6/76.]

WAC 132P-08-260 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 76-2, § 132P-08-260, filed 12/6/76.]

WAC 132P-08-270 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 76-2, § 132P-08-270, filed 12/6/76.]

WAC 132P-08-280 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 76-2, § 132P-08-280, filed 12/6/76.]

WAC 132P-08-290 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 76-2, § 132P-08-290, filed 12/6/76.]

WAC 132P-08-300 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 therefor; 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 therefor, the officer shall furnish a

copy of the deposition to any party or to the deponent. [Order 76-2, § 132P-08-300, filed 12/6/76.]

WAC 132P-08-310 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 76-2, § 132P-08-310, filed 12/6/76.]

WAC 132P-08-320 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 76-2, § 132P-08-320, filed 12/6/76.]

WAC 132P-08-330 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 76-2, § 132P-08-330, filed 12/6/76.]

WAC 132P-08-340 Depositions upon interrogatories—Interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132P-08-250 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 76-2, § 132P-08-340, filed 12/6/76.]

WAC 132P-08-350 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 76-2, § 132P-08-350, filed 12/6/76.]

WAC 132P-08-360 Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 76-2, § 132P-08-360, filed 12/6/76.]

WAC 132P-08-400 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 76-2, § 132P-08-400, filed 12/6/76.]

WAC 132P-08-410 Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 76-2, § 132P-08-410, filed 12/6/76.]

WAC 132P-08-420 Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 132P-08-400 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 decision, 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 argument 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 argument and impose reasonable limitations regarding the

time and place for the presentation of the written or oral argument. After a review of the matter, and giving reasonable consideration to the proposal for decision by the hearing officer or officers, the Board of Trustees shall announce its decision and the final action to be taken. [Order 76-2, § 132P-08-420, filed 12/6/76.]

WAC 132P-08-430 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 76-2, § 132P-08-430, filed 12/6/76.]

WAC 132P-08-440 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 76-2, § 132P-08-440, filed 12/6/76.]

WAC 132P-08-450 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 76-2, § 132P-08-450, filed 12/6/76.]

WAC 132P-08-460 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 76-2, § 132P-08-460, filed 12/6/76.]

WAC 132P-08-470 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 76-2, § 132P-08-470, filed 12/6/76.]

WAC 132P-08-480 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 76-2, § 132P-08-480, filed 12/6/76.]

Chapter 132P-20 WAC DRUG POLICY

WAC

132P-20-010	Introduction—Responsibility of college.
132P-20-020	Educational responsibility regarding drugs.
132P-20-030	Programs regarding drugs.
132P-20-040	Drug policy—Requested procedure.
132P-20-050	Drug policy—Violation—Disciplinary action.
132P-20-060	Violation of drug laws—College involvement—Hearing committee.
132P-20-070	Violation of drug laws—Action by college.
132P-20-080	Violation of drug laws—Suspension of student.
132P-20-090	Hearing committee—Members—Appeal.
132P-20-100	Violation of drug laws—Nonstudent.
132P-20-110	Constitutional rights of individuals.

WAC 132P-20-010 Introduction—Responsibility of college. The Board of Trustees, students, faculty, and administration of Community College No. 16 believe the

primary responsibility of a college to be the creation of a scholarly environment in which the interchange between students, faculty, and administrators will produce the fullest opportunities for the maturation of every individual involved. [Order 2-68, § 132P-20-010, filed 4/10/68.]

WAC 132P-20-020 Educational responsibility regarding drugs. Believing that no areas of search into human values and problems are to be restricted, the college recognizes as part of its educational responsibility the necessity of providing for frank, honest, and thorough discussions of the role of drugs in modern society. [Order 2-68, § 132P-20-020, filed 4/10/68.]

WAC 132P-20-030 Programs regarding drugs. It shall be the responsibility of the students, faculty, and administration of Yakima Valley College to provide programs consistent with a thorough and honest discussion of the issue. [Order 2-68, § 132P-20-030, filed 4/10/68.]

WAC 132P-20-040 Drug policy—Requested procedure. In order to implement the above policy, the following techniques are requested procedures in which this may be accomplished:

- (1) Conduct a voluntary workshop for faculty and student leaders. This would be a background for future meetings and classroom discussions.
- (2) Provide in the library materials in sufficient quantities on the subject of drugs and drug abuses. These materials should be current and readily available. Prepare a complete bibliography on the subjects.
- (3) Provide necessary background and materials for discussion of drugs and drug abuse in all psychology and health education sections. At least one class period each quarter should be reserved for this subject.
- (4) Conduct at least one program each quarter on drugs and drug abuses; which shall be held in the college auditorium. This would be held during the noon hour.
- (5) Conduct an evening session on drugs and drug abuses; which shall be held in the college auditorium for interested students and members of the community.
- (6) Present a new student orientation program on drugs and drug abuse each quarter. The program will be directed toward college rules and regulations and federal and state laws on the subject. The program is to be given by the President. [Order 2-68, § 132P-20-040, filed 4/10/68.]

WAC 132P-20-050 Drug policy—Violation—Disciplinary action. The college does not in any way condone the medically uncontrolled use of hallucinogens and other drugs by students. In view of existing legal restrictions and scientific evidence concerning the effects of these drugs; if a student possesses, manufactures, sells, uses, or causes someone else to use these drugs on college property, property of the Yakima Valley Corporate Board, or property under the supervision and control of the college, he becomes subject to the immediate

disciplinary action by the college. [Order 2-68, § 132P-20-050, filed 4/10/68.]

WAC 132P-20-060 Violation of drug laws—College involvement—Hearing committee. Where college regulations do not apply, and when a student is charged with violation of public or criminal law regarding drugs, the college may become involved only at the student's request. In no case should college involvement include acceptance of disciplinary responsibility in lieu of criminal action. The Hearing Committee may reexamine students convicted by civil authority where the welfare of other students might be jeopardized. Only the Hearing Committee has the authority to call for such reexamination. [Order 2-68, § 132P-20-060, filed 4/10/68.]

WAC 132P-20-070 Violation of drug laws—Action by college. In the event that a student is charged by legal authorities in connection with alleged violation of statutory provisions regarding drug abuse, the college will not initiate any specific action against this student until after a plea of guilty or a conviction is secured in a court and the student is sentenced. [Order 2-68, § 132P-20-070, filed 4/10/68.]

WAC 132P-20-080 Violation of drug laws—Suspension of student. Any student of Yakima Valley College, convicted or who has entered a plea of guilty to a gross misdemeanor or felony resulting from a violation of drug or narcotic laws while in attendance, shall be automatically suspended. This action may be appealed to the Hearing Committee, but only at the initiative of the suspended individual. [Order 2-68, § 132P-20-080, filed 4/10/68.]

WAC 132P-20-090 Hearing committee—Members—Appeal. The procedure for dealing with an individual case shall be as follows: the student will appear before the Hearing Committee consisting of four elected or appointed students, three faculty members, and the Director of Student Personnel. The latter will serve as chairman of this group. The method of appointing or electing students shall be determined by the Student Executive Council; the faculty members shall be selected by the Faculty Senate. Throughout the hearing the convicted student will be granted due process and right of appeal to the college President, to the Board of Trustees of College District No. 16, and finally to the State Board of Community College Education. [Order 2-68, § 132P-20-090, filed 4/10/68.]

WAC 132P-20-100 Violation of drug laws—Nonstudent. Any nonstudent associated with Yakima Valley College violating WAC 132P-20-080 shall not be subject to the application of the Hearing Committee Procedure because of his nonstudent classification; however, if found guilty of a violation set forth in WAC 132P-20-080, shall be subject to a like procedure before the proper college authorities and shall be subject to the

degree equal, but not restricted to, that treatment prescribed for any student or students found to be in violation of this Policy. [Order 2-68, § 132P-20-100, filed 4/10/68.]

WAC 132P-20-110 Constitutional rights of individuals. Underlying all of these procedures will be the college recognition of a concern for the constitutional rights of all individuals. [Order 2-68, § 132P-20-110, filed 4/10/68.]

Chapter 132P-24 WAC CRIMINAL TRESPASS

WAC

132P-24-010	Purpose.
132P-24-020	Definition.
132P-24-030	Hours.
132P-24-040	Roof tops.
132P-24-050	Obstructions of entrances or hall ways.
132P-24-060	Hall ways.
132P-24-070	Offices.
132P-24-080	Penalty.
132P-24-090	Notice.
132P-24-100	Emergency.

WAC 132P-24-010 Purpose. The Board of Trustees of Community College District No. 16 adopt the following rules to implement the Criminal Trespass law of the state of Washington. [Order 4-69, § 132P-24-010, filed 9/4/69; Emergency Order 3-69, § 132P-24-010, filed 8/1/69; Emergency Order 1-69, § 132P-24-010, filed 5/2/69.]

WAC 132P-24-020 Definition. The term "building" as used in these rules shall mean any building or structure situated on the campus of Yakima Valley College or used by and which is under the control and supervision of Yakima Valley College District No. 16. [Order 4-69, § 132P-24-020, filed 9/4/69; Emergency Order 3-69, § 132P-24-020, filed 8/1/69; Emergency Order 1-69, § 132P-24-020, filed 5/2/69.]

WAC 132P-24-030 Hours. All buildings shall be closed to students and the public before and after regular school hours, which shall be determined by the president, except for those times and for those purposes approved by the president, or in his absence, his designee. [Order 4-69, § 132P-24-030, filed 9/4/69; Emergency Order 3-69, § 132P-24-030, filed 8/1/69; Emergency Order 1-69, § 132P-24-030, filed 5/2/69.]

WAC 132P-24-040 Roof tops. No person or persons shall at any time go on the roof of any building without the express consent of the president, or in his absence, his designee. [Order 4-69, § 132P-24-040, filed 9/4/69; Emergency Order 3-69, § 132P-24-040, filed 8/1/69; Emergency Order 1-69, § 132P-24-040, filed 5/2/69.]

WAC 132P-24-050 Obstructions of entrances or hall ways. No person or persons shall obstruct the entrances or exits of any of the campus parking lots, or any

building, or erect any barrier which would prevent the free ingress and free egress of people to and from the parking lots, buildings, or rooms situated within any building. [Order 4-69, § 132P-24-050, filed 9/4/69; Emergency Order 3-69, § 132P-24-050, filed 8/1/69; Emergency Order 1-69, § 132P-24-050, filed 5/2/69.]

WAC 132P-24-060 Hall ways. No person or persons shall in any way obstruct a corridor or hall way of any building in any manner which would in any way prevent the free movement of persons through any corridor or hall way. [Order 4-69, § 132P-24-060, filed 9/4/69; Emergency Order 3-69, § 132P-24-060, filed 8/1/69; Emergency Order 1-69, § 132P-24-060, filed 5/2/69.]

WAC 132P-24-070 Offices. No person or persons shall be permitted inside the work counters or railings or barriers separating the administrative offices or work areas from the public and students without the express consent of the president or administrative officer in charge of said offices. [Order 4-69, § 132P-24-070, filed 9/4/69; Emergency Order 3-69, § 132P-24-070, filed 8/1/69; Emergency Order 1-69, § 132P-24-070, filed 5/2/69.]

WAC 132P-24-080 Penalty. Any student or faculty member violating these rules may be subject to prosecution for criminal trespass and/or disciplinary proceedings as provided in the rules adopted by the Board of Trustees. Any person violating these rules may be subject to prosecution for criminal trespass. [Order 4-69, § 132P-24-080, filed 9/4/69; Emergency Order 3-69, § 132P-24-080, filed 8/1/69; Emergency Order 1-69, § 132P-24-080, filed 5/2/69.]

WAC 132P-24-090 Notice. Any person or persons violating these rules shall be notified by the president or his duly authorized agent of the violation, and they shall be given a period of thirty minutes to comply with these rules, or be subject to these penalties provided in the preceding paragraph. [Order 4-69, § 132P-24-090, filed 9/4/69; Emergency Order 3-69, § 132P-24-090, filed 8/1/69; Emergency Order 1-69, § 132P-24-090, filed 5/2/69.]

WAC 132P-24-100 Emergency. The Board of Trustees of Community College District No. 16 find the immediate adoption of the foregoing rules is necessary for the preservation of the public health, safety, and general welfare of the students and public, and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to the public interest. [Order 4-69, § 132P-24-100, filed 9/4/69; Emergency Order 3-69, § 132P-24-100, filed 8/1/69; Emergency Order 1-69, § 132P-24-100, filed 5/2/69.]

Chapter 132P-28 WAC TENURE POLICY

WAC

132P-28-010	Purpose.
132P-28-020	Definitions.
132P-28-030	Composition of review committee.
132P-28-040	Review committee action.
132P-28-050	Dismissal for sufficient cause.
132P-28-055	Dismissal for cause.
132P-28-070	Review committee recommendations.
132P-28-080	Tenure considerations.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132P-28-060	Nonrenewal of tenured faculty contracts. [Order 71-1, § 132P-28-060, filed 2/1/71.] Repealed by Order 72-3, filed 5/14/73.
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WAC 132P-28-010 Purpose. The board of trustees of Community College District No. 16, pursuant to the mandate, of RCW 28B.50.852, adopts the following negotiated rules and policy governing faculty tenure and faculty re-employment rights at Yakima Valley College and subsequent community colleges hereafter established within Community College District No. 16. [Order 72-3, § 132P-28-010, filed 5/14/73; Order 71-1, § 132P-28-010, filed 2/1/71.]

WAC 132P-28-020 Definitions. As used in chapter 132P-28 WAC, the following terms and definitions shall mean:

(1) "Appointing authority" shall mean the board of trustees of Community College District No. 16.

(2) "Review committee" shall mean a committee of faculty peers and administrative staff appointed pursuant to WAC 132P-28-020.

(3) "Evaluation subcommittee" shall mean a subcommittee of each academic or technical division at Yakima Valley College to be chosen in accordance with procedures established by each such division which shall assist the college review committee in performing its statutory duties.

(4) "Regular college year" shall mean a faculty appointment inclusive of consecutive fall, winter, and spring quarters.

(5) "President" shall mean the president of Yakima Valley College or in such president's absence, the acting president.

(6) "Full time employment" shall mean employment of an individual which individual meets the base requirements for initial placement at full salary on the salary schedule for any regular college year.

(7) "College" shall mean Yakima Valley College and any subsequent community college hereafter established within Community College District No. 16.

(8) The definitions of "tenure", "faculty appointment", "probationary", and "administrative appointment" shall be the same as are contained in section 33, chapter 283, Laws of 1969 ex. sess., and RCW 28B.50-.851, as now law or hereafter amended.

(9) The professional rights and responsibilities committee of the representative faculty group is that committee as described in the constitution of the representatives of the faculty. [Order 72-3, § 132P-28-020, filed 5/14/73; Order 71-1, § 132P-28-020, filed 2/1/71.]

WAC 132P-28-030 Composition of review committee. (1) One college review committee shall be established, which shall include three administrative appointees appointed by the president and one tenured faculty electee from each instructional division of the college, with all other certified personnel considered to be one division. Each college division shall submit two or more nominees to serve on the college review committee, which nominees shall be elected to the review committee during the month of September of each academic year by the majority, who vote, of teaching faculty and the division chairmen acting as a body. No member of the review committee may be a member of the professional rights and responsibilities committee of the representative faculty group.

(2) Election to the review committee shall be for a term of two academic years; provided, that the initial electees to the college review committee representing the divisions of agriculture, business administration, biological science, creative arts, and health services, shall be elected to serve for a term of one year.

(3) If a vacancy exists upon the review committee prior to the expiration of a member's elected term, an administrative or faculty member from the same division as the retiring member as appropriate, shall be chosen pursuant to paragraph (2) of this rule to fill the unexpired term of the absent member of the college review committee.

(4) The review committee shall choose its own chairman and shall meet at the call of the chairman when a need for such meeting arises. The chairman shall be a voting member of the review committee and may cast a ballot on any issue before the committee. All decisions of the review committee shall be by majority vote; provided, that seven members in attendance in any review committee meeting shall constitute a quorum for the transaction of any business.

(5) The committee shall be supplied with information relative to the qualifications of each probationary appointee by each separate division's evaluation subcommittee, which subcommittee shall supply to the college review committee, by January tenth of each regular college year, all necessary information for the review committee's proper determination of any matter. The subcommittees shall be composed of tenured faculty members and shall be chosen by procedures established within each college division in conjunction with the vice president-instruction.

(6) The college review committee shall establish its method of evaluating performance of each full time probationary faculty appointee. The evaluation process shall place primary importance upon the probationer's effectiveness in his appointment.

(7) In all transactions, the college review committee shall use the Administrative Procedure Act as an operational guideline. [Order 72-3, § 132P-28-030, filed 5/14/73; Order 71-1, § 132P-28-030, filed 2/1/71.]

WAC 132P-28-040 Review committee action. (1) The review committee shall be required to conduct an evaluation of each full time probationary faculty appointee and render the following reports to the probationary faculty appointee and through the president to the appointing authority at the following times during the regular college year:

(a) A written evaluation of each full time probationary faculty appointee's performance and the subsequent submission of such written evaluation of performance directed to said probationer and to the appointing authority on February first of each regular college year that said probationer is not a tenured faculty appointee. When the review committee renders such a report, the review committee shall serve a copy of such report upon the appointee evaluated and obtain such appointee's written acknowledgment of receipt of the written performance evaluation each time the same is rendered.

(b) A written recommendation concerning the employment or nonemployment of each full time probationary faculty appointee for the ensuing regular college year directed to the appointing authority through the president prior to February 15th of every college year; provided, that the appointing authority, after giving reasonable consideration to the recommendations of the review committee, shall either extend the probationary appointee's contract for an ensuing regular college year or terminate such appointee by written notice prior to the last day of winter quarter of any college year; provided further, that the failure of the review committee to make a timely report for re-employment of any probationary faculty appointee at the time required as specified by this paragraph shall be deemed a recommendation that re-employment of such an appointee for an ensuing regular college year is recommended.

(c) A written recommendation directed through the president to the appointing authority recommending that the appointing authority award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee; provided, that during such full time probationary faculty appointee's third regular college year of consecutive appointment, the review committee shall, prior to March first of such third regular college year, make a recommendation as to the award or nonaward of tenure.

(2) In the event an evaluation subcommittee or the review committee recommends that tenure not be awarded to a probationer or that a probationer's contract not be renewed for an ensuing college year, that notice of such recommendation shall be given to the probationer, who shall be entitled to make a presentation before the review committee, call any witnesses which he may desire appear, and to cross examine any witnesses that appear against him in such a proceeding.

(3) 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.

(4) The appointing authority shall strive to advise the probationary faculty appointee by January 1 of any regular college year of award or nonaward of tenure, but shall in any case so advise the appointee no later than the last day of the winter quarter of any regular calendar year. [Order 72-3, § 132P-28-040, filed 5/14/73; Order 71-1, § 132P-28-040, filed 2/1/71.]

WAC 132P-28-050 Dismissal for sufficient cause. In all instances which involve dismissal for sufficient cause as defined in WAC 132P-28-055, of either a probationary faculty appointee or a tenured faculty appointee during any contract period as distinguished from the nonrenewal for sufficient cause as defined in WAC 132P-29-060 [WAC 132P-28-060]:

(1) The vice president-instruction 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's employment term. If the vice president-instruction has cause 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 he shall discuss the problem with the professional rights and responsibilities committee of the representative faculty group and obtain a recommendation from them as to further action. If, after the recommendation, 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 dismissal for sufficient cause and refer the charge in writing to the concerned faculty member and to the college review committee.

(2) The college review committee shall, after receiving the written charge from the president, establish a date for a review 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.

(3) The review committee hearing shall:

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

(b) The faculty member whose case is being reviewed shall be afforded the right of cross examination and the opportunity to present evidence in his behalf; the proceedings before the review committee shall be inquisitory in nature and the review committee shall be authorized to examine all evidence relating to alleged misconduct of the faculty member so charged.

(c) The review committee may consider any type of evidence which reasonable men give probative value to

in the conduct of their affairs and shall exclude only incompetent, irrelevant, and unduly repetitious evidence.

(4) The review committee following the expiration of such dismissal proceedings shall prepare a written report of findings of fact and recommendation of appropriate actions to be taken by the appointing authority and serve same upon the concerned faculty member and the appointing authority. [Order 72-3, § 132P-28-050, filed 5/14/73; Order 71-1, § 132P-28-050, filed 2/1/71.]

WAC 132P-28-055 Dismissal for cause. Dismissal for sufficient cause shall include:

(1) Aiding and abetting or participating in any unlawful act of violence.

(2) Aiding and abetting or participating in any unlawful act resulting in destruction of community college property.

(3) Aiding and abetting or participating in any unlawful interference with the orderly conduct of the educational process.

(4) Severe performance deficiencies, if it is judged to be in the interest of the college district to recommend the termination of the individual's contract.

(5) Unprofessional conduct, if it is judged to be in the interest of the college district to recommend the termination of the individual's contract.

(6) Immoral acts, if it is judged to be in the interest of the college district to recommend the termination of the individual's contract. [Order 72-3, § 132P-28-055, filed 5/14/73; Order 71-1, § 132P-28-055, filed 2/1/71.]

WAC 132P-28-070 Review committee recommendations. (1) A tenured or probationary faculty appointee who is dismissed for sufficient cause during the regular college year after a proceeding before the review committee shall be entitled to receive a formal Administrative Procedure Act hearing, after a request for such hearing is directed by the faculty appointee involved to the appointing authority within ten (10) days following receipt of the notice of dismissal pursuant to RCW 28B.50.864.

(2) A timely filing of a request for a hearing pursuant to subparagraphs (1) and (2) of this rule is deemed jurisdictional.

(3) The appointing authority shall give reasonable consideration to any review committee recommendation formulated pursuant to the provisions of chapter 132P-28 WAC. [Order 72-3, § 132P-28-070, filed 5/14/73; Order 71-1, § 132P-28-070, filed 2/1/71.]

WAC 132P-28-080 Tenure considerations. (1) A probationary faculty appointee shall acquire tenure by operation of law if such appointee's service with the college exceeds three consecutive regular college years of full time academic employment.

(2) The following positions are deemed by the appointing authority to constitute administrative appointments for which there shall be no right to acquire tenure:

(a) President

(b) Vice President - Instruction

- (c) Business Manager
- (d) Dean/Student Affairs
- (e) Associate Dean/Occupational Education
- (f) Associate Dean/Continuing Education
- (g) Administrative Assistant
- (h) Director/Institutional Research
- (i) Evening Vocational Coordinator
- (j) Manpower Coordinator
- (k) Division Chairmen
- (l) Director/Admissions and Records
- (m) Director/Advising
- (n) Director/Financial Aids and Placement
- (o) Director/Counseling Services
- (p) Director/Athletics
- (q) Director/Activities and Housing
- (r) Housing Director/Manager
- (s) Coordinator, Student-Community Programs
- (t) Coordinator, Career Planning and Placement
- (u) Coordinator, Intramural Athletics
- (v) Coordinator, Student Activities
- (w) Athletic Coaches
- (x) Director/Learning Resources Center
- (y) All other positions which have administrative responsibilities similar to the above.

(3) An individual, except the president, who shall serve in any position enumerated in subparagraph (2) of this rule and who shall additionally serve as a teacher, counselor, librarian, or comparable position, shall be eligible for an award of tenure as teacher, counselor, or librarian insofar as such person has had after July 1, 1967 or presently does have status as a teacher, counselor, or librarian. A person serving in a position classified as an administrative or coaching position shall not be awarded tenure in such an administrative or coaching position.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing authority after giving reasonable consideration to a specific recommendation from the review committee; provided, that the appointing authority shall not consider any recommendation for an award of tenure until the probationary faculty appointee has completed a minimum of one regular college year of full-time academic employment.

(5) The positions of division chairmen shall not be tenured notwithstanding that tenured faculty appointees serve in such positions. Tenured faculty members who shall serve as division chairmen shall have a legal right to serve as teachers, counselors or librarians. [Order 72-3, § 132P-28-080, filed 5/14/73; Order 71-1, § 132P-28-080, filed 2/1/71.]

Chapter 132P-32 WAC

RULES OF CONDUCT AND PROCEDURES OF ENFORCEMENT

WAC

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WAC 132P-32-010 Purpose. It is the purpose of this regulation to establish the conduct of students attending any community college within community college district no. 16, state of Washington, which conduct shall be subject to disciplinary action and to adopt procedures consistent with the requirements of due process applicable to such proceedings by Amendment 14 to the United States Constitution. [Order 70-4, § 132P-32-010, filed 8/28/70.]

WAC 132P-32-020 Definitions. As used in chapter 132P-32 WAC, the following words and phrases shall mean:

(1) "Assembly" shall mean any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or group of persons.

(2) "Board" shall mean the board of trustees of community college district no. 16, state of Washington.

(3) "College" shall mean Yakima Valley College and any other community college which may hereafter be created within community college district no. 16, state of Washington.

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

(5) "College employees" shall mean any person employed on a full or part time basis to include administrative personnel, except for those persons who are faculty members as defined in section 8 hereof by any community college within community college district no. 16 in the state of Washington.

(6) "Disciplinary action" shall mean and include the expulsion, suspension, delayed suspension, or probative suspension or admonition of any student by the college president for the violation of any designated rule of conduct of students where the violation of such rule is subject to disciplinary action.

(7) "District" shall mean community college district no. 16, state of Washington.

(8) "Faculty member" shall mean any employee of any college within the district which employee is employed to teach, or counsel, or participate as a librarian in any college within the district.

(9) "President" shall mean the duly appointed president of any college within community college district no. 16 or in such president's absence, the acting president.

(10) "Student" shall mean and include any person who is enrolled in any course or class at the college or

any person who has completed one academic quarter and is otherwise eligible for future enrollment.

(11) "Organization" shall mean a number of students who have complied with the college requirements for recognition.

(12) "Group" shall mean a number of students who have not yet complied with the formal college requirements to become an organization. [Order 70-4, § 132P-32-020, filed 8/28/70.]

WAC 132P-32-030 Jurisdiction. The rules contained within chapter 132P-32 WAC which are subject to disciplinary action shall apply to each student attending the college whenever such student or students are present upon college facilities or in the instance where a violation of rules contained within this chapter away from college facilities constitutes a felony or gross misdemeanor which adversely affects the student's suitability as a member of the college community. [Order 70-4, § 132P-32-030, filed 8/28/70.]

WAC 132P-32-040 Prohibited conduct. (1) Any student who performs any conduct which constitutes a violation of the criminal statutes of the state of Washington upon college facilities; specifically, any provision of Title 9 of the Revised Code of Washington as now exists or is hereafter amended, shall be subject to disciplinary action.

(2) Any student who shall willfully attempt to damage or destroy, or who in fact does willfully damage or destroy, any college facility, shall be subject to disciplinary action.

(3) Any student who shall direct any language to a faculty member or any college employee, which language tends to demean the person to whom such language is directed, shall on the complaint of such person be subject to disciplinary action.

(4) Any student who singly or in concert with others conducts or participates in any assembly heretofore defined on college facilities which:

(a) Is conducted in a disorderly manner; or

(b) Unreasonably interferes with vehicular or pedestrian traffic; or

(c) Unreasonably interferes with classes, scheduled meetings or ceremonies of the college; or

(d) Unreasonably interferes with any regular activity of another student or students or any faculty member or any college employee shall be subject to disciplinary action.

(5) Any student who violates any provision of chapter 132P-24 WAC relating to criminal trespass upon college facilities shall be subject to disciplinary action.

(6) Any student who shall singly or in concert with others interfere by force or violence or intimidate by threat of force or violence, any student, faculty member, or any college employee, which persons are engaged in orderly pursuits or duties on college facilities, shall be subject to disciplinary action.

(7) Any student singly or in concert with others who shall disrupt or attempt to disrupt the orderly educational processes of the college, to include classroom or

laboratory instruction, meetings and ceremonies, shall be subject to disciplinary action.

(8) Any student who shall perform any act of dishonesty including cheating, plagiarism, or the knowingly furnishing of false information to the college, or forgery, or alteration or use of college records or documents, shall be subject to disciplinary action.

(9) Any student who shall violate any published rules governing the residence halls operated by the college may, in addition to being expelled from such residence hall, be subject to disciplinary action.

(10) Any student who shall fail to comply with the lawful orders or directives of any faculty member or other college employee, shall be subject to disciplinary action. [Order 70-4, § 132P-32-040, filed 8/28/70.]

WAC 132P-32-045 Outside speakers. Any recognized college student organization with the written certification of its advisor may invite speakers to the college subject to the legal restraints imposed by the laws of the United States and the state of Washington.

(1) No invitation by a college organization inviting an outside speaker to the college shall be honored unless the written certification from the faculty advisor to the college organization is received by the president at least five calendar days prior to the date of the proposed speaking engagement. The president shall be authorized to waive such notice requirement.

(2) All requests from college organizations, if timely, shall be granted, provided such requests to invite an outside speaker to the college may be denied if the college president determines after inquiry that the proposed speech or the proposed speaker will constitute a clear and present danger to the college's orderly operation by the outside speaker's advocacy of any of the following actions:

(a) The violent overthrow of the government of the United States, the state of Washington, or any political subdivision thereof; or

(b) The willful damage or destruction or seizure and subversion of the college's facilities or other property; or

(c) The forceable disruption or impairment of, or interference with, the college's regularly scheduled classes or other educational functions; or

(d) The physical harm, coercion, intimidation, or other invasion of the lawful rights of the college's faculty members, students, or other college employees; or

(e) Other campus disorder of a violent nature.

(3) In determining the presence of a clear and present danger to the college as previously recited in paragraph 2 of this regulation, the college president may consider all relevant factors including whether such speaker has, within the past 5 years, incited violence resulting in the destruction of the property at any other institution of higher learning or has willfully caused the forceable disruption of the regularly scheduled classes or other educational functions at any other institution of higher education. [Order 70-4, § 132P-32-045, filed 8/28/70.]

WAC 132P-32-050 Distribution of materials. (1) Handbills, leaflets, newspapers and similarly related

published matter may be distributed free of charge upon college facilities designated by the dean of student personnel services by any student or students or members of any recognized student organizations; provided that such distribution does not interfere with the ingress and egress of persons or interfere with the free flow of regular pedestrian traffic; provided further that such handbills, leaflets, newspapers and similarly related published matter will bear identification as to the publishing agency and distributing organization or individual.

(2) Newspapers, leaflets, handbills and other similarly related published material may be offered for sale by any student or student organization through the college bookstore or such other places deemed permissible by the student executive council; provided, that such newspapers, leaflets and handbills which are sold must bear identification as to the publishing agency and distributing individual or organization.

(3) All nonstudents shall be required to register with a coordinator of student activities prior to the distribution of any handbill, leaflet, newspaper or related published matter; provided that such registration shall not be applied as a prior restraint by the coordinator of student activities in denying to any nonstudent the opportunity to distribute any handbill, leaflet, newspaper or similar published matter; provided further that such nonstudents shall be only entitled to distribute handbills, leaflets, newspapers or similar published matter in an area designated by the dean of student personnel services which is available to students for the distribution of similar matters.

(4) Any student who shall distribute or offer for sale any handbill, leaflet, newspaper or similar published matter which is obscene or which actively espouses the violent overthrow of the government of the United States or the state of Washington or which advocates the destruction of college property or other unlawful violent acts shall be subject to disciplinary action.

(5) Any student who violates any provision of this rule relating to the distribution and sale of handbills, leaflets, newspapers and similar published materials shall be subject to disciplinary action. [Order 70-4, § 132P-32-050, filed 8/28/70.]

WAC 132P-32-055 Identification. For the purpose of determining whether probable cause exists for the application of any section of the code of student conduct by any person on college facilities, any faculty member or other college employee, expressly authorized by the president, may demand that any person on college facilities produce evidence of student enrollment at the college by tender of said person's student identification card to the faculty member or authorized college employee. The refusal by a student to produce a student identification card or to take the steps necessary to establish his status as a student upon proper request shall be cause for disciplinary action. [Order 70-4, § 132P-32-055, filed 8/28/70.]

WAC 132P-32-060 Initiation of disciplinary action. (1) The complaints of any aggrieved student, faculty

member or employee for violation of any rule or regulation by a student occurring on college facilities shall be registered by the person aggrieved with the dean of student personnel services; provided that the dean of student personnel services may initiate disciplinary action without the basis of a formal complaining witness.

(2) Any student accused of violating any provision of the rules and regulations set forth in WAC 132P-32-030 [WAC 132P-32-040] will be called for an initial conference with the dean of student personnel services or his designated representative, and will be informed of what provision or provisions of such rules the student is charged with violating. Additionally, the said dean of student personnel services shall advise each student what appears to be the maximum penalty which might result from initiation of disciplinary proceedings hereafter specified.

(3) After considering the evidence against the student so charged regarding the complaint initiated by an aggrieved party or initiated by the said dean on his own volition, the dean or his designated representative may take any of the following actions:

(a) Terminate the complaint exonerating the student or students so charged; or

(b) Dismiss the charge after whatever counseling and advice is deemed appropriate; or

(c) Impose minor sanctions directly such as a warning, reprimand or fine not to exceed \$50.00; or

(d) Impose major disciplinary action as hereafter defined after the student waives his right to a hearing and after the president approves such action.

(e) In the instance where the dean of student personnel services imposes disciplinary action after a hearing waiver, the student may appeal only the disciplinary action involved and not the facts giving rise to the disciplinary action to the college disciplinary committee. [Order 70-4, § 132P-32-060, filed 8/28/70.]

WAC 132P-32-070 Proceedings before the disciplinary committee. (1) If disciplinary action is initiated by the dean of student personnel services and the student does not waive his right to such hearing, the said dean shall refer the matter to the college disciplinary committee established pursuant to the provisions of WAC 132P-32-080.

(2) The college disciplinary committee shall hear, de novo, and make the necessary findings of fact and make the necessary recommendations to the dean of student personnel services on all disciplinary cases referred to such committee.

(a) The student has a right to a fair and impartial hearing before the disciplinary committee which shall be conducted in accordance with provisions of this rule on any charge or charges violating the rules of student conduct. The student's failure to cooperate with the hearing committee procedure as hereinafter outlined shall not preclude the disciplinary committee from making appropriate findings of fact and recommendations to the dean of student personnel services in the instance that major disciplinary action is recommended for imposition.

(b) The student so charged will be given a written notice of the time and place of the hearing by personal service or registered mail at least five days prior to the hearing. The student shall be entitled to request in writing an additional hearing date if the date established by the student disciplinary committee is burdensome or inconvenient. Notice of such hearing shall contain a statement of the time and place and a statement of the charge or charges against the student.

(c) The student charged shall upon request made with the dean of student personnel services be entitled to receive the list of persons who will testify against such student accompanied by an oral summary of expected testimony.

(d) At the disciplinary committee hearing, the student shall be entitled to examine all written evidence against him and be informed of the identity of its source. The disciplinary committee shall allow the accused student the opportunity to present written or oral evidence to include a reasonable number of character witnesses and any matter in extenuation or mitigation of the offense charged. The proceedings before the disciplinary committee shall be recorded or summarized in a manner deemed appropriate by the dean of student personnel services.

(3) In any disciplinary proceedings conducted pursuant to this section, the student shall be entitled to choose a duly licensed attorney admitted to the practice of law in any state or federal court as counsel. In such event, the student must render three days' notice to the disciplinary committee prior to the hearing of the prospective representation by counsel. In the event the student chooses a duly licensed attorney to represent him in the proceedings before the disciplinary committee, the dean of student personnel services shall be entitled to request an assistant attorney general for the state of Washington to represent the college in such a proceeding.

(a) In those instances in which both sides are represented by a duly licensed attorney, the assistant attorney general of the state of Washington representing the college shall present the case against the student to the disciplinary committee for the committee's appropriate findings and recommendations.

(b) In the instance where duly licensed attorneys are not represented in the disciplinary proceedings, all appropriate evidence including the evidence of any unsworn documents and the calling of witnesses shall be done by the disciplinary committee. In such an event, the disciplinary committee shall examine all written evidence and examine all the witnesses appearing for or against the student or students charged.

(c) In the event that one or more students are charged with the same misconduct arising from the same occurrence, the dean of student personnel services shall be authorized to consolidate the hearings as practical.

(d) The disciplinary committee at its discretion may authorize a closed or open hearing. In the event a student or students charged with misconduct request a closed hearing, such hearing shall be closed.

(e) The disciplinary committee shall not be authorized to consider a challenge to the constitutionality or the legality of any regulations contained within WAC 132P-32-030 [WAC 132P-32-040].

(4) Upon the conclusion of the disciplinary proceeding as specified in this rule, the disciplinary committee shall consider only evidence admitted at the hearing and enter appropriate findings of fact as to whether the student charged with misconduct in fact performed such misconduct. After the disciplinary committee has determined if the student in fact has performed the misconduct charged in the notice of the hearing, the disciplinary committee shall then decide by majority vote whether to recommend to the dean of student personnel services the following actions:

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

(b) The dean of student personnel services impose any disciplinary action authorized him in WAC 132P-32-100.

(c) The disciplinary committee's decision which is required by this paragraph shall be rendered within five days after the proceedings have been terminated with a copy served or mailed by registered mail to the accused student or students.

(5) In determining whether the student has in fact violated any provision of the rules and regulations denominated in WAC 132P-32-030 [WAC 132P-32-040], the disciplinary committee shall be allowed to give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent men in the conduct of their affairs to include all evidence which shall be classified under appropriate judicial rules as hearsay evidence. The chairman of the disciplinary committee shall in the course of presiding at the disciplinary proceeding make decisions on the admissibility of evidence and give effect to the rules of privilege recognized by law and exclude only incompetent, irrelevant, immaterial or unduly repetitious evidence.

Any evidence of a student or students' past misconduct in the accused student's academic record are deemed relevant and may be considered by the disciplinary committee in formulating disciplinary recommendation required pursuant to this rule. [Order 70-4, § 132P-32-070, filed 8/28/70.]

WAC 132P-32-080 Composition of disciplinary committee. Each college within the district shall have a college disciplinary committee composed of six members which shall be chosen no later than October 15 of any academic year. The membership for such committee shall be selected as follows:

(1) Yakima Valley College Association shall submit a list of five nominees to the president, of which two shall be chosen by the president to sit in on the disciplinary committee. Such faculty member shall be chosen for a two year term.

(2) The president shall appoint one member from the college administrative staff to serve upon the college disciplinary committee, which member shall serve for a two year term.

(3) Three student members from each college shall be designated by the president of the associated students of each college to serve for a one year term.

(4) The chairman of the college disciplinary committee shall be chosen by the president of the college no later than October 15 of any academic year. Such chairman shall preside and rule at all meetings and hearings. A quorum of three members of the disciplinary committee shall be necessary to hear any case referred to it by the dean of student personnel services. The chairman shall only vote in the instance of a tie vote.

(5) In the instance where any member of the disciplinary committee has prior knowledge of a particular case referred to the committee for appropriate findings and recommendations, such member shall not serve on the committee. In the event that three qualified persons of the disciplinary committee are not able to hear a particular matter referred to the disciplinary committee because of prior prejudicial knowledge of the matter, the president shall appoint as many temporary members to the disciplinary committee as are necessary to reach a quorum of three of such committee; provided that in making such temporary appointments the president shall be required to insure adequate student-faculty-administrative representation of such appointees. [Order 70-4, § 132P-32-080, filed 8/28/70.]

WAC 132P-32-090 Conviction of a crime. (1) In the event a student is convicted of a crime away from college facilities which constitutes a gross misdemeanor or felony and the dean of student personnel services deems that such conviction affects the student's suitability as a member of the college community, the said dean shall be authorized to impose disciplinary action pursuant to WAC 132P-32-100 if the student waives a hearing.

(2) In the event such student does not waive a hearing, the college disciplinary committee shall only determine whether such conviction affects the student's suitability as a member of the college community and shall not consider any facts which gave rise to such conviction. If the college disciplinary committee determines that such conviction affects the student's suitability as a member of the college community, the committee shall formulate a disciplinary recommendation pursuant to WAC 132P-32-070(4). [Order 70-4, § 132P-32-090, filed 8/28/70.]

WAC 132P-32-100 Imposition of discipline. (1) In the event the dean of student personnel services imposes disciplinary action against a student after findings of the disciplinary committee that in fact the student has performed an act of misconduct or in the event a student waives his right to a hearing before the disciplinary committee, said dean of students shall be authorized to impose the following sanctions after approval of the college president:

(a) Suspension of such student from the college for a time deemed reasonable by the dean of student personnel services; or

(b) The suspension of such student with probation, which probation shall not exceed 90 consecutive days; or

(c) Permanent expulsion of such student from the college; or

(d) Deferred suspension to allow the student to continue his or her study.

The disciplinary committee's recommendations for disciplinary action to be imposed by the dean of student personnel services after approval of the president shall be deemed advisory only. [Order 70-4, § 132P-32-100, filed 8/28/70.]

WAC 132P-32-110 Appeal. (1) Any student feeling aggrieved by the action of the dean of student personnel services imposing disciplinary action which matter has not been heard by the disciplinary committee for its appropriate recommendations can appeal the disciplinary action imposed only to this disciplinary committee, which committee shall make a recommendation back to the said dean of student personnel services as to what they consider is appropriate disciplinary action; provided, that such appeal from the action of the said dean in which disciplinary action of any form is imposed without a hearing must be received by the disciplinary committee within five days after the disciplinary action is imposed by the dean of student personnel services.

(2) Any student feeling aggrieved by action of the dean of student personnel services imposing disciplinary action after a hearing and recommendations before the disciplinary committee shall have a right to appeal to the president provided such appeal is received by the president within five days after disciplinary action is imposed by the dean of student personnel services after a hearing before the disciplinary committee. The president shall not consider any evidence introduced at the hearing and shall only determine whether disciplinary action imposed is reasonable and whether there were major procedural deficiencies within the disciplinary committee proceedings. The president at his discretion shall be authorized to suspend any disciplinary action pending determination of the merits of the appeal. Following determination by the president of his decision relating to such an appeal, college deliberations on the matter shall be considered terminated. [Order 70-4, § 132P-32-110, filed 8/28/70.]

WAC 132P-32-120 Record of disciplinary action. Disciplinary records are not part of the official college record and are not public records. Such records are for internal use only and are available for use of the college discipline committee and the dean of student personnel services. These records will be destroyed when the student terminates his enrollment with the college. [Order 70-4, § 132P-32-120, filed 8/28/70.]

WAC 132P-32-130 General. (1) The regulations contained within chapter 132P-32 WAC are subject to review on a yearly basis and such changes may be recommended to the college policy committee provided such committee has a balanced representation of college students, faculty and administrative staff members, and

that such committee actions represent the considered judgment of associated students.

(2) The rules contained within WAC 132P-32-030 [WAC 132P-32-040] are deemed co-extensive with other college and student rules. But the rules of said section 132P-32-030 [WAC 132P-32-040] are deemed to supercede any other college and student rules to the extent of any conflict.

(3) Pursuant to RCW 28B.50.140, the president by written order of the board is delegated authority to approve and thereby impose disciplinary action pursuant to chapter 132P-32 WAC.

(4) If any provision, section or paragraph of chapter 132P-32 WAC is declared unconstitutional, such declaration shall not affect the remainder of said chapter. [Order 70-4, § 132P-32-130, filed 8/28/70.]

Chapter 132P-116 WAC

YAKIMA VALLEY COMMUNITY COLLEGE PARKING AND TRAFFIC REGULATIONS

WAC

132P-116-010	Purpose.
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132P-116-230	Specific traffic and parking regulations and restrictions authorized.
132P-116-240	Enforcement.
132P-116-250	Issuance of traffic citations.
132P-116-260	Fines and penalties.
132P-116-270	Parking fees.
132P-116-280	Liability of the college.
132P-116-290	Appeal of fines and penalties.

WAC 132P-116-010 Purpose. Pursuant to the authority granted by RCW 28B.50.140, the Board of Trustees of Yakima Valley Community College, District 16 is granted authority to make rules and regulations for pedestrian and vehicular traffic over property owned, operated or maintained by the college district. The rules and regulations contained herein are established for the following purposes:

(1) To protect and control pedestrian and vehicular traffic.

(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbances during class hours.

(4) To facilitate the operation of the community college of the district by assuring access for vehicles and to regulate the use of parking spaces. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-010, filed 8/27/80.]

WAC 132P-116-020 Definitions. As used in this chapter, the following words shall mean:

(1) "College." Yakima Valley College, or any additional community college hereafter established with Community College District 16, state of Washington, and collectively, those responsible for its control and operations.

(2) "College community." Trustees, students, employees and guests on college owned or controlled facilities.

(3) "College facilities." Includes any or all property controlled or operated by the college.

(4) "Student." Includes all persons enrolled at the college, both full and part-time.

(5) "Security coordinator." An employee of Yakima Valley Community College, District 16, state of Washington, who is responsible to the president for campus security, safety, parking and traffic control.

(6) "Vehicle." An automobile, truck, motor-driven cycle, scooter, or any vehicle powered by an engine. Also included are bicycles and other nonengine vehicles.

(7) "Visitor." Any person or persons, who come upon the campus as guests and person or persons who lawfully visit the campus for purposes which are in keeping with the college's role as an institution of higher learning in Washington.

(8) "Permanent permits." Permits which are valid for a school term, quarter, or portion thereof.

(9) "Temporary permits." Permits which are valid for a specific period designated on the permit or application.

(10) "School term." Unless otherwise designated, the time period commencing with the summer quarter of a community college calendar year and extending through the immediately subsequent fall, winter and spring quarters. The summer school session shall be considered the first quarter of the college year for parking and traffic control purposes. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-115-020, filed 8/27/80.]

WAC 132P-116-030 Applicable traffic rules and regulations. Other traffic rules and regulations which are also applicable upon the campus are as follows:

(1) The motor vehicle and other traffic laws of the state of Washington.

(2) The traffic code of the city of Yakima, in the state of Washington. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-030, filed 8/27/80.]

WAC 132P-116-040 Permits required for vehicles on campus. Students, faculty and staff shall not stop, park or leave a vehicle whether attended or unattended upon the campus without a parking permit. All persons

parking on the campus must have the permit properly placed in or on the vehicle by the beginning of the second week of each quarter. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-040, filed 8/27/80.]

WAC 132P-116-050 Registration of student, faculty, staff and visitors vehicles. Students, faculty, staff and visitors who have motor vehicles on campus will register them with the security office and obtain a parking permit. Failure of these people to obtain and properly display the parking permit will result in a fine. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-050, filed 8/27/80.]

WAC 132P-116-060 Authorization for issuance of permits. The Campus Security Office is authorized to issue parking permits to students, faculty and staff members of the college pursuant to the following regulations:

(1) Students may be issued a parking permit upon the registration of their vehicle with the Campus Security Office at the beginning of each academic period.

(2) Faculty and staff members shall be issued a parking permit upon the registration of their vehicles at the beginning of fall quarter: *Provided*, That new faculty and staff members employed during the regular academic year may be issued a parking permit upon the registration of their vehicles at the time they begin their employment at the college.

(3) Full-time faculty and staff personnel shall be issued a second car permit for another personally owned vehicle. A condition of issuance is that at no time will more than one vehicle be parked on campus unless authorized by Campus Security.

(4) Campus Security may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the college.

(5) Any permit holder may obtain temporary parking permits at the Campus Security Office without charge for an unregistered vehicle when necessary due to the nonavailability of his or her registered vehicle. Issuance of such permit is left to the discretion of the Campus Security Office.

(6) The parking permit is issued for the use of the person to whom it was issued and is not to be given to another person for their use.

(7) The permit remains valid as long as the holder remains a student or member of the faculty or staff. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-060, filed 8/27/80.]

WAC 132P-116-070 Valid permit. A valid parking permit is:

(1) An unexpired *permanent* parking permit registered and properly displayed.

(2) A *temporary* permit issued by Campus Security and properly displayed.

(3) A *special* parking permit issued by Campus Security and properly displayed.

(4) A *handicapped* permit issued by Campus Security for a specified parking place. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-070, filed 8/27/80.]

WAC 132P-116-080 Display of permit. All permanent parking permits shall be affixed to the front windshield on the lower left corner. Special and temporary parking permits shall be placed within the vehicle on the left side of the dashboard, where it can be plainly observed. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-080, filed 8/27/80.]

WAC 132P-116-090 Transfer of permit. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at the original cost, if the permit holder takes the following steps:

(1) Records invalid permit number.

(2) Removes invalid permit.

(3) Brings invalid permit or remnant thereof and permit number to the Campus Security Office. This office shall then issue the permit holder a new parking permit. Subject vehicle will then be registered under the new number.

(4) Permits may be reissued as authorized by Security Coordinator. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-090, filed 8/27/80.]

WAC 132P-116-100 Permit revocation. Parking permits are the property of the college and may be recalled for any of the following reasons:

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

(2) When a permit is used for an unregistered vehicle or by an unregistered individual.

(3) Falsification of a parking permit application.

(4) Continued violation of parking and traffic rules and regulations.

(5) Counterfeiting or altering of a parking permit. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-100, filed 8/27/80.]

WAC 132P-116-110 Right to refuse permit. The college reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-110, filed 8/27/80.]

WAC 132P-116-120 Responsibility of person to whom permit is issued. The person to whom a permit is issued is responsible for all violations of the Parking and Traffic Rules and Regulations involving the vehicle for which the permit was issued and to which it was affixed:

Provided, however, That such responsibility shall not relieve other persons who violate these rules and regulations. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violation(s) of the campus regulations. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-120, filed 8/27/80.]

WAC 132P-116-130 Designation of parking spaces. The parking spaces available on campus shall be designated and allocated in such a manner as will best achieve the objective of the rules and regulations contained in this chapter.

(1) Faculty and staff spaces shall be designated.

(2) Student spaces shall be designated for their use; provided that physically handicapped students may be granted special permits to park in proximity to the classrooms used by such students.

(3) Parking spaces shall be designated for use of visitors on the campus.

(4) Parking spaces may be designated for other purposes as deemed necessary. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-130, filed 8/27/80.]

WAC 132P-116-140 Parking within designated spaces. (1) Any person parking a vehicle on Yakima Valley Community College property shall park his vehicle in designated parking areas only. These areas are marked by a curb, signs, or white line(s). Parking on or over a line constitutes a violation.

(2) No vehicle may be parked on any area which has been landscaped or designated for landscaping; or any cement walkway or unpaved pathway designated for pedestrian use, except for the purposes of maintenance by an appropriate Yakima Valley Community College employee or by an agent from an outside firm employed by Yakima Valley Community College, or in the case of emergency vehicles.

(3) No vehicle may be stopped, parked, or left on the Yakima Valley Community College campus without a valid parking permit, with the exception of trucks or cars making deliveries.

(4) No vehicle shall be parked on campus for a period in excess of seventy-two hours, unless cleared through the Campus Security Office. Vehicles which have been parked in excess of seventy-two hours shall be impounded and stored at the expense of either or both owner and operator.

(5) Personnel who require parking longer than normal parking hours may apply through the Campus Security Office for permission.

(6) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(7) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle to occupy a portion or more than one space or stall shall

not constitute an excuse for a violation of this section unless weather conditions are such as to make this impossible.

(8) There are two designated parking areas on campus for student use. They will be open from 6:00 a.m. to 11:00 p.m. Monday through Friday.

(9) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to these rules and regulations. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-140, filed 8/27/80.]

WAC 132P-116-150 Day parking. The rules and regulations pertaining to the use of certain parking permits in specified areas shall be in force during the hours of 6:00 a.m. to 11:00 p.m. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-150, filed 8/27/80.]

WAC 132P-116-160 Night parking. Permits are required for night parking.

(1) Faculty parking area is reserved for faculty and staff with proper permits.

(2) Student parking is reserved for students with proper permits. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-160, filed 8/27/80.]

WAC 132P-116-170 Parking in prohibited places. (1) No person shall stop, stand, or park any vehicle so as to obstruct traffic along or upon any street or sidewalk.

(2) No vehicle shall be parked at any place where official signs prohibit parking, or within fifteen feet of a fire hydrant. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-170, filed 8/27/80.]

WAC 132P-116-180 Control and regulation of traffic. Drivers shall comply with the directions given them by the campus patrol person in the control and regulation of traffic. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-180, filed 8/27/80.]

WAC 132P-116-190 Speed limit. No vehicle shall be operated on the campus at a speed in excess of ten miles per hour or as posted. No vehicle of any type shall at any time use the campus parking lots for testing, racing or other unauthorized activities. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-190, filed 8/27/80.]

WAC 132P-116-200 Pedestrian's right of way. (1) The operator of a vehicle shall yield the right of way, slow down and/or stop, if need be, for any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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

such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-200, filed 8/27/80.]

WAC 132P-116-210 Two-wheeled motorbikes or bicycles. (1) All two-wheeled vehicles powered by an engine shall park in a space designated for motorcycles only. No vehicle shall be ridden on the sidewalks on campus at any time unless authorized by the president or his designee.

(2) Bicycles and other nonengine cycles shall be subject to the posted or published regulations as established.

(3) No bicycles shall be parked inside a building, near a building exit, or on a path or sidewalk. Bicycles must be secured to racks as provided. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-210, filed 8/27/80.]

WAC 132P-116-220 Report of accident. The operator of any vehicle involved in an accident on campus resulting in injury to, or death of any person, or total or claimed damage to either or both vehicles of any amount, shall within twenty-four hours, report such accident to the Campus Security Office. This does not relieve any person so involved in an accident from his responsibility to file a State of Washington Motor Vehicle Accident Report within twenty-four hours of the accident. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-220, filed 8/27/80.]

WAC 132P-116-230 Specific traffic and parking regulations and restrictions authorized. Upon special occasions causing additional and/or heavy traffic and during emergencies, the Security Coordinator is authorized to impose additional traffic and parking regulations and restrictions, with coordination with the president, for the achievement of the objectives specified in this policy. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-230, filed 8/27/80.]

WAC 132P-116-240 Enforcement. Parking rules and regulations will be enforced throughout the calendar year. Parking and traffic rules and regulations are enforced twenty-four hours a day, seven days a week. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-240, filed 8/27/80.]

WAC 132P-116-250 Issuance of traffic citations. Upon violation(s) of any of the rules and regulations contained in this document, the Security Coordinator or subordinates are authorized to issue traffic citations, setting forth the date, permit number, the approximate time, license number, name of permit holder, infraction, officer and schedule of fines. Such traffic citations may be served by attaching or affixing a copy thereof in some

prominent place outside such vehicle or by personally serving the citation to the operator.

Violation(s) of the campus traffic code refers to:

(1) **No parking permit displayed.** A Yakima Valley Community College parking decal is necessary when parking in any area on campus. The permit must be prominently displayed.

(2) **Failure to stop at stop signs/signals.** The failure to bring a vehicle to a complete stop at properly erected and identified stop signs/signals.

(3) **Failure to yield right of way.** The act of depriving another vehicle or pedestrian of the right of way at an intersection or crosswalk.

(4) **Improper parking.** Parking a vehicle in areas that are intended for purposes other than parking, i.e., fire lanes, driveways, sidewalk, lawns, or taking up more than one parking stall.

(5) **Parking in the wrong area.** Parking in faculty areas or any other area differing from the locations indicated on the issued permit.

(6) **Negligent/reckless driving.** The operation of a vehicle in such a manner as to place persons or property in danger of injury or grievous harm.

(7) **Speeding.** The operation of a vehicle in such a manner as to exceed the posted speed limits.

(8) **Other violations.** Clearly indicated and an actual violation of the law or traffic ordinances. The violation must be recorded in the space provided.

(9) **Repeated offenses.** Repeated offenses or violations that create a hazardous condition may result in the immediate removal of the vehicle. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-250, filed 8/27/80.]

WAC 132P-116-260 Fines and penalties. (1) Fines will be levied for all violations of the rules and regulations contained in this chapter.

(2) In addition to fines imposed under these regulations, illegally parked vehicles or those vehicles not displaying a valid parking permit may be impounded. Such vehicles will be taken to a place for storage as designated by the administration. The expenses of such impoundings and storage shall be the responsibility of the registered owner or driver of the vehicle. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(3) An accumulation of traffic violations by a student shall be cause for disciplinary action as stated in subsection (9) of this section.

(4) An accumulation of traffic violations by faculty and staff shall be cause for disciplinary action as stated in WAC 132P-116-100(4) and subsection (10) of this section.

(5) Vehicles involved in violations of these rules and regulations may be impounded as provided in subsection (2) herein.

(6) Parking and traffic violations will be processed by the college. Parking fines are to be paid at the College Security Building, 1107 South 16th Avenue, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

(7) A schedule of fines shall be set and reviewed annually by a Parking Advisory Committee appointed by the president or his designee. This schedule shall be published in the summary of the Parking and Traffic Rules and Regulations and the Traffic Violation form.

(8) If the fine is paid during the business day following the date of the citation, the fine will be reduced to \$1.00.

(9) In the event a student fails or refuses to pay a fine, the following may result:

(a) The student may not be eligible to register for any further courses.

(b) The student may not be able to obtain a transcript of his or her grades or credits.

(c) The student may not receive a degree until all fines are paid.

(d) The student may be denied future parking privileges.

(e) The vehicle may be impounded.

(10) In the event that a faculty or staff member fails to pay a fine the following may result:

(a) The faculty or staff member may have his or her parking privileges on campus revoked.

(b) The vehicle may be impounded. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-260, filed 8/27/80.]

WAC 132P-116-270 Parking fees. Parking fees shall be adopted by the board of trustees specifying the charges per quarter. The fee schedule shall be published and summarized in a separate document entitled "Parking Fee Schedule and Administrative Procedures Manual." [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-270, filed 8/27/80.]

WAC 132P-116-280 Liability of the college. The college assumes no liability under any circumstances for the vehicles on campus. [Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-280, filed 8/27/80.]

WAC 132P-116-290 Appeal of fines and penalties.

(1) An appeal from any fine or penalty levied against an individual pursuant to these rules and regulations may be made in writing to the Security Coordinator or his or her designee within five working days from the date of the citation. Within twenty working days from the receipt of any such appeal, the Security Coordinator shall render a written decision.

(2) If the appellant is not satisfied with the decision of the Security Coordinator, he or she may appeal in writing to the Dean of Administrative Services within five working days of the appellant's receipt of the decision. Within twenty working days from the receipt of any such appeal, the college dean shall render a written decision.

(3) If the appellant is not satisfied with the decision of the Dean of Administrative Services, he or she may appeal it to the president within five days of his or her receipt of the dean's decision for a final determination.

[Statutory Authority: RCW 28B.50.140(10). 80-12-026 (Order 21-80, Resolution 21-80), § 132P-116-290, filed 8/27/80.]

Chapter 132P-136 WAC

USE OF COLLEGE FACILITIES

WAC

132P-136-010	General.
132P-136-020	Applications—Permits.
132P-136-030	Rental fees.
132P-136-040	Regulations.
132P-136-050	Restrictions—Exceptions.
132P-136-060	Use of equipment.

WAC 132P-136-010 General. (1) Community groups shall be permitted and encouraged to use college facilities for worthwhile purposes as determined by the college when such uses will not interfere with the college program or be detrimental to college properties. All arrangements shall be subject to the provisions which follow. The term "Community Groups" is interpreted to mean nonprofit, civic, religious, fraternal, or other public-interest activity.

(2) The name of the college shall not be associated with any program or activity for which college facilities are used without specific approval from the President.

(3) The college does not wish to compete with privately owned facilities in any manner.

(4) These rentals carry no right of advertising on college premises other than the right to post a sign for the purpose of directing people to the place of assembly.

(5) Scheduling of conferences, seminars, etc., in which there is a need for more than two rooms or other facilities, may not be scheduled on week days unless sponsored by the college. Request for scheduling will not be allowed more than two months in advance or beyond the end of the quarter in which a request is made.

(6) Room use for college or ASB recognized groups will be calendared by the Activities Office as directed by the Business Manager. [Order 72-2, § 132P-136-010, filed 12/4/72.]

WAC 132P-136-020 Applications—Permits. (1) No permit will be granted for the use of buildings or grounds except upon written application which shall be made to the Business Office. All applications shall be presented in time to allow consideration by the College Board if necessary. Not less than two weeks shall be the minimum.

(2) Upon approval of an application, a permit will be issued by the Business Office, which shall be presented by the Business Office to the person in charge of the college calendar.

(3) The College Board reserves the right to revoke any permit and refund any rental.

(4) Request for Sunday, vacation, or holiday use of facilities creates additional costs that must be borne by renter. [Order 72-2, § 132P-136-020, filed 12/4/72.]

WAC 132P-136-030 Rental fees. (1) Rental fees may be requested to be paid in advance to the Business Office at the time of application.

(2) No requests for reduction in rental rates will be considered. There is enough variety in the size of college facilities and subsequent rental rates to provide for small groups.

(3) Where a collection or charge of admission fee is made, charges will be made as listed.

(4) Schedules of rates and charges for use of facilities are available from the Business Office.

(5) Rates and charges are established by the College Board of Trustees. [Order 72-2, § 132P-136-030, filed 12/4/72.]

WAC 132P-136-040 Regulations. (1) Custodians shall be present at all times when college facilities are used unless special arrangements have been made. The custodian's duties normally include the operation of lights, heat, ventilation, and such duties incidental to maintaining order the preventing persons from entering unauthorized parts of the building. When necessary in the larger buildings, a fireman shall be on duty. Other custodians in the building with regularly assigned cleaning areas are not to be considered as available for these duties.

(2) Elaborate decorations or adjustments in space should not be expected or planned by groups using buildings or grounds.

(3) The college does not have pianos located where they are readily available. Renting groups should not expect the college to move these pianos without charges for tuning and cost if damaged in moving. (A charge of \$25 will be made if a piano is moved.)

(4) Disorderly conduct or the use of intoxicants shall be prohibited within the college. Applicants must assume responsibility for compliance with these rules and for any damage which may be done to the property.

(5) Where partisan political meetings are requested, or discussions of initiatives, referendums, or other pending legislation, it is expected that such requests will be made by the county central committee of the party or by nonpartisan candidates. Such requests should come only during periods of political action of general interest to the public in Yakima.

(6) Improvement organizations, community clubs, service organizations and other such organizations shall meet all of the requirements and costs as stated.

(7) The Advisor of any Yakima Valley College group of students may request the use of buildings or equipment to be placed under his charge for any student group functions or entertainment. Such events will be free of rental. [Order 72-2, § 132P-136-040, filed 12/4/72.]

WAC 132P-136-050 Restrictions—Exceptions.

(1) Religious youth groups may be allowed space for meetings, on a rental basis, provided the meetings are held on school days but not during school hours.

(2) Such meetings shall end not less than 15 minutes prior to starting of school and begin not less than 15 minutes after school closes.

(3) The youth activity must be fully supervised by the sponsoring organization and be responsible to the Business Manager.

(4) Ordinarily, the gymnasium is not available for use by outside organizations. No attempt should be made to try to schedule a series of practices or games. Only incidental use can be provided.

(5) The gymnasium should only be scheduled for night and weekend use. Student activities of any type may override the use by outside organizations. Use by off-campus groups may only be scheduled on a one time basis.

(6) Arrangements for dinners or snacks served by the snack bar, except for purposes sponsored by the school, must be cleared with the Business Office and Snack Bar Manager. "Noon" dinners or lunches are not available to off campus groups.

(7) Groups must pay the established meal rate, or in case of a potluck, should pay for the employment of the required number of snack bar workers at the prevailing rate.

(8) Entry to the snack bar shall not be granted for the use of any campus or off-campus group.

(9) Any organization which serves food or drink on campus must secure it through the SnackBar Manager. Food or beverages may not be brought to the campus for serving unless arranged for through the SnackBar Manager.

(10) Requests which require a commitment from the college district to provide facilities for a schedule or series of meetings will not be approved. Exceptions may be made when an activity serves an educational purpose of interest to the community, such determination to be made exclusively by the college.

(11) Use of college facilities for public dances is prohibited. This would include either adult or youth groups. [Order 72-2, § 132P-136-050, filed 12/4/72.]

WAC 132P-136-060 Use of equipment. Library and audio-visual equipment and materials are primarily intended to support and supplement the curriculum. Equipment shall not be loaned for any purpose off campus. Equipment may be used on campus by any group using college facilities when arranged in advance of activity. [Order 72-2, § 132P-136-060, filed 12/4/72.]

Chapter 132P-156 WAC COLLEGE HOUSING

WAC

STUDENT RESIDENCE CENTER POLICY

- 132P-156-010 Purpose.
- 132P-156-020 Application.
- 132P-156-030 Fees.
- 132P-156-040 Discipline.

STUDENT RESIDENCE CENTER POLICY

WAC 132P-156-010 Purpose. It is the purpose of this regulation to establish policies and procedures for application, fees, and discipline within the Student Residence Center. [Order 72-2, § 132P-156-010, filed 12/4/72.]

WAC 132P-156-020 Application. (1) Application to the Student Residence Center shall be by application Form #9810.2 - which can be obtained from the manager by phone call (CH 8-2369) or by mail (Student Residence Center, 1113 South 14th Avenue, Yakima, Washington 98902) or in person at the Student Residence Center.

(2) Application shall be completed and signed by the student with parents' signature if the student is a minor.

(3) Application shall be sent to the Student Residence Center with the indicated deposit.

(4) All terms and conditions of Residency are mailed to applicant with date of occupancy on Form #9810.3.

(5) Agreement with these terms of residency is indicated by signature of the student, and if a minor, by his parents.

(6) Signed agreement as to terms must be returned to the Student Residence Center Manager prior to occupancy. [Order 72-2, § 132P-156-020, filed 12/4/72.]

WAC 132P-156-030 Fees. (1) Fees are set before June 1st of each year by the Student Residence Center Manager and approved by the Board of Trustees.

(2) Fees must be paid or arranged for on or before the first day of occupancy.

(3) Current Fee Schedules are to be found in the Student Residence Center Office. [Order 72-2, § 132P-156-030, filed 12/4/72.]

WAC 132P-156-040 Discipline. (1) Guides for Conduct are found in Form #9810.4, a Disciplinary Guide listing infractions of Conduct, which is given to the student on occupancy.

(2) All violations of this guide are referred to the Student Residence Center Manager.

(3) The Student Residence Center Manager may counsel with the student as to proper conduct and/or refer the breach of conduct to the Dormitory Judicial Council.

(4) The Dormitory Judicial Council, operating under the current regulations of that council, will determine appropriate actions.

(5) Students receiving discipline by this group have all rights of appeal through the Dean of Student Affairs to the President of the College. [Order 72-2, § 132P-156-040, filed 12/4/72.]

Chapter 132P-160 WAC

ADMISSION AND REGISTRATION PROCEDURES

WAC

132P-160-020 Admission.

132P-160-021 Admission for regular registration.

132P-160-022 Admission for late registration.

132P-160-023 Application procedures.

132P-160-024 Prior to registration.

132P-160-025 Medical questionnaire.

132P-160-026 Registration.

132P-160-027 Fees.

132P-160-028 Refund schedule.

132P-160-029 Resident status.

132P-160-030 Honorable dismissal.

WAC 132P-160-020 Admission. Any applicant for admission to Yakima Valley College shall be admitted when, as determined by the chief administrative officer of the district or his authorized representative, 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; and

(3) Is eighteen years of age or older or who is a graduate of a high school or whose application, if under eighteen years of age and not a graduate of a high school, has been approved, insofar as acquisition of approval is feasible, by the principal of the high school he is attending or which he last attended: *Provided*, That an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his transfer may be conditionally admitted to the college on a probationary status as determined by the chief administrative officer of the college or his authorized representative.

Admission to specialized curricula is listed with the curricula and these requirements must be met before admission to such specialized curricula will be permitted. [Order 72-2, § 132P-160-020, filed 12/4/72.]

WAC 132P-160-021 Admission for regular registration. All students applying for admission to Yakima Valley College for the first time *must* submit completed applications for admission before the date specified in the college academic calendar. Qualified applicants will be granted appointments to complete their registration during the regular registration dates as specified.

All students previously enrolled and/or presently enrolled at Yakima Valley College *must* submit completed "preregistration" intent before the date specified. Qualified "preregistrants" will be granted appointments to complete their registration during the regular registration dates as specified. [Order 72-2, § 132P-160-021, filed 12/4/72.]

WAC 132P-160-022 Admission for late registration. Qualified applicants who submit completed applications or preregistration intent *after* or *during* the specified dates for regular registration will be granted permission to complete their registration during late registration by special permission only.

Under no conditions shall students be granted permission to register if completed applications were not submitted previous to the late registration dates specified in the college academic calendar. [Order 72-2, § 132P-160-022, filed 12/4/72.]

WAC 132P-160-023 Application procedures. Students must complete the following before admission will be granted:

- (1) Complete the uniform application form.
- (2) Request high school attended to send complete transcript indicating date of graduation to office of admission.
- (3) Request any colleges attended to send official transcripts to the office of admission.
- (4) Send a copy of results of the Washington Precollege Test to the office of admission. [Order 72-2, § 132P-160-023, filed 12/4/72.]

WAC 132P-160-024 Prior to registration. The Washington Precollege Test is suggested for all students entering Yakima Valley College for the first time. These tests may be taken during the senior year of high school.

Students who have taken third-semester algebra in high school and who plan to take college algebra must achieve a score of 53 on the intermediate mathematics section of the precollege test or obtain the approval of the chairman of the division of physical sciences. Otherwise they must take intermediate algebra (Math. 101).

Students who have had mathematical analysis in high school and who achieve a sufficiently high level on the mathematics placement section of the grade prediction test and who have the approval of the chairman of the division of physical sciences may go directly into Math. 124 (analytical geometry and calculus) without taking college algebra. [Order 72-2, § 132P-160-024, filed 12/4/72.]

WAC 132P-160-025 Medical questionnaire. All matriculating students, entering Yakima Valley College for the first time, are required to present a completed physical questionnaire on a form supplied by the school after admission has been granted. [Order 72-2, § 132P-160-025, filed 12/4/72.]

WAC 132P-160-026 Registration. Students are expected to apply for a registration appointment before the dates specified in the college calendar. The college will then notify the student of his appointment date. Students whose registration, including payment of all required fees, is not completed during the days specified as registration days will be charged a late registration fee. Registration is completed when all fees have been paid and when approval has been obtained of permanent registration form. [Order 72-2, § 132P-160-026, filed 12/4/72.]

WAC 132P-160-027 Fees. All regular and special fees, including late registration fees, are established by the Board of Trustees. Fees are charged by Yakima Valley College on a quarterly basis for matriculation, tuition, for state resident students, nonresident students and audit students.

Special fees are charged for employment-related classes and specialized noncredit classes and fees are charged for certain laboratories. For those wishing to receive a diploma a graduation fee is charged. All fees

are payable at the time of registration. No student is enrolled in classes until these fees have been paid. The college reserves the right to change any and all fees without notice if circumstances make it necessary to do so. The fee schedule may be found in the college catalog. [Order 72-2, § 132P-160-027, filed 12/4/72.]

WAC 132P-160-028 Refund schedule. The refund schedule is established by the board of trustees. Refunds will be made as described in the college catalog. [Order 72-2, § 132P-160-028, filed 12/4/72.]

WAC 132P-160-029 Resident status. Students whose domicile has been in the state of Washington for one full year prior to registration may be classified as residents. Burden of proof of domicile rests with the student. Students who are not residents of the state of Washington must pay the nonresident rate of fees. [Order 72-2, § 132P-160-029, filed 12/4/72.]

WAC 132P-160-030 Honorable dismissal. No student will receive an honorable dismissal, or be entitled to a transfer of credits earned, who has not satisfactorily accounted for all college property issued to him and settled all outstanding financial obligations. A student who fails to obtain an honorable dismissal will not be recommended to another institution. [Order 72-2, § 132P-160-030, filed 12/4/72.]

Chapter 132P-172 WAC STUDENT RECORDS

WAC

- 132P-172-010 Student records.
- 132P-172-020 Procedure.

WAC 132P-172-010 Student records. The Board of Trustees of District No. 16 recognizes the transcript of record and the application form as being the official college record. [Order 72-2, § 132P-172-010, filed 12/4/72.]

WAC 132P-172-020 Procedure. (1) Information in the official college record may be disclosed at student's request to properly identified agents of prospective employers or of publicly supported organizations, if such disclosure is in the best interests of the student. No disclosure will be made to aforementioned agents if the student requests that no information be given to prospective employers or publicly supported organizations without the expressed permission of the student.

(2) Transcripts of records other than those designated as the official college record are not part of the official college and disclosure is not permitted without the written permission of the student. (Example - High school records are available through the high school and are thus not disclosable unless the student wants it to be seen.)

(3) Counseling records are not to be maintained by the college. Counselors may keep notes on conferences

but such notes are recognized as being for personal use only.

(4) Disciplinary records are not part of the official college record. Such records are for internal use only and are available to the college discipline committee and the Dean of Student Affairs. These records will be destroyed when the student terminates his relationship with the college. [Order 72-2, § 132P-172-020, filed 12/4/72.]

Chapter 132P-276 WAC PUBLIC RECORDS

WAC

132P-276-010	Purpose.
132P-276-020	Definitions.
132P-276-030	Public records available.
132P-276-040	Public records officer.
132P-276-050	Office hours.
132P-276-060	Requests for public records.
132P-276-070	Copying.
132P-276-080	Exemptions.
132P-276-090	Review of denials of public records requests.
132P-276-100	Protection of public records.
132P-276-110	Records index.
132P-276-120	Adoption of form.
132P-276-990	Appendix A—Request for public records.

WAC 132P-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by Community College District No. 16 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure-Campaign-Finances-Lobbying-Records; and in particular with sections 25-32 of that act, dealing with public records. [Order 74-3, § 132P-276-010, filed 12/6/74.]

WAC 132P-276-020 Definitions. (1) Public Records. "Public record" indicates any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) Writing. "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, and other documents.

(3) Community College District No. 16. Community College District No. 16 and Yakima Valley College were established pursuant to the Community College Act of 1967. Community College District No. 16 and Yakima Valley College shall hereinafter be referred to as the "college". [Order 74-3, § 132P-276-020, filed 12/6/74.]

WAC 132P-276-030 Public records available. All public records of the college, as defined in WAC 132P-276-020, are deemed to be available for public inspection and copying pursuant to these rules, except as

otherwise provided by section 31, chapter 1, Laws of 1973 and chapter 132P-276 WAC. [Order 74-3, § 132P-276-030, filed 12/6/74.]

WAC 132P-276-040 Public records officer. The college's public records shall be in the charge of the Public Records Officer designated by the college. The person so designated shall be located in the Administrative Office of the college. The Public Records Officer shall be responsible for the following: The implementation of the college rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. [Order 74-3, § 132P-276-040, filed 12/6/74.]

WAC 132P-276-050 Office hours. Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to Noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. [Order 74-3, § 132P-276-050, filed 12/6/74.]

WAC 132P-276-060 Requests for public records. In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the college's staff, if the public records officer is not available, at the administrative office of the college during customary office hours. The request shall include the following information:

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

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested. [Order 74-3, § 132P-276-060, filed 12/6/74.]

WAC 132P-276-070 Copying. No fee shall be charged for the inspection of public records. The college shall charge a fee of five cents per page of copy for providing copies of public records and for use of the college copy equipment. This charge is the amount necessary to reimburse the college for its actual costs incident to such copying. [Order 74-3, § 132P-276-070, filed 12/6/74.]

WAC 132P-276-080 Exemptions. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132P-276-060 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

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

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order 74-3, § 132P-276-080, filed 12/6/74.]

WAC 132P-276-090 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The president shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the Board of Trustees of Community College District No. 16 as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the college has returned the petition with a decision or until the close of the second business day following denial or inspection, whichever occurs first. [Order 74-3, § 132P-276-090, filed 12/6/74.]

WAC 132P-276-100 Protection of public records. The location of the public records officer appointed pursuant to WAC 132P-276-040 shall be in the college offices. The public records officer shall establish a central college index which shall be the college's master index to

be coordinated with subsidiary indexes established in each major administrative area of the college. Upon receiving requests for public records in the manner prescribed in WAC 132P-276-060, it shall be the duty of the public records officer to immediately act upon the request. If it is determined the item requested is a public record as defined in WAC 132P-276-020, it shall be the duty of the public records officer to locate the public record in the office in which it is filed and make it available for inspection. Should, in the judgment of the public records officer, there be a possibility of the destruction of the public record, then the public records officer shall make available a copy of the record at no cost.

Upon request, the public records officer shall make available copies of public records in accordance with WAC 132P-276-070. [Order 74-3, § 132P-276-100, filed 12/6/74.]

WAC 132P-276-110 Records index. (1) Index. The college shall make available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

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

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

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

(d) Planning policies and goals, and interim and final planning decision;

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

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

(2) Availability. The current index promulgated by the college shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order 74-3, § 132P-276-110, filed 12/6/74.]

WAC 132P-276-120 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for Public Record." [Order 74-3, § 132P-276-120, filed 12/6/74.]

WAC 132P-276-990 Appendix A—Request for public records.

COMMUNITY COLLEGE DISTRICT 16

OFFICE OF THE PRESIDENT

REQUEST FOR PUBLIC RECORDS

Date ----- Time -----

Name -----

Address -----

Description of Records (see index):

I certify that the information obtained through this request for public records will not be used for commercial purposes.

Number of copies -----

Number of pages -----

Signature

For Official Use Only

Per page charge \$-----

Total charge \$-----

[Order 74-3, Appendix A (codified as WAC 132P-276-990), filed 12/6/74.]

**Chapter 132P-325 WAC
REGULATION ON STATE ENVIRONMENTAL
POLICY ACT**

WAC

132P-325-010 Policy.

WAC 132P-325-010 Policy. (1) It shall be the policy of Community College District 16 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 77-1, § 132P-325-010, filed 10/20/77.]