

# **Title 132W WAC COMMUNITY COLLEGES--WENATCHEE VALLEY COLLEGE**

## **Chapters**

- 132W-104** Bylaws and standing orders of the Board of Trustees.
- 132W-108** Practice and procedure.
- 132W-116** Parking regulations.
- 132W-120** General conduct.
- 132W-135** Environmental protection policy.
- 132W-140** Use of college facilities.
- 132W-149** Human rights policy.
- 132W-164** Public works contracts and bid procedures.
- 132W-276** Public records.

## **DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE**

### **Chapter 132W-12**

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

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

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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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

### **DEFINITION OF TERMS**

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 Repealed by Order 76-54, filed 2/20/76.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

### **ORGANIZATION FOR PERSONNEL MANAGEMENT THE PERSONNEL COMMITTEE**

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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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 Repealed by Order 76-54, filed 2/20/76.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

## **THE PERSONNEL DIRECTOR**

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 Repealed by Order 76-54, filed 2/20/76.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

## **CLASSIFICATION PLAN**

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

## **CLASS SPECIFICATIONS**

- 132W-12-048** Interpretation of specifications. [Order 1, § 132W-12-048, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-051** Use in allocation. [Order 1, § 132W-12-051, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-054** Use in examination. [Order 1, § 132W-12-054, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-057** Statements of general qualifications. [Order 1, § 132W-12-057, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-060** Authority. [Order 1, § 132W-12-060, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-063** Use of class Titles. [Order 1, § 132W-12-063, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

## **COMPENSATION PLAN**

- 132W-12-066** General policies. [Order 1, § 132W-12-066, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-069** Content. [Order 1, § 132W-12-069, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-072** Amendment. [Order 1, § 132W-12-072, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-075** Payroll certification. [Order 1, § 132W-12-075, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

## **HOURS OF WORK AND LEAVES OF ABSENCE**

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

**Title 132W WAC****Title 132W WAC: Wenatchee Valley College**

- 132W-12-084 Rest Periods. [Order 1, § 132W-12-084, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-087 Holidays. [Order 1, § 132W-12-087, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-096 Annual leave. [Order 1, § 132W-12-096, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-120 Sick leave. [Order 1, § 132W-12-120, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**MILITARY LEAVE OF ABSENCE**

- 132W-12-144 Military training leave with pay. [Order 1, § 132W-12-144, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-147 Military leave without pay. [Order 1, § 132W-12-147, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-150 Leave for civil duty. [Order 1, § 132W-12-150, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-153 Leave of absence without pay. [Order 1, § 132W-12-153, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-165 Absence without authorized leave. [Order 1, § 132W-12-165, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**RECRUITMENT AND EXAMINATION**

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

**ANNOUNCEMENT OF EXAMINATIONS**

- 132W-12-171 Content of announcements. [Order 1, § 132W-12-171, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-174 Distribution of announcements. [Order 1, § 132W-12-174, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**ELIGIBILITY TO COMPETE IN EXAMINATIONS**

- 132W-12-177 Open competitive examinations. [Order 1, § 132W-12-177, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-180 Promotional examinations. [Order 1, § 132W-12-180, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**APPLICATIONS**

- 132W-12-183 Forms of application. [Order 1, § 132W-12-183, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-186 Freedom from bias. [Order 1, § 132W-12-186, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-189 Admission to examination. [Order 1, § 132W-12-189, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-192 Disqualification of applicants. [Order 1, § 132W-12-192, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**CHARACTER OF EXAMINATIONS**

- 132W-12-195 Original examinations. [Order 1, § 132W-12-195, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-198 Promotional examinations. [Order 1, § 132W-12-198, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-201 Noncompetitive examinations. [Order 1, § 132W-12-201, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

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

**EXAMINATION ADMINISTRATION**

- 132W-12-207 Conduct of examinations. [Order 1, § 132W-12-207, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-210 Anonymity of applicants. [Order 1, § 132W-12-210, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-212 Merit lists. [Order 1, § 132W-12-212, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-215 Layoff lists. [Order 1, § 132W-12-215, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-228 Unranked lists. [Order 1, § 132W-12-228, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-231 Duration of eligible lists. [Order 1, § 132W-12-231, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-261 Removal of names from eligible lists. [Order 1, § 132W-12-261, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-264 Comparable lists. [Order 1, § 132W-12-264, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-267 Availability of eligibles. [Order 1, § 132W-12-267, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**CERTIFICATION AND APPOINTMENT**

- 132W-12-270 Request for employees. [Order 1, § 132W-12-270, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-273 Method of certification. [Order 1, § 132W-12-273, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-276 Ranked lists. [Order 1, § 132W-12-276, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-279 Related lists. [Order 1, § 132W-12-279, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-281 Selection. [Order 1, § 132W-12-281, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**APPOINTMENTS**

- 132W-12-284 Probationary appointments. [Order 1, § 132W-12-284, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-287 Provisional appointments. [Order 1, § 132W-12-287, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-290 Transfer. [Order 1, § 132W-12-290, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-293 Demotion. [Order 1, § 132W-12-293, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**PROBATIONARY PERIOD**

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

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

#### SEPARATION AND DISCIPLINARY ACTIONS

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

#### APPEALS FROM DISCIPLINARY ACTIONS

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

#### REPRESENTATION AND GRIEVANCES

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

#### ELECTION AND CERTIFICATION OF EXCLUSIVE REPRESENTATIVE

- 132W-12-350 Certification by director—Notice of petition. [Order 1, § 132W-12-350, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-353 Election of representative organization—Notice. [Order 1, § 132W-12-353, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-356 Election rules—Ballots. [Order 1, § 132W-12-356, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-359 Majority of votes required. [Order 1, § 132W-12-359, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-362 Representation upon certification. [Order 1, § 132W-12-362, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-365 Decertification. [Order 1, § 132W-12-365, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### CONTENTS OF WRITTEN AGREEMENTS

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

#### SERVICE RATINGS AND TRAINING

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

#### PROHIBITIONS AND PENALTIES

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

#### GENERAL PROHIBITION

- 132W-12-410 False statements—Fraud. [Order 1, § 132W-12-410, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-413 Bribery. [Order 1, § 132W-12-413, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-416 Interference by officials. [Order 1, § 132W-12-416, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-419 Penalties. [Order 1, § 132W-12-419, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.
- 132W-12-422 Discrimination. [Order 1, § 132W-12-422, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

#### RECORDS AND REPORTS

- 132W-12-425 Personnel records. [Order 1, § 132W-12-425, filed 5/5/69.] Repealed by Order 76-54, filed 2/20/76. Later promulgation, see Title 251.

**Title 132W WAC****Title 132W WAC: Wenatchee Valley College**

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

**Chapter 132W-32****COLLEGE CALENDAR OF WENATCHEE VALLEY COLLEGE**

- 132W-32-010 College calendar. [Order 71-4, § 132W-32-010, filed 10/13/71.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**Chapter 132W-122****ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE STUDENT CONSTITUTION**

- 132W-122-010 Preamble. [Order 72-17, § 132W-122-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-020 Article I—Name. [Order 72-17, § 132W-122-020, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-030 Article II—Authority. [Order 72-17, § 132W-122-030, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-040 Article III—Membership. [Order 72-17, § 132W-122-040, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-050 Article IV—ASWVC elective officers. [Order 73-36, § 132W-122-050, filed 7/23/73; Order 72-17, § 132W-122-050, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-060 Article V—Appointive positions. [Order 72-17, § 132W-122-060, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-070 Article VI—The Executive Commission. [Order 73-36, § 132W-122-070, filed 7/23/73; Order 72-17, § 132W-122-070, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-080 Article VII—Student Senate. [Order 73-36, § 132W-122-080, filed 7/23/73; Order 72-17, § 132W-122-080, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-090 Article VIII—Activity Council. [Order 72-17, § 132W-122-090, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-100 Article IX—Judiciary Review Board. [Order 73-36, § 132W-122-100, filed 7/23/73; Order 72-17, § 132W-122-100, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-110 Article X—Charters. [Order 72-17, § 132W-122-110, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-120 Article XI—Rules of order. [Order 72-17, § 132W-122-120, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-122-130 Article XII—Bylaws. [Order 72-17, § 132W-122-130, filed 11/22/72.] Repealed by 78-12-048 (Order

78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

- 132W-122-140 Article XIII—Amendments to the Constitution. [Order 72-17, § 132W-122-140, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

- 132W-122-150 Article XIV—Interpretations. [Order 73-36, § 132W-122-150, filed 7/23/73; Order 72-17, § 132W-122-150, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**Chapter 132W-123****FINANCIAL CODE FOR ASSOCIATED STUDENTS OF WENATCHEE VALLEY COLLEGE**

- 132W-123-010 Introduction. [Order 72-18, § 132W-123-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-020 Article I—Purpose. [Order 72-18, § 132W-123-020, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-030 Article II—Objective. [Order 72-18, § 132W-123-030, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-040 Article III—Funds. [Order 72-18, § 132W-123-040, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-050 Article IV—Sponsored activities. [Order 72-18, § 132W-123-050, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-060 Article V—Student clubs. [Order 72-18, § 132W-123-060, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-070 Article VI—Budget. [Order 72-18, § 132W-123-070, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-080 Article VII—Expenditure procedures. [Order 72-18, § 132W-123-080, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-090 Article VIII—Admission to events. [Order 72-18, § 132W-123-090, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-100 Article IX—Contracts. [Order 72-18, § 132W-123-100, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-110 Article X—Recognition and awards. [Order 72-18, § 132W-123-110, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-120 Article XI—Operational directives. [Order 72-18, § 132W-123-120, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-130 Article XII—Vacation operations. [Order 72-18, § 132W-123-130, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-140 Article XIII—Code limitations. [Order 72-18, § 132W-123-140, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-123-150 Article XIV—Amendment procedures. [Order 72-18, § 132W-123-150, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**Chapter 132W-124**  
**GENERAL CONDUCT**

- 132W-124-010 Interference with operations. [Order 72-19, § 132W-124-010, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-300.
- 132W-124-020 Closure of the college. [Order 72-19, § 132W-124-020, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-320.
- 132W-124-022 Closure of the college—Educational services. [Order 72-19, § 132W-124-022, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see chapter 132W-120 WAC.
- 132W-124-024 Closure of the college—Appeal. [Order 72-19, § 132W-124-024, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-330.
- 132W-124-040 Commercial activities. [Order 72-19, § 132W-124-040, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-040.
- 132W-124-050 Distribution of materials. [Order 72-19, § 132W-124-050, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-060.
- 132W-124-060 Freedom of expression. [Order 72-19, § 132W-124-060, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-050.
- 132W-124-070 Alcoholic beverages. [Order 72-19, § 132W-124-070, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-030.
- 132W-124-080 Drugs and narcotics. [Order 72-19, § 132W-124-080, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-070.
- 132W-124-090 Speakers. [Order 72-19, § 132W-124-090, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-100.
- 132W-124-100 Admission to events. [Order 72-19, § 132W-124-100, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140. Later promulgation, see WAC 132W-120-400.
- 132W-124-110 Chain of command. [Order 72-19, § 132W-124-110, filed 11/22/72.] Repealed by 78-12-050 (Order 78-73, Resolution 78-73), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**Chapter 132W-128**

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

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

2/20/76. Later promulgation, see WAC 132W-128-120.

- 132W-128-030 Tenure—Review committee—Establishment. [Order 74-44, § 132W-128-030, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-140.
- 132W-128-031 Tenure—Review committee—Organization. [Order 74-44, § 132W-128-031, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-141.
- 132W-128-032 Tenure—Review committee responsibility. [Order 74-44, § 132W-128-032, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-040 Eligibility for tenure. [Order 74-44, § 132W-128-040, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-160.
- 132W-128-050 Awarding of tenure—Procedure. [Order 74-44, § 132W-128-050, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-165.
- 132W-128-100 Statement of purpose. [Order 76-55, § 132W-128-100, filed 2/20/76. Formerly WAC 132W-128-001.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-120 Definitions. [Order 76-55, § 132W-128-120, filed 2/20/76. Formerly WAC 132W-128-020.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-130 Faculty employment contracts. [Order 76-55, § 132W-128-130, filed 2/20/76.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-140 Tenure review committee—Establishment. [Order 76-55, § 132W-128-140, filed 2/20/76. Formerly WAC 132W-128-030.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-141 Tenure review committee organization. [Order 76-55, § 132W-128-141, filed 2/20/76. Formerly WAC 132W-128-031.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-150 Dismissal committee—Establishment. [Order 76-55, § 132W-128-150, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-151 Dismissal committee organization. [Order 76-55, § 132W-128-151, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-160 Eligibility for tenure. [Order 76-55, § 132W-128-160, filed 2/20/76. Formerly WAC 132W-128-040.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-165 Awarding of tenure—Procedure. [Order 76-55, § 132W-128-165, filed 2/20/76. Formerly WAC 132W-128-050.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-170 Dismissal for sufficient cause. [Order 76-55, § 132W-128-170, filed 2/20/76. Formerly WAC 132W-128-210 and 132W-128-220.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-180 Sufficient cause. [Order 76-55, § 132W-128-180, filed 2/20/76. Formerly WAC 132W-128-220.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-190 Formal hearings. [Order 76-55, § 132W-128-190, filed 2/20/76.] Repealed by 78-12-048 (Order 78-

**Title 132W WAC****Title 132W WAC: Wenatchee Valley College**

- 71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-210 Dismissal—Authority. [Order 74-44, § 132W-128-210, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-150, 132W-128-151.
- 132W-128-220 Dismissal procedures. [Order 74-44, § 132W-128-220, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-310.
- 132W-128-300 Final action, reconsideration. [Order 76-55, § 132W-128-300, filed 2/20/76.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-310 Sufficient economic cause for dismissal—Reduction in force. [Order 76-55, § 132W-128-310, filed 2/20/76. Formerly WAC 132W-128-220.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-320 Alert policy—Statement of policy. [Order 76-55, § 132W-128-320, filed 2/20/76. Formerly WAC 132W-128-410.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-322 Alert policy—Purpose. [Order 76-55, § 132W-128-322, filed 2/20/76. Formerly WAC 132W-128-420.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-325 Alert procedure. [Order 76-55, § 132W-128-325, filed 2/20/76. Formerly WAC 132W-128-430.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-330 Reduction-in-force policy—Determination of need for reduction in force. [Order 76-55, § 132W-128-330, filed 2/20/76. Formerly WAC 132W-128-520.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-340 Reduction-in-force policy—Determination of comprehensive educational services. [Order 76-55, § 132W-128-340, filed 2/20/76. Formerly WAC 132W-128-530.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-350 Reduction-in-force policy—Determination of number of academic employees to be laid off. [Order 76-55, § 132W-128-350, filed 2/20/76. Formerly WAC 132W-128-540.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-360 Reduction in force—Seniority units and determination of seniority. [Order 76-55, § 132W-128-360, filed 2/20/76. Formerly WAC 132W-128-550.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-370 Reduction-in-force policy—Order of layoff. [Order 76-55, § 132W-128-370, filed 2/20/76. Formerly WAC 132W-128-560.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-380 Dismissal procedure for sufficient economic cause. [Order 76-55, § 132W-128-380, filed 2/20/76.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-390 Reduction-in-force—Rights of academic employees on layoff status. [Order 76-55, § 132W-128-390, filed 2/20/76. Formerly WAC 132W-128-600.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-128-410 Alert policy—Statement of policy. [Order 74-44, § 132W-128-410, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-320.
- 132W-128-420 Alert policy—Purpose. [Order 74-44, § 132W-128-420, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-322.
- 132W-128-430 Alert procedure. [Order 74-44, § 132W-128-430, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-325.
- 132W-128-440 Alert policy—Implementation. [Order 74-44, § 132W-128-440, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-510 Reduction-in-force policy—Declaration of emergency. [Order 74-44, § 132W-128-510, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-520 Reduction-in-force policy—Determination of need for reduction in force. [Order 74-44, § 132W-128-520, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-330.
- 132W-128-530 Reduction-in-force policy—Determination of comprehensive educational services. [Order 74-44, § 132W-128-530, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-340.
- 132W-128-540 Reduction-in-force policy—Determination of number of academic employees to be laid off. [Order 74-44, § 132W-128-540, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-350, 132W-128-370 and 132W-128-600.
- 132W-128-550 Reduction-in-force—Seniority units and determination of seniority. [Order 74-44, § 132W-128-550, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-360.
- 132W-128-560 Reduction-in-force policy—Order of layoff. [Order 74-44, § 132W-128-560, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-570 Reduction-in-force review committee. [Order 74-44, § 132W-128-570, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-580 Reduction-in-force—Conduct of hearing by review committee. [Order 74-44, § 132W-128-580, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-590 Reduction-in-force—Review and action by Board of Trustees. [Order 74-44, § 132W-128-590, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76.
- 132W-128-600 Reduction-in-force—Rights of academic employees on layoff status. [Order 74-44, § 132W-128-600, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-390.
- 132W-128-610 Reduction-in-force—Definitions. [Order 74-44, § 132W-128-610, filed 3/11/74.] Repealed by Order 76-55, filed 2/20/76. Later promulgation, see WAC 132W-128-120.

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

- 132W-130-010 General standards of qualifications for Wenatchee Valley College personnel. [Order 74-47, § 132W-130-010, filed 10/11/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-130-020 Additional qualification in areas of specialization. [Order 74-47, § 132W-130-020, filed 10/11/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-130-030 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors. [Order 74-47, § 132W-130-030, filed 10/11/74.] Repealed by 78-12-048



(Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-130-040 Types of vocational education certificates. [Order 74-47, § 132W-130-040, filed 10/11/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-130-050 Definition of professional improvement units. [Order 74-47, § 132W-130-050, filed 10/11/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132W-132

##### WENATCHEE VALLEY COLLEGE CALENDAR

132W-132-010 College calendar. [Order 73-40, § 132W-132-010, filed 8/21/73; Order 72-29, § 132W-132-010, filed 12/22/72; Emergency Order 72-27, filed 11/22/72; Order 72-10, filed 6/29/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132W-144

##### SPECIAL CHARGES

132W-144-010 Fines. [Order 72-21, § 132W-144-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132W-148

##### AFFIRMATIVE ACTION PROGRAM

132W-148-010 General statement of policy. [Order 74-50, § 132W-148-010, filed 12/16/74; Order 72-22, § 132W-148-010, filed 11/22/72.] Repealed by Order 77-64, filed 5/25/77.

132W-148-100 Procedures, rules, and regulations. [Order 72-22, § 132W-148-100, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.

132W-148-101 Procedures, rules, and regulations—Responsibilities of college community. [Order 72-22, § 132W-148-101, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.

132W-148-105 Policy application. [Order 74-50, § 132W-148-105, filed 12/16/74; Order 73-33, § 132W-148-105, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

132W-148-110 Vendors. [Order 72-22, § 132W-148-110, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.

132W-148-111 Dissemination of policy. [Order 74-50, § 132W-148-111, filed 12/16/74; Order 73-33, § 132W-148-111, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

132W-148-120 Dissemination of information. [Order 72-22, § 132W-148-120, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.

132W-148-121 Responsibility for implementation. [Order 74-50, § 132W-148-121, filed 12/16/74; Order 73-33, § 132W-148-121, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

132W-148-130 Implementation and administration. [Order 72-22, § 132W-148-130, filed 11/22/72.] Repealed by Order 73-33, filed 4/4/73.

132W-148-140 Discrimination complaints procedures. [Order 74-50, § 132W-148-140, filed 12/16/74; Order 73-33, § 132W-148-140, filed 4/4/73; Order 72-22, § 132W-148-140, filed 11/22/72.] Repealed by Order 77-64, filed 5/25/77.

132W-148-150 Goals and timetables. [Order 74-50, § 132W-148-150, filed 12/16/74; Order 74-46, § 132W-148-150, filed 10/11/74; Order 73-33, § 132W-148-150, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

132W-148-160 Evaluation. [Order 74-50, § 132W-148-160, filed 12/16/74; Order 73-33, § 132W-148-160, filed 4/4/73.] Repealed by Order 77-64, filed 5/25/77.

#### Chapter 132W-152

##### HEALTH AND SAFETY

132W-152-010 Health services. [Order 72-23, § 132W-152-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-152-020 Emergency procedures. [Order 72-23, § 132W-152-020, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132W-156

##### COLLEGE HOUSING AND DINING HALL SERVICES POLICY

132W-156-010 Housing. [Order 72-24, § 132W-156-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-020 Residence hall applicants' responsibilities. [Order 72-24, § 132W-156-020, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-030 Housing and food service rates. [Order 72-24, § 132W-156-030, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-031 Housing and food service rates—Additional charges. [Order 72-24, § 132W-156-031, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-032 Housing and food service rates—Payment requirements. [Order 72-24, § 132W-156-032, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-033 Housing and food service rates—Nondiscriminatory assignment. [Order 72-24, § 132W-156-033, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-034 Housing and food service rates—Final acceptance. [Order 72-24, § 132W-156-034, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-035 Housing and food service rates—Payment—Third party requirements. [Order 72-24, § 132W-156-035, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-040 Conferences and workshops—Participants. [Order 72-24, § 132W-156-040, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-050 Use of housing facilities. [Order 72-24, § 132W-156-050, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-051 Use of housing facilities—Bicycles and motorcycles. [Order 72-24, § 132W-156-051, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-052 Use of housing facilities—Room inspection. [Order 72-24, § 132W-156-052, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-053 Use of housing facilities—Overnight guests. [Order 72-24, § 132W-156-053, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-156-054 Use of housing facilities—Firearms. [Order 72-24, § 132W-156-054, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

- 132W-156-070 Food services. [Order 72-24, § 132W-156-070, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-071 Food services—Admittance to dining halls. [Order 72-24, § 132W-156-071, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-072 Food services—Removal of food. [Order 72-24, § 132W-156-072, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-073 Food services—Removal of dining hall property. [Order 72-24, § 132W-156-073, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-074 Food services—Persons eligible to purchase an off-campus meal ticket. [Order 72-24, § 132W-156-074, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-075 Food services—Dress standards. [Order 72-24, § 132W-156-075, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-076 Food services—Serving hours. [Order 72-24, § 132W-156-076, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-077 Food services—Pets prohibited. [Order 72-24, § 132W-156-077, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-078 Food services—Outside services restricted. [Order 72-24, § 132W-156-078, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-156-079 Food services—Additional food services. [Order 72-24, § 132W-156-079, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

#### Chapter 132W-160

#### ADMISSION AND REGISTRATION PROCEDURES

- 132W-160-001 Admission and registration procedures and catalog requirements. [Order 72-25, § 132W-160-001, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-002 Admission and registration procedures and catalog requirements—Changes in catalog. [Order 72-25, § 132W-160-002, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-005 Finances. [Order 72-25, § 132W-160-005, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-006 Finances—Tuition refund schedule. [Order 77-60, § 132W-160-006, filed 3/25/77; Order 74-49, § 132W-160-006, filed 11/20/74; Order 72-25, § 132W-160-006, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-007 Finances—Sanctions. [Order 72-25, § 132W-160-007, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-010 Graduating students. [Order 72-25, § 132W-160-010, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-015 Registration. [Order 72-25, § 132W-160-015, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-016 Registration—Deadlines. [Order 72-25, § 132W-160-016, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-017 Registration—Changes in registration and withdrawal. [Order 72-25, § 132W-160-017, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-020 Admission policies and procedures. [Order 77-60, § 132W-160-020, filed 3/25/77; Order 72-25, § 132W-160-020, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-021 Admission policies and procedures—Wenatchee Valley College admissions policy. [Order 77-60, § 132W-160-021, filed 3/25/77; Order 72-25, § 132W-160-021, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-022 Admission policies and procedures—Admission procedure—General. [Order 77-60, § 132W-160-022, filed 3/25/77; Order 72-25, § 132W-160-022, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-023 Admission policies and procedures—Admission procedures—Freshmen students. [Order 72-25, § 132W-160-023, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-024 Admission policies and procedures—Admission procedures—Transfer students. [Order 77-60, § 132W-160-024, filed 3/25/77; Order 72-25, § 132W-160-024, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-025 Admission policies and procedures—Admission procedures—Former students. [Order 77-60, § 132W-160-025, filed 3/25/77; Order 72-25, § 132W-160-025, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-026 Admission policies and procedures—Admission procedures—International students. [Order 77-60, § 132W-160-026, filed 3/25/77; Order 72-25, § 132W-160-026, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-027 Admission policies and procedures—Admission procedures—High school students. [Order 77-60, § 132W-160-027, filed 3/25/77; Order 72-25, § 132W-160-027, filed 11/22/72.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-028 Admission policies and procedures—Admission of part-time students and auditors. [Order 72-25, § 132W-160-028, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-029 Admission policies and procedures—Admission procedures—Limited enrollment programs. [Order 77-66, § 132W-160-029, filed 8/23/77; Order 77-60, § 132W-160-029, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-030 High school completion. [Order 72-25, § 132W-160-030, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-031 Admission policies and procedures—Admission file for limited enrollment programs. [Order 77-66, § 132W-160-031, filed 8/23/77; Order 77-60, § 132W-160-031, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.



- 132W-160-032 G.E.D. test administration. [Order 72-25, § 132W-160-032, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-033 Admission policies and procedures—Confirmation of selection and reservation. [Order 77-66, § 132W-160-033, filed 8/23/77; Order 77-60, § 132W-160-033, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-034 Special requirements for veterans and veterans' dependents. [Order 72-25, § 132W-160-034, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-035 Admission policies and procedures—Appeal procedure—Admission to limited enrollment programs. [Order 77-60, § 132W-160-035, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-036 Residency. [Order 72-25, § 132W-160-036, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-037 Admission policies and procedures—Admissions procedures—Senior citizens. [Order 77-60, § 132W-160-037, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-038 Registration. [Order 72-25, § 132W-160-038, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-039 Admission policies and procedures—Admissions procedures—Medical/physical exam. [Order 77-60, § 132W-160-039, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-040 Summer session admission and registration procedures. [Order 72-25, § 132W-160-040, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-041 Summer session admission and registration procedures—Workshop registration. [Order 72-25, § 132W-160-041, filed 11/22/72.] Repealed by Order 77-60, filed 3/25/77.
- 132W-160-042 Admission policies and procedures—Special requirements for veterans and veterans' dependents. [Order 77-60, § 132W-160-042, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-044 Admission policies and procedures—Student identification number. [Order 77-60, § 132W-160-044, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-110 Regular enrollment process. [Order 77-60, § 132W-160-110, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-120 Summer session enrollment process. [Order 77-60, § 132W-160-120, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-160-130 Workshop enrollment process. [Order 77-60, § 132W-160-130, filed 3/25/77.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-030 Guiding principles. [Order 74-45, § 132W-170-030, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-040 Meetings. [Order 74-45, § 132W-170-040, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-041 Meetings—Exchange of views. [Order 74-51, § 132W-170-041, filed 12/16/74; Order 74-45, § 132W-170-041, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-042 Meetings—Assistance. [Order 74-45, § 132W-170-042, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-043 Meetings—Ratification of agreements. [Order 74-45, § 132W-170-043, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-050 Resolution of differences. [Order 74-45, § 132W-170-050, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-051 Resolution of differences—Impasse procedure. [Order 74-51, § 132W-170-051, filed 12/16/74; Order 74-45, § 132W-170-051, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-052 Resolution of differences—Expenses. [Order 74-45, § 132W-170-052, filed 4/17/74.] Repealed by Order 74-51, filed 12/16/74.
- 132W-170-060 Revision. [Order 74-45, § 132W-170-060, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

### Chapter 132W-104 WAC

#### BYLAWS AND STANDING ORDERS OF THE BOARD OF TRUSTEES

##### WAC

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

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

**WAC 132W-104-020 The board of trustees.** The government of Community College District No. 15 is vested in a five person board of trustees. The trustees are

### Chapter 132W-170

#### ASSOCIATION OF HIGHER EDUCATION NEGOTIATIONS RESOLUTION

- 132W-170-010 Promulgation. [Order 74-51, § 132W-170-010, filed 12/16/74; Order 74-45, § 132W-170-010, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-170-020 Recognition. [Order 74-45, § 132W-170-020, filed 4/17/74.] Repealed by 78-12-048 (Order 78-71, Resolution 78-71), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

appointed by the governor and serve for terms of five years and/or until their successors are appointed. [Order 77-70, § 132W-104-020, filed 12/19/77; Order 72-16, § 132W-104-020, filed 11/22/72.]

**WAC 132W-104-030 Office of board.** (1) The board of trustees shall maintain an office at 1300 Fifth Street, Wenatchee, Washington, 98801, where all regular meetings of the board shall be held, unless otherwise announced, and all records, minutes, and the official college seal shall be kept. This office shall be open during all normal business hours as per days scheduled in the college calendar to any resident taxpayer in the state of Washington.

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

**WAC 132W-104-040 Meetings of the board of trustees.** (1) Regular meetings. A regular meeting of the board of trustees shall be held once each month on the second Wednesday of each month in Room 230 of Anderson Hall, Wenatchee Valley College at 1:30 p.m., unless dispensed with by the board of trustees, at such time and place as the board of trustees by motion from time to time may direct.

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

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

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

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

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

(7) Executive sessions. The board of trustees may convene in executive sessions during a regular or special meeting to consider and act upon matters affecting national security; the selection of a site or the purchase of real estate, when publicity regarding such consideration would cause a likelihood of increased price; to discuss with their attorney sensitive areas of legal advice; the appointment, employment or dismissal of a public officer or employee; or to hear complaints or charges brought

against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing. The governing body also may exclude from any such public meeting or executive session, during the examination of a witness on any such matter, any or all other witnesses in the matter being investigated by the governing body.

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

(9) Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to the trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12 o'clock six days before the meeting in order to be included on the agenda. The chairman or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda when in his judgment the matter is of an emergency nature. The agenda of a special meeting will be determined at the time of the official call of such meeting. No other business shall be transacted or official action taken other than the purpose or purposes for which this meeting was called. [Statutory Authority: RCW 28B.50.140. 80-05-106 (Order 80-87), § 132W-104-040, filed 5/5/80; Order 77-70, § 132W-104-040, filed 12/19/77; Order 72-16, § 132W-104-040, filed 11/22/72.]

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

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

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

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

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

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

office as the last order of business of the meeting at which they are elected.

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

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

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

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

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

WENATCHEE VALLEY COLLEGE  
State of Washington  
Established 1939

COMMUNITY COLLEGE DISTRICT NO. 15

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

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

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

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

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

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

## Chapter 132W-108 WAC PRACTICE AND PROCEDURE

### WAC

- 132W-108-001 Formal hearing policy.
- 132W-108-005 Definitions.
- 132W-108-010 Appearance and practice before agency.
- 132W-108-080 Notice and opportunity for hearing in contested cases.
- 132W-108-090 Service of process—By whom served.
- 132W-108-100 Service of process—Upon whom served.
- 132W-108-110 Service of process—Service upon parties.
- 132W-108-120 Service of process—Method of service.
- 132W-108-130 Service of process—When service complete.
- 132W-108-140 Service of process—Filing with agency.
- 132W-108-230 Depositions and interrogatories in contested cases—Right to take.
- 132W-108-240 Depositions and interrogatories in contested cases—Scope.
- 132W-108-250 Depositions and interrogatories in contested cases—Officer before whom taken.
- 132W-108-260 Depositions and interrogatories in contested cases—Authorization.
- 132W-108-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.

- 132W-108-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.
- 132W-108-290 Depositions and interrogatories in contested cases—Recordation.
- 132W-108-300 Depositions and interrogatories in contested cases—Signing attestation and return.
- 132W-108-310 Depositions and interrogatories in contested cases—Use and effect.
- 132W-108-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.
- 132W-108-330 Depositions upon interrogatories—Submission of interrogatories.
- 132W-108-340 Depositions upon interrogatories—Interrogation.
- 132W-108-350 Depositions upon interrogatories—Attestation and return.
- 132W-108-360 Depositions upon interrogatories—Provisions of deposition rule.
- 132W-108-400 Hearing officers.
- 132W-108-410 Hearing procedures.
- 132W-108-420 Duties of hearing officers.
- 132W-108-430 Stipulations and admissions of record.
- 132W-108-440 Definition of issues before hearing.
- 132W-108-450 Continuances.
- 132W-108-460 Rules of evidence—Admissibility criteria.
- 132W-108-470 Tentative admission—Exclusion—Discontinuance—Objections.
- 132W-108-480 Form and content of decisions in contested cases.

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

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

**WAC 132W-108-010 Appearance and practice before agency.** No person may appear in a representative capacity before the agency other than the following:

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

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

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

(4) A bona fide officer, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation. [Order 72-9, § 132W-108-010, filed 4/21/72.]

**WAC 132W-108-080 Notice and opportunity for hearing in contested cases.** In any contested case, all parties shall be served with a notice at least ten days

before the date set for the hearing. The notice shall be signed by the president of Wenatchee Valley College or his designee and shall state the time, place, and issues involved, as required by RCW 28B.19.120. [Order 72-9, § 132W-108-080, filed 4/21/72.]

**WAC 132W-108-090 Service of process—By whom served.** The agency shall cause to be served all orders, notices and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it. [Order 72-9, § 132W-108-090, filed 4/21/72.]

**WAC 132W-108-100 Service of process—Upon whom served.** All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact. [Order 72-9, § 132W-108-100, filed 4/21/72.]

**WAC 132W-108-110 Service of process—Service upon parties.** The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record. [Order 72-9, § 132W-108-110, filed 4/21/72.]

**WAC 132W-108-120 Service of process—Method of service.** Service of papers shall be made personally or, unless otherwise provided by law, by first-class, registered, or certified mail; or by telegraph. [Order 72-9, § 132W-108-120, filed 4/21/72.]

**WAC 132W-108-130 Service of process—When service complete.** Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid. [Order 72-9, § 132W-108-130, filed 4/21/72.]

**WAC 132W-108-140 Service of process—Filing with agency.** Papers required to be filed with the agency shall be deemed filed upon actual receipt by the secretary of the agency at Wenatchee, Washington, accompanied by proof of service upon parties required to be served. [Order 72-9, § 132W-108-140, filed 4/21/72.]

**WAC 132W-108-230 Depositions and interrogatories in contested cases—Right to take.** Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent

within twenty days after the filing of a complaint, application or petition. Depositions shall be taken only in accordance with this rule. [Order 72-9, § 132W-108-230, filed 4/21/72.]

**WAC 132W-108-240 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding. [Order 72-9, § 132W-108-240, filed 4/21/72.]

**WAC 132W-108-250 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings. [Order 72-9, § 132W-108-250, filed 4/21/72.]

**WAC 132W-108-260 Depositions and interrogatories in contested cases—Authorization.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions. [Order 72-9, § 132W-108-260, filed 4/21/72.]

**WAC 132W-108-270 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination

shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order. [Order 72-9, § 132W-108-270, filed 4/21/72.]

**WAC 132W-108-280 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim. [Order 72-9, § 132W-108-280, filed 4/21/72.]

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

**WAC 132W-108-300 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination

and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefore; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefore, the officer shall furnish a copy of the deposition to any party or to the deponent. [Order 72-9, § 132W-108-300, filed 4/21/72.]

**WAC 132W-108-310 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party. [Order 72-9, § 132W-108-310, filed 4/21/72.]

**WAC 132W-108-320 Depositions and interrogatories in contested cases—Fees of officers and deponents.** Deponents whose depositions are taken and the officers taking the same shall be entitled to the same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken. [Order 72-9, § 132W-108-320, filed 4/21/72.]

**WAC 132W-108-330 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken.

Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. [Order 72-9, § 132W-108-330, filed 4/21/72.]

**WAC 132W-108-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132W-108-250 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court reporter or stenographer recording and transcribing it shall be present during the interrogation. [Order 72-9, § 132W-108-340, filed 4/21/72.]

**WAC 132W-108-350 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall:

(1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and

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

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

**WAC 132W-108-400 Hearing officers.** In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the Chairman, Vice Chairman, or another member of the Board of Trustees, on the basis of longevity and in the preceding order, may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW. [Order 72-9, § 132W-108-400, filed 4/21/72.]



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

**WAC 132W-108-420 Duties of hearing officers.** (1) All hearing officers appointed in accordance with WAC 132W-108-400 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the Board of Trustees as set forth in these rules and in chapter 28B.19 RCW: *Provided*, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the Board of Trustees, together with a record of the proceeding. Within ten days of service of such proposal for decisions, any party adversely affected may file exceptions, and thereafter all parties may present written argument to the Board of Trustees, which shall consider the whole record or such portions as may be cited by the parties. The Board of Trustees in its discretion may allow oral arguments before taking final action on the matter after it has received the proposal for decision from the hearing officer. The board may limit the length of oral or written arguments and impose reasonable limitations regarding the time and place for the presentation of the written or oral argument. After review of the matter, the Board of Trustees shall announce its decision and the final action to be taken. [Order 72-9, § 132W-108-420, filed 4/21/72.]

**WAC 132W-108-430 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

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

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding. [Order 72-9, § 132W-108-430, filed 4/21/72.]

**WAC 132W-108-440 Definition of issues before hearing.** In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only. [Order 72-9, § 132W-108-440, filed 4/21/72.]

**WAC 132W-108-450 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Order 72-9, § 132W-108-450, filed 4/21/72.]

**WAC 132W-108-460 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the agency is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington. [Order 72-9, § 132W-108-460, filed 4/21/72.]

**WAC 132W-108-470 Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered. [Order 72-9, § 132W-108-470, filed 4/21/72.]

**WAC 132W-108-480 Form and content of decisions in contested cases.** Every decision and order, whether proposed, initial, or final, shall:

(1) Be correctly captioned as to name of agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law;

(5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;

(6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same. [Order 72-9, § 132W-108-480, filed 4/21/72.]

### Chapter 132W-116 WAC PARKING REGULATIONS

#### WAC

132W-116-010 General information.  
132W-116-020 Fees.  
132W-116-040 Visitor parking.  
132W-116-050 General regulations.

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

132W-116-030 Permits. [Order 72-11, § 132W-116-030, filed 7/26/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.  
132W-116-060 Violations and fines. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-060, filed 11/28/78; Order 72-11, § 132W-116-060, filed 7/26/72.] Repealed by 80-01-039 (Order 79-80), filed 12/18/79. Statutory Authority: RCW 28B.50.140.  
132W-116-070 Parking areas. [Order 72-11, § 132W-116-070, filed 7/26/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**WAC 132W-116-010 General information.** Parking facilities at Wenatchee Valley College are provided for the convenience of students and staff. The traffic and parking regulations established are for the safety and convenience of pedestrians and drivers and to insure orderly operation.

The college assumes no liability for vehicles parking on Wenatchee Valley College property.

Questions related to parking should be referred to the business office. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-010, filed 11/28/78; Order 72-11, § 132W-116-010, filed 7/26/72.]

**WAC 132W-116-020 Fees.** Each student registering for classes at or sponsored by Wenatchee Valley College shall pay a \$4.00 parking maintenance fee at the time of registration unless such fee is waived by the dean of instruction or the dean of administrative services.

Criteria under which waiver of said fees shall be considered are as follows:

- (1) No parking is provided at an off-campus facility.
- (2) The off-campus facility is made available free of charge.
- (3) The student is enrolling in a one-time (one day) offering or other similar short-time activity involving only one-time parking.

(4) A staff member who has paid the appropriate parking fee prior to registration. [Statutory Authority:

RCW 28B.50.140. 80-01-039 (Order 79-80), § 132W-116-020, filed 12/18/79; 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-020, filed 11/28/78; Order 72-11, § 132W-116-020, filed 7/26/72.]

**WAC 132W-116-040 Visitor parking.** Visitors may park in visitor parking spaces as designated or in other parking areas as need arises. [Statutory Authority: RCW 28B.50.140. 80-01-039 (Order 79-80), § 132W-116-040, filed 12/18/79; 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-040, filed 11/28/78; Order 72-11, § 132W-116-040, filed 7/26/72.]

**WAC 132W-116-050 General regulations.** Students and staff utilizing parking facilities at any time are required to observe parking regulations. Failure to observe these regulations may result in impounding of vehicle at owner's expense. Vehicles must be parked in designated areas in such a manner as to not obstruct traffic.

Areas adjacent to yellow curbs or bumpers are no-parking zones. Student and staff vehicles parked in areas reserved for visitors or handicapped may be towed away at owner's expense.

Disabled, inoperative or abandoned vehicles may be parked on campus for not more than seventy-two hours, after which time vehicles may be impounded at the owner's expense and liability.

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

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

Pedestrians have the right of way at all times. [Statutory Authority: RCW 28B.50.140. 80-01-039 (Order 79-80), § 132W-116-050, filed 12/18/79; 78-12-049 (Order 78-72, Resolution 78-72), § 132W-116-050, filed 11/28/78; Order 72-11, § 132W-116-050, filed 7/26/72.]

### Chapter 132W-120 WAC GENERAL CONDUCT

#### WAC

132W-120-010 General policies.  
132W-120-030 Alcoholic beverages policy.  
132W-120-040 Commercial activities policy.  
132W-120-050 Freedom of expression policy.  
132W-120-060 Distribution of materials policy.  
132W-120-070 Drugs and narcotics policy.  
132W-120-100 Speaker policy.  
132W-120-130 Disruptive activities policy.  
132W-120-300 Interference with operations.  
132W-120-310 Emergency procedures.  
132W-120-320 Closure of the college.  
132W-120-330 Closure of the college—Appeal.  
132W-120-400 Admission to events.

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

132W-120-020 Admissions policy. [Order 72-12, § 132W-120-020, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

- 132W-120-080 Facility use policy. [Order 72-12, § 132W-120-080, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-090 Residence classification policy. [Order 72-12, § 132W-120-090, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-110 Student records policy. [Order 77-62, § 132W-120-110, filed 5/23/77; Order 72-12, § 132W-120-110, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-120 Student governance. [Order 72-12, § 132W-120-120, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-200 Disciplinary code. [Order 72-12, § 132W-120-200, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-210 Responsibility for discipline. [Order 72-12, § 132W-120-210, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-220 Disciplinary procedure. [Order 72-12, § 132W-120-220, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-230 Appeal procedure. [Order 72-12, § 132W-120-230, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-240 Student discipline committee. [Order 72-12, § 132W-120-240, filed 7/25/72.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-120-270 Standards of progress and appeal procedures for limited enrollment programs. [Order 77-62, § 132W-120-270, filed 5/23/77.] Repealed by 78-12-051 (Order 78-74, Resolution 78-74), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**WAC 132W-120-010 General policies.** (1) Normally, the authority of the college for student behavior is restricted to the campus and to activities sponsored or conducted by the college away from the campus proper. However, the authority of the college may be extended into the greater community when the behavior of a student or students clearly and distinctly involves the interests of the college as an academic community. In such cases, disciplinary action may be taken by the college in addition to any civil action taken by community agencies.

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

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

(4) Students shall have an opportunity to participate in the formulation of all policies and rules pertaining to student conduct and in the enforcement of all such rules. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-010, filed 11/28/78; Order 72-12, § 132W-120-010, filed 7/25/72. Formerly WAC 132W-124-010.]

**WAC 132W-120-030 Alcoholic beverages policy.** The possession or consumption of alcoholic beverages on college premises or at college-related activities is prohibited except when sanctioned by the Board of Trustees or the president in accordance with state board for liquor control regulations. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-030, filed 11/28/78; Order 72-12, § 132W-120-030, filed 7/25/72. Formerly WAC 132W-124-070.]

**WAC 132W-120-040 Commercial activities policy.** College facilities may not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives or college district communities and so long as such use does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of traffic. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-040, filed 11/28/78; Order 72-12, § 132W-120-040, filed 7/25/72. Formerly WAC 132W-124-040.]

**WAC 132W-120-050 Freedom of expression policy.** (1) Students and other members of the college community shall always be free to express their view or support causes by orderly means which do not disrupt the regular and essential operation of the college.

(2) Campus demonstrations may be conducted only in areas which are generally available to the public provided such demonstrations are conducted in an orderly manner; do not interfere with vehicular or pedestrian traffic; do not interfere with classes, scheduled meetings or ceremonies, or with other educational processes of the college; and are not held in or on facilities where college functions are in process. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-050, filed 11/28/78; Order 72-12, § 132W-120-050, filed 7/25/72. Formerly WAC 132W-124-060.]

**WAC 132W-120-060 Distribution of materials policy.** (1) Handbills, leaflets, and similar materials whether sold or distributed free of charge may be distributed by regularly enrolled students and members of recognized student organizations in all areas of the campus except class rooms so long as such distribution does not materially or substantially interfere with the educational process, the free flow of traffic, or collide with the rights of others. Such materials should bear identification as to the distributing organization or individual.

(2) Nonstudents may distribute legal and noncommercial materials on campus in open areas and outside entrances to buildings so long as such distribution does not interfere with or operate to the detriment of the conduct of college affairs, does not interfere with scheduled programs and activities, and does not impede the free flow of traffic. Inside distribution of materials by nonstudents must have prior approval of the president or a designee.

(3) The college reserves the right at all times to judge each event or activity separately and to regulate the distribution of materials in terms of time, place, and manner, by furnishing reasonable notices to interested parties. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-060, filed 11/28/78; Order 72-12, § 132W-120-060, filed 7/25/72. Formerly WAC 132W-124-050.]

**WAC 132W-120-070 Drugs and narcotics policy.** The use, possession, sale, or provision to others of narcotics and/or drugs which are prohibited by local, state, or federal laws, except when specifically prescribed as medication by an authorized medical agent, on campus or at college-related or sponsored activities elsewhere is illegal and will be cause for disciplinary action. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-070, filed 11/28/78; Order 72-12, § 132W-120-070, filed 7/25/72. Formerly WAC 132W-124-080.]

**WAC 132W-120-100 Speaker policy.** (1) Any recognized ASWVC student organization with the written sanction of its advisor, may invite speakers on campus subject to normal restraints imposed by consideration of the laws of the United States and the state of Washington.

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

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

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

(5) The college may require and arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting. The president may, at his discretion, assign a representative to preside over any meeting where a speaker has been invited. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-100, filed 11/28/78; Order 72-12, § 132W-120-100, filed 7/25/72. Formerly WAC 132W-124-090.]

**WAC 132W-120-130 Disruptive activities policy.** Actions which are in violation of college policies or

which materially and substantially interfere with the orderly operation of the college will be cause for disciplinary action. Specifically, the occupation of any college property without the expressed approval of the proper authority; intimidation by threat of force or violence of any employee or student who is in the peaceful discharge or conduct of his duties or studies; or the destruction of any college property shall be cause for dismissal from the college and referral to civil authorities. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-130, filed 11/28/78; Order 72-12, § 132W-120-130, filed 7/25/72.]

**WAC 132W-120-300 Interference with operations.** In the event of activities which interfere materially and substantially with the orderly operation of the college or with the rights of others, a dean or the president or a designate shall determine the course of action which appears to offer the best possibility for resolution of the problem. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-300, filed 11/28/78; Order 72-12, § 132W-120-300, filed 7/25/72.]

**WAC 132W-120-310 Emergency procedures.** (1) The dean, president, or designate shall read the violation statement: I am \_\_\_\_\_ (name and title) \_\_\_\_\_. By the authority vested in me by the president of Wenatchee Valley College, you are advised that you are in violation of the college policy having to do with demonstrations. College disciplinary action and/or civil action may be taken. Under the provisions of the State Criminal Trespass law, you are hereby given notice that your privilege to remain in this building (office or otherwise) is revoked. Your continued presence here is considered a criminal trespass of this building and a violation of the Civil Disturbances law as it pertains to colleges, and you may be subject to a fine of not more than \$500 or imprisonment in jail of not more than six months or both. I hereby order you to leave the building (office or otherwise) immediately. If you defy this order and do not leave within (5 or 10) minutes, you will be subject to prosecution under the Civil Disturbances law or the Criminal Trespass Act which constitutes a misdemeanor upon conviction.

(2) If deemed appropriate, contact the Wenatchee Police Department and request assistance. If that agency cannot provide the assistance, contact the Chelan County Sheriff's office. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-310, filed 11/28/78.]

**WAC 132W-120-320 Closure of the college.** The president of the college or his designee is authorized to act in the name of the Board of Trustees of Community College District No. 15 regarding closure of the college. He is delegated the power to cancel classes, to close the campus, to close any or all campus buildings or portions thereof or other facilities currently under the supervision of the college campus, and to close the college for a

stated or indefinite period of time, if he deems it necessary in order to prevent material and substantial interference of the educational process or to prevent endangering of the health, safety, or well-being of persons, their property, or college property. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-320, filed 11/28/78. Formerly WAC 132W-124-020 and 132W-124-022.]

**WAC 132W-120-330 Closure of the college—Appeal.** Appeal of a decision under this policy must be made in writing to the Board of Trustees, Community College District No. 15, within ten days of the date the college is closed. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-330, filed 11/28/78. Formerly WAC 132W-124-024.]

**WAC 132W-120-400 Admission to events.** Wenatchee Valley College reserves the right to restrict admittance to certain events when deemed necessary because of physical limitations, health or safety reasons. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-120-400, filed 11/28/78. Formerly WAC 132W-124-100.]

## Chapter 132W-135 WAC ENVIRONMENTAL PROTECTION POLICY

### WAC

132W-135-010 Environmental protection.

**WAC 132W-135-010 Environmental protection.** (1) It shall be the policy of Community College District No. 15 that capital projects proposed and developed by the District shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation; and WAC 131-24-030, SEPA implementation rules of the State Board for Community College Education.

(2) In compliance with WAC 197-10-820, the District President, or an administrative officer designated by the District President, shall be the "responsible official" for carrying out this policy. [Order 76-57, § 132W-135-010, filed 12/14/76.]

## Chapter 132W-140 WAC USE OF COLLEGE FACILITIES

### WAC

132W-140-010 Facilities rental.

132W-140-011 Facilities rental—Scheduling.

132W-140-012 Facilities rental—Rental.

132W-140-013 Facilities rental—Damages bond.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132W-140-020 Posting of materials. [Order 72-20, § 132W-140-020, filed 11/22/72.] Repealed by 78-12-049 (Order

78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-030 Student publications. [Order 72-20, § 132W-140-030, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-032 Student publications—Advertising. [Order 72-20, § 132W-140-032, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-034 Student publications—Letters to the editor. [Order 72-20, § 132W-140-034, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-040 Placement service—Recruitment on campus. [Order 73-41, § 132W-140-040, filed 10/18/73; Order 72-20, § 132W-140-040, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-042 Placement service—Eligibility to register for placement service. [Order 72-20, § 132W-140-042, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-050 Telephone services—Long distance calls. [Order 72-20, § 132W-140-050, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-051 Telephone services—Requests for repairs. [Order 72-20, § 132W-140-051, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-052 Telephone services—Approval of installations. [Order 72-20, § 132W-140-052, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-053 Telephone services—Right to restrict or modify services. [Order 72-20, § 132W-140-053, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-060 Motor pool—College vehicles. [Order 72-20, § 132W-140-060, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-061 Motor pool—College vehicles—Student personnel. [Order 72-20, § 132W-140-061, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-070 Check cashing—Business office. [Order 72-20, § 132W-140-070, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-071 Check cashing—Partial return in cash. [Order 72-20, § 132W-140-071, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-080 College Bookstore—Refunds. [Order 72-20, § 132W-140-080, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-081 College Bookstore—Used book purchases. [Order 72-20, § 132W-140-081, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-082 College Bookstore—Bookstore check cashing policy. [Order 72-20, § 132W-140-082, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

132W-140-083 College Bookstore—Inventory and methods of purchase. [Order 73-41, § 132W-140-083, filed 10/18/73; Order 72-20, § 132W-140-083, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72,

- Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-084 College Bookstore—Book orders. [Order 72-20, § 132W-140-084, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-085 College Bookstore—Pricing. [Order 72-20, § 132W-140-085, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-086 College Bookstore—Packages. [Order 72-20, § 132W-140-086, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-087 College Bookstore—Sales restrictions. [Order 72-20, § 132W-140-087, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-088 College Bookstore—Hours. [Order 72-20, § 132W-140-088, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-089 College Bookstore—Selection of materials. [Order 73-41, § 132W-140-089, filed 10/18/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-090 Use of college mailing and stationery services. [Order 72-20, § 132W-140-090, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-100 Animals prohibited. [Order 72-20, § 132W-140-100, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-110 Library services. [Order 73-41, § 132W-140-110, filed 10/18/73; Order 72-20, § 132W-140-110, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-114 Library services—Hours. [Order 72-20, § 132W-140-114, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-120 Library materials. [Order 73-41, § 132W-140-120, filed 10/18/73; Order 72-20, § 132W-140-120, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-122 Library materials—Selection responsibility. [Order 72-20, § 132W-140-122, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-124 Library materials—Selection standards. [Order 73-41, § 132W-140-124, filed 10/18/73; Order 72-20, § 132W-140-124, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-126 Library materials—Discard procedures. [Order 72-20, § 132W-140-126, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-140-128 Library materials—Questioned materials. [Order 73-41, § 132W-140-128, filed 10/18/73; Order 72-20, § 132W-140-128, filed 11/22/72.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**WAC 132W-140-010 Facilities rental.** It shall be the policy of Wenatchee Valley College to rent its facilities to outside bodies when said rental does not conflict with the college program and the use sought to be made of such facilities is consistent with the use that is generally made of the facilities. Whenever a building or the facilities of Wenatchee Valley College are used by an

outside body, a staff member or a representative authorized in writing by the President or the Business and Finance Officer shall be present. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-140-010, filed 11/28/78; Order 72-20, § 132W-140-010, filed 11/22/72.]

**WAC 132W-140-011 Facilities rental—Scheduling.** College facilities are to be made available to college personnel and the general public by scheduling through the Dean of Instruction's Office. Students must request facilities usage with the Activities' Office who will schedule requests through the Dean of Instruction's Office. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-140-011, filed 11/28/78; Order 72-20, § 132W-140-011, filed 11/22/72.]

**WAC 132W-140-012 Facilities rental—Rental.** The rental schedule as developed by the administration shall be adhered to by all outside bodies. Petitions by tax-supported agencies and nonprofit organizations for reduced rental charges may be made in writing at the time the scheduling request is submitted and it shall be the sole discretion of the President or Business and Finance Officer to grant said request. Use of a building for religious worship, training, instruction, or prayer meetings is not precluded by this policy provided that such facilities are not scheduled, rented, or used on a regular series basis, daily, weekly, monthly, etc., or in any manner that establishes a consistent pattern of aforementioned religious usage of the college facilities. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-140-012, filed 11/28/78; Order 72-20, § 132W-140-012, filed 11/22/72.]

**WAC 132W-140-013 Facilities rental—Damages bond.** Each requesting group may be required at the administration's discretion to furnish Wenatchee Valley College with a certificate of insurance or other satisfactory proof that such group has purchased reasonable insurance coverage (\$1,000,000 liability coverage and \$250,000 property damage coverage) for the event presented by such group, of which Wenatchee Valley College is the sole beneficiary. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-140-013, filed 11/28/78; Order 73-41, § 132W-140-013, filed 10/18/73; Order 72-20, § 132W-140-013, filed 11/22/72.]

## Chapter 132W-149 WAC HUMAN RIGHTS POLICY

### WAC

- 132W-149-010 General human rights policy.
- 132W-149-020 Employment—Job placement and promotion.
- 132W-149-022 Employment—Job placement and promotion—Affirmative action goals and timetables.
- 132W-149-024 Employment—Job placement and promotion—Procedures and policies.
- 132W-149-026 Employment—Job placement and promotion—Evaluation.



132W-149-030 Student employment.  
 132W-149-040 Government contracts.  
 132W-149-050 Contractors and vendors.  
 132W-149-070 Facilities.  
 132W-149-080 Student services.  
 132W-149-090 Educational program.  
 132W-149-100 Community relations.  
 132W-149-110 Dissemination of policy.  
 132W-149-120 Implementation and administration.  
 132W-149-130 Grievance procedure.

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

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

(2) The board of trustees hereby directs the president of Wenatchee Valley College to establish administrative procedures, in accordance with applicable state and federal laws, rules, and regulations which fulfill this policy and which provide means to monitor and maintain such rules and regulations. The president is directed to report, from time to time, to the board of trustees progress and problems relating to the execution of this policy. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-010, filed 11/28/78; Order 77-63, § 132W-149-010, filed 5/23/77.]

#### **WAC 132W-149-020 Employment--Job placement and promotion.**

(1) It is the goal of this college to employ all personnel solely on the basis of merit and without regard for race, religion, color, national origin, sex, marital or parental status, age, the presence of any sensory, mental or physical handicap or Vietnam era and disabled veterans, except where a particular race, religion, color, national origin, sex, marital or parental status, age, handicap or Vietnam era and disabled veteran status is a bonafide occupational qualification. Job placement, retention, and opportunities for promotion shall be based on such factors as relate to the demands of the position. This policy applies at all levels and in all segments of the college involving all personnel who are employed on an annual full-time, annual part-time, or quarterly full-time appointment basis.

(2) Equal employment opportunity is not viewed as the college's only commitment. Affirmative action will be taken to employ minority group members, qualified handicapped persons, Vietnam era and disabled veterans and women in college positions where they have not traditionally been employed. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-020, filed 11/28/78; Order 77-63, § 132W-149-020, filed 5/23/77.]

#### **WAC 132W-149-022 Employment--Job placement and promotion--Affirmative action goals and timetables.**

(1) Affirmative action goals and timetables will be reviewed and updated each fiscal year. Copies of the policy are available in the office of the affirmative action officer.

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

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

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

(2) Wenatchee Valley College goals are not considered to be quotas in hiring. Good faith efforts will be made to achieve the goals. If they are not met, the good faith efforts will be considered in any evaluation of the program. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-022, filed 11/28/78; Order 77-63, § 132W-149-022, filed 5/23/77.]

#### **WAC 132W-149-024 Employment--Job placement and promotion--Procedures and policies.**

(1) Recruitment:

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

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

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

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

(a) Determination of the length of maternity leave will be arranged with the employee and her physician and her immediate supervisor, in accordance with Higher Education Personnel Board policies governing leave for classified employees and institutional policies

governing leave for all other employees. Such leave will be available to married and unmarried women alike.

(b) An employee who temporarily vacates a position due to pregnancy will be placed on official leave status. An employee on maternity leave will not be terminated, demoted, laid off (due to reasons other than budgetary), or placed on any status other than that acquired prior to pregnancy. An employee will be returned to her original position or a position of like status and pay, and will be entitled to all previously earned service credits and other benefits. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-024, filed 11/28/78; Order 77-63, § 132W-149-024, filed 5/23/77.]

**WAC 132W-149-026 Employment--Job placement and promotion--Evaluation.** The affirmative action officer will prepare an annual report on the progress of the affirmative action program each year. This report will be used as an aid in planning needed revisions and improvements of the program, goals, and timetables for the next fiscal year. The report will contain the following data as far as can be determined.

(1) Applicant flow by race, sex, handicapped status, and Vietnam era and disabled veteran status.

(2) New hires by job classification, handicapped status, Vietnam era and disabled veteran status, race, and sex.

(3) Rejections by handicapped status, Vietnam era and disabled veteran status, race and sex, and the reasons for rejection.

(4) Promotions by job classification, handicapped status, Vietnam era and disabled veteran status, race, and sex.

(5) Turnover by job classification, handicapped status, Vietnam era and disabled veteran status, race, sex, and the reason for turnover.

(6) Employees hired through special programs for the unemployed by program, classification, race, sex, handicapped status, Vietnam era and disabled veteran status, and the retention rates.

(7) Changes in composition of the staff.

(8) Changes made to the affirmative action program as a result of activities during the year. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-026, filed 11/28/78; Order 77-63, § 132W-149-026, filed 5/23/77.]

**WAC 132W-149-030 Student employment.** Students employed by Wenatchee Valley College on a part-time annual basis, other than financial aid recipients, will be hired on the basis of qualifications to fulfill job specifications. A sincere effort will be made to employ a student work force composed of a significant number of minority students and members of both sexes. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-030, filed 11/28/78; Order 77-63, § 132W-149-030, filed 5/23/77.]

**WAC 132W-149-040 Government contracts.** Wenatchee Valley College will establish and maintain

nondiscriminatory practices in the fulfillment of all its contracts with governmental agencies. It will comply with any federal, state or local governmental regulations which request a policy or procedural statement on nondiscrimination. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-040, filed 11/28/78; Order 77-63, § 132W-149-040, filed 5/23/77.]

**WAC 132W-149-050 Contractors and vendors.** Wenatchee Valley College will include in all bid specifications a requirement that prospective contractors, subcontractors, and vendors assure that they do adhere to an affirmative action plan in employment and abide by appropriate state and federal nondiscrimination statutes and affirmative action regulations. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-050, filed 11/28/78; Order 77-63, § 132W-149-050, filed 5/23/77.]

**WAC 132W-149-070 Facilities.** (1) The college will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, marital or parental status, the presence of any sensory, mental or physical handicap or Vietnam era and disabled veteran status in the operation or maintenance of the facilities. In addition, the college will not knowingly utilize facilities owned or leased by those who engage in such discrimination. Wenatchee Valley College will include in all facility use agreements a requirement that owners of facilities adhere to an affirmative action plan in employment and educational opportunities and abide by state and federal nondiscrimination statutes and affirmative action regulations.

(2) Separate restrooms, locker rooms, and shower facilities may be provided on the basis of sex provided that those facilities for one sex are comparable to those facilities for the other sex.

(3) All new facilities will be barrier free and readily accessible to and usable by handicapped persons.

(4) Programs and activities offered in existing facilities will be made accessible to handicapped persons. If necessary, structural changes of existing facilities will be made to assure accessibility to the handicapped. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-070, filed 11/28/78; Order 77-63, § 132W-149-070, filed 5/23/77.]

**WAC 132W-149-080 Student services.** It is the goal of this college to create and maintain student services which are responsive to the needs and desires of all students and which reflect a policy of nondiscrimination. In the treatment of students and the offering of student services including, but not limited to, admission practices and policies, awards of financial assistance, counseling, athletic programs, housing, and activities, students will not be discriminated against on the basis of race, religion, color, national origin, sex, marital or parental status, age, the presence of any sensory, physical or

mental handicap or Vietnam era and disabled veteran status except that:

(1) Separate housing may be provided on the basis of sex provided that housing is proportionate in quantity to the number of students of each sex and comparable in quality and cost to all students.

(2) Separate athletic teams may be operated for members of each sex where selection for such teams is based on competitive skill or the activity involved is a contact sport. Efforts will be made to accommodate the interests and abilities of members of both sexes in the selection of sports and levels of competition. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-080, filed 11/28/78; Order 77-63, § 132W-149-080, filed 5/23/77.]

**WAC 132W-149-090 Educational program.** (1) It is the goal of Wenatchee Valley College to encourage the enrollment of a student body which reflects a significant number of minority group members. The test for significance will be determined by the percentage of such minority groups in the population of Chelan, Douglas, and Okanogan Counties.

(2) No student will be given special consideration in fulfilling graduation requirements except as may be available for all students through established college policy.

(3) All students will be provided full encouragement and support in selecting courses on the basis of their interests, values, and abilities. The college will not discriminate in educational policies pertaining to course access, assignments, materials, or services to students or in the criteria and procedures for assignment or selection of students to programs, courses or classes.

(4) When a class or course of study contains a disproportionate number of students of one sex, measures will be taken to insure that this is not the result of discrimination on the basis of sex in counseling materials, course descriptions, or curriculum guides.

(a) Students may be grouped by ability in physical education classes and activities as long as ability is assessed by objective standards. Students may be separated by sex within physical education classes during participation in contact sports.

(b) Students may be grouped in choruses of one sex if the requirements for participation are based on vocal range or quality. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-090, filed 11/28/78; Order 77-63, § 132W-149-090, filed 5/23/77.]

**WAC 132W-149-100 Community relations.** (1) Wenatchee Valley College will cooperate with governmental bodies established in the community or state whose purposes are to discourage and eliminate discrimination.

(2) Community housing. The college will not list any apartment, dormitory, or house for rent for students and employees if it is known that the owner or landlord has previously acted in any discriminatory fashion in renting or leasing such facility. Reasonable efforts will be made

to assure that housing listed is proportionate in quantity and comparable in quality and cost to members of both sexes. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-100, filed 11/28/78; Order 77-63, § 132W-149-100, filed 5/23/77.]

**WAC 132W-149-110 Dissemination of policy.** In recognition of the need to promulgate this policy, the following procedures will apply:

(1) Internal communication:

(a) This document will become a continuing and essential component of the Wenatchee Valley College staff manual.

(b) A copy of this document will be provided to each Wenatchee Valley College employee and will be thoroughly reviewed with each new staff employee during the orientation training period.

(c) A copy of this policy will be made available to students upon request to the dean of student's office and/or the affirmative action office.

(d) Notices of equal employment opportunity required by state and federal agencies will be displayed in working areas.

(e) A specific nondiscriminatory clause will be included in all employee organization contracts.

(2) External communication:

(a) Recruitment sources will be informed verbally and in writing of Wenatchee Valley College's human rights policy and that qualified handicapped persons, Vietnam era and disabled veterans, women, and members of ethnic or racial minority groups are actively recruited for employment.

(b) Equal opportunity clauses will be incorporated in all field orders, leases, and contracts.

(c) Written notification of this policy will be sent to all contractors and vendors. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-110, filed 11/28/78; Order 77-63, § 132W-149-110, filed 5/23/77.]

**WAC 132W-149-120 Implementation and administration.** (1) The president will announce and periodically reaffirm the Wenatchee Valley College human rights policy and will insure that each administrative unit head and employee is fully aware of the board of trustees support for the policy.

(2) The affirmative action officer is responsible for:

(a) Distributing and interpreting the human rights policy to all segments of the campus and to community agencies and individuals as may be necessary.

(b) Reviewing annually all procedures established and executed by deans, officers, and other administrators of operating units of the college who have a responsibility to comply with the college policy on nondiscrimination.

(c) Reviewing and recommending procedural and regulatory statements as may be needed to update the college policy on nondiscrimination.

(d) Reviewing any proposed procedure or rule on nondiscrimination which may be written and distributed

by anyone on campus for consumption by a college-wide audience.

(e) Coordinating administrative unit self-evaluations of practices and procedures relating to compliance with appropriate state and federal regulations.

(f) Holding hearings on complaints of discrimination and performing the other duties and functions set forth in the grievance procedure under Wenatchee Valley College human rights policy.

(g) Submitting an annual, comprehensive report to the president of the college. The report shall include:

(i) Review of steps taken by various administrators to fulfill written procedure.

(ii) Summary of complaints together with subsequent action concerning such complaints.

(iii) Recommendations for further modifications or strengthening of policy statements and procedures to insure nondiscrimination.

(3) Each administrative area executive is responsible for:

(a) Administering periodic administrative unit self-evaluations of practices and procedures to assure compliance with appropriate state and federal regulations.

(b) Assisting in the identification of problem areas and establishment of affirmative action goals and objectives.

(c) Reviewing of each job opening in the area to allow maximum lead time for consideration of filling the position with a female, qualified handicapped person, Vietnam era and disabled veteran, or member of a minority group, in support of annual affirmative action goals.

(d) Reviewing of the qualifications of employees to insure that members of minority groups, qualified handicapped persons, Vietnam era and disabled veterans and women are given full opportunities for transfers or promotions.

(e) Reviewing this document with new employees and transfers into the department to be sure the policy and program are thoroughly understood.

(f) Regular discussions with supervisors to insure that the policy and program are fully understood and being carried out.

(4) Affirmative action advisory committee: An affirmative action advisory committee will be appointed by the president to assist the affirmative action officer in:

(a) Assuring a channel of communication which will achieve wide knowledge through the college and community of the human rights policy of Wenatchee Valley College.

(b) Recommending target dates and goals for implementation of affirmative action programs.

(c) Developing additional programs which will strengthen the position of the college in its affirmative action efforts.

(d) Reviewing the appropriateness and progress of current programs for broadening employment opportunities for minority groups, handicapped persons, Vietnam era and disabled veterans, and women. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74,

Resolution 78-74), § 132W-149-120, filed 11/28/78; Order 77-63, § 132W-149-120, filed 5/23/77.]

**WAC 132W-149-130 Grievance procedure.** Applicants for admission, enrolled students, applicants for employment or employees of Wenatchee Valley College who believe that they have been discriminated against on the basis of race, religion, color, national origin, sex, marital or parental status, age, or the presence of any sensory, mental or physical handicap, or Vietnam era and disabled veteran status may utilize the following grievance procedure. In the case of a group complaint, the grievance procedure should be utilized by a single individual selected by the group as its representative for the purpose of resolving the issue for all.

(1) Informal procedure:

(a) The complainant will initially discuss the grievance with the individual alleged to be responsible for the discrimination together with the appropriate administrative unit head having direct supervisory responsibility for the area of concern to the complainant. The parties will make a good faith effort to settle the grievance informally.

(b) If no mutually acceptable resolution of the grievance can be reached through informal discussion between the parties with the appropriate administrative unit head, the complainant may petition for a hearing by filing a written request for a hearing with the affirmative action officer. The request for hearing will set forth in writing in reasonable detail the nature of the discrimination complaint and will state against whom the complaint is directed and the relief sought. The request for hearing may contain any information which the complainant deems pertinent to the case.

(2) Hearing by affirmative action officer:

(a) The affirmative action officer will commence a hearing within fifteen working days after receiving a written request for a hearing, unless all of the parties and the affirmative action officer agree to lengthen the time for commencement of the hearing.

(b) The parties and any others the affirmative action officer deems necessary to the proceedings will make themselves available to appear and testify at the hearing unless they can verify to the affirmative action officer that their absence is unavoidable.

(c) Hearings will be closed to all except those personnel directly involved as parties or witnesses. Statements, testimony, and all other evidence given at the hearing will be confidential and will be divulged only for the purpose of reporting the findings and recommendations of the affirmative action officer to the parties and to the college president.

(d) Within five working days following the conclusion of the hearing, the affirmative action officer will inform the parties and the college president of the decision concerning the discrimination complaint. The affirmative action officer's decision will include findings of fact and recommendations for steps to be taken to eliminate the discriminatory act or practice in the event discrimination has been found.

(3) Written appeal to college president. If after receipt of the affirmative action officer's decision either party is dissatisfied, a written appeal may be submitted to the college president with copies to the other party and the affirmative action officer. Any party taking an appeal to the college president will submit to the president within ten working days of receiving the affirmative action officer's decision a written statement setting forth the facts of the case and all arguments in support of the party's position. The other party will have ten working days in which to respond in writing. The college president will within thirty working days of receiving the written statements from the party initiating the appeal communicate the decision in writing to both parties and to the affirmative action officer. The president's decision may affirm, reverse or modify the decision and recommendations of the affirmative action officer. The decision of the college president on the written appeal is final and there will be no further review within the college.

(4) Further recourse:

(a) In the event the party charging discrimination remains unsatisfied after exhausting this grievance procedure, the following agencies may be contacted:

(i) Washington State Human Rights Commission, Olympia, Washington, 98504.

(ii) Regional Director, Office of Civil Rights, Department of Health, Education and Welfare, Seattle, Washington, 98101.

(iii) The Equal Employment Opportunity Commission, Seattle, Washington, 98101.

(iv) Office of Federal Contract Compliance, U.S. Department of Labor, Seattle, Washington, 98104.

(b) Persons having questions about the grievance procedure should contact the college's affirmative action officer. [Statutory Authority: RCW 28B.50.140. 78-12-051 (Order 78-74, Resolution 78-74), § 132W-149-130, filed 11/28/78; Order 77-63, § 132W-149-130, filed 5/23/77.]

### Chapter 132W-164 WAC PUBLIC WORKS CONTRACTS AND BID PROCEDURES

#### WAC

132W-164-010 Purchasing.  
132W-164-011 Purchasing—Contracts.  
132W-164-012 Purchasing—Procedures.  
132W-164-013 Purchasing—Documentation.  
132W-164-020 Emergency purchases.

**WAC 132W-164-010 Purchasing.** In accordance with RCW 43.19.190, the Division of Purchasing, Department of General Administration, state of Washington, general authority has been given Wenatchee Valley College to make purchases authorized under this authority. [Order 72-26, § 132W-164-010, filed 11/22/72.]

**WAC 132W-164-011 Purchasing—Contracts.** Wenatchee Valley College is bound to contracts entered

into by the Division of Purchasing and in which case automatically cancels any authority previously issued. [Order 72-26, § 132W-164-011, filed 11/22/72.]

**WAC 132W-164-012 Purchasing—Procedures.** In exercising these authorities Wenatchee Valley College is obligated to acquire as much competition as is possible.

(1) Purchases up to a value of \$300.00, covering material, equipment and supplies specifically authorized may be made directly as required.

(2) Purchases over \$300.00 and under \$2,500.00 must be made on a record of competitive quotations.

(3) Purchases in excess of \$2,500.00 must be made under a formal bid procedure in accordance with the rules and regulations of the Division of Purchasing. [Statutory Authority: RCW 28B.50.140. 80-01-040 (Order 79-81), § 132W-164-012, filed 12/18/79; Order 72-26, § 132W-164-012, filed 11/22/72.]

#### WAC 132W-164-013 Purchasing—Documentation.

In all instances, purchases made against the authorities are fully documented to show all quotations and bids solicited. In any instance where a low bid or quote was not acted upon or only a single source was solicited, the file shall carry an explanation if the reason is not obvious. These records are maintained where they are immediately accessible for review by the Division of Purchasing. [Order 72-26, § 132W-164-013, filed 11/22/72.]

**WAC 132W-164-020 Emergency purchases.** By their very nature it is impossible to provide advance authority to meet an emergency requirement. Emergency purchasing procedures are defined by RCW 43.19.200. The field order covering such a purchase must be forwarded to the Supervisor of the Division of Purchasing with a statement of "the reasons therefor". [Statutory Authority: RCW 28B.50.140. 80-01-040 (Order 79-81), § 132W-164-020, filed 12/18/79; Order 72-26, § 132W-164-020, filed 11/22/72.]

### Chapter 132W-276 WAC PUBLIC RECORDS

#### WAC

132W-276-001 Public records policy.  
132W-276-005 Definitions.  
132W-276-010 Definition of public record.  
132W-276-060 Designation of public records officers.  
132W-276-070 Availability for public inspection and copying or reproduction of public records.  
132W-276-080 Requests for public records.  
132W-276-090 Charges.  
132W-276-100 Determination regarding exempt records.  
132W-276-110 Review of denials of public records requests.

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

132W-276-030 Description of central and field organization at Wenatchee Valley College. [Order 73-35, § 132W-276-030, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

- 132W-276-040 General course and method of decision-making. [Order 73-35, § 132W-276-040, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-276-050 Informal procedures regarding the general course and methods of decision. [Order 73-35, § 132W-276-050, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-276-200 Legislative liaison policy. [Order 73-35, § 132W-276-200, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-276-210 Designation. [Order 73-35, § 132W-276-210, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.
- 132W-276-220 Responsibility. [Order 73-35, § 132W-276-220, filed 7/23/73.] Repealed by 78-12-049 (Order 78-72, Resolution 78-72), filed 11/28/78. Statutory Authority: RCW 28B.50.140.

**WAC 132W-276-001 Public records policy.** The provisions of WAC 132W-276-001 through 132W-276-199 shall constitute the Public Records Policy of Wenatchee Valley College, adopted in compliance with chapter 42.17 RCW. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-001, filed 11/28/78; Order 73-35, § 132W-276-001, filed 7/23/73.]

**WAC 132W-276-005 Definitions.** As used in the provisions of this chapter, these definitions shall apply wherever the following words are used:

(1) "Request for a public record" means a written request submitted on a proper Wenatchee Valley College Public Records Request form for a public record, a review of public records or a copy or reproduction of a public record.

(2) "Students in public schools" means all past, present and future students enrolled at Wenatchee Valley College.

(3) "Vital governmental interest" includes, but is not limited to, matters affecting national security, the selection of a site or the purchase of real estate when publicity regarding such consideration would cause a likelihood of increased price.

(4) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-005, filed 11/28/78; Order 73-35, § 132W-276-005, filed 7/23/73.]

**WAC 132W-276-010 Definition of public record.**

(1) A public record includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by Wenatchee

Valley College, regardless of its physical form or characteristics except for, the personal and other records which are exempt from the definition of public record under RCW 42.17.250 through 42.17.340.

(2) The exemptions of this section shall be inapplicable to the extent that information, the disclosure of which would violate personal privacy or vital governmental interest, can be deleted from the specific records sought. No exemption shall be construed to permit the nondisclosure of statistical information not descriptive of any readily identifiable person or persons. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-010, filed 11/28/78; Order 73-35, § 132W-276-010, filed 7/23/73.]

**WAC 132W-276-060 Designation of public records officers.** (1) In accordance with the requirements of chapter 42.17 RCW, insofar as such rules require state agencies to adopt and enforce reasonable rules and regulations to provide full public access to official records while yet protecting the same from damage and to prevent excessive interference with essentials of the agency, all public records at the college shall be in the charge of persons holding positions as records officers.

(2) Overall responsibility for coordinating responses to requests for examination of public records shall be the responsibility of the person known as the "Public Records Officer." The person holding such position will be headquartered in Wells Hall at the college; his/her exact location and name may be determined by inquiry at the office of the president of the college. The public records officer shall also be responsible for compiling and maintaining the index required by chapter 42.17 RCW.

(3) For purposes of this chapter, the custody of the college's records shall be deemed divided into the following divisions:

- (a) Office of the President
- (b) Office of the Dean of Instruction
- (c) Office of the Dean of Students
- (d) Office of the Business and Finance Officer

The above-designated administrative unit heads shall be deemed custodians of the records in the possession or control of agencies, departments, officers and employees of their divisions and responsible for the care and custody of records within their divisions even though such person is not in actual possession or control of such records. Such administrative unit heads shall be known as the college "records custodians."

(4) In any cases where a question arises as to whether a given public record is a responsibility of one records custodian or another, the determination of such ministerial responsibility shall for the purposes of this chapter be made by the public records officer, or the president of the college. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-060, filed 11/28/78; Order 73-35, § 132W-276-060, filed 7/23/73.]

**WAC 132W-276-070 Availability for public inspection and copying or reproduction of public records.** Public records shall be available for inspection, copying and



reproduction during the customary office hours of Wenatchee Valley College. For the purposes of this chapter, the customary office hours shall be from 9 a.m. to noon and from 1 p.m. to 4 p.m., Monday through Friday, excluding legal holidays, unless the person making the request and the college, acting through the public records officer or a records custodian, agree on a different time. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-070, filed 11/28/78; Order 73-35, § 132W-276-070, filed 7/23/73.]

**WAC 132W-276-080 Requests for public records.** In accordance with the requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form which shall be available at the office of the public records officer and shall be presented to the public records officer or any other of the persons designated by this chapter as a custodian of certain college records, per WAC 132W-276-060. Such request shall include the following:

- (a) the name of the person requesting the record;
- (b) the time of day and calendar date on which the request was made; and
- (c) if the matter requested is referenced within the current index maintained by the college records officer, a reference to the requested record as it is described in such current index;
- (d) if the requested matter is not identifiable by reference to the college records current index, a statement that succinctly describes the record requested;
- (e) a verification that the records requested shall not be used to compile a commercial sales list.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the college "Public Records Officer" or records custodian, or that individual's designee, to assist the member of the public in succinctly identifying the public record requested. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-080, filed 11/28/78; Order 73-35, § 132W-276-080, filed 7/23/73.]

**WAC 132W-276-090 Charges.** (1) No fee shall be charged for inspection of public records. The college may impose a reasonable charge for providing copies or reproductions of public records and for the use by any person of agency equipment to copy or reproduce public records; such charges shall not exceed the amount necessary to reimburse the college for its actual costs incident to such copying or reproduction.

(2) No record shall be copied by photostatic process or otherwise reproduced until and unless the person requesting the copying or reproduction of the public record has tendered payment for such copying or reproduction

to the records official from whom the public record was obtained, or to any person designated by such records official. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-090, filed 11/28/78; Order 73-35, § 132W-276-090, filed 7/23/73.]

**WAC 132W-276-100 Determination regarding exempt records.** (1) The college reserves the right to determine that a public record requested in accordance with the procedures of this chapter is exempt under the provisions of chapter 42.17 RCW. Such determination may be made in consultation with any of the records officers of the college, president of the college, or an assistant attorney general assigned to the college.

(2) Responses to requests for records must be made promptly. For the purpose of these rules, a prompt response occurs if the person requesting the public record is notified within one business day as to whether or not this request for a public record will be granted or denied.

(3) No denial of a request for public records shall be valid unless accompanied by a written statement, signed by the public records officer or his/her designee, specifying the specific reasons thereof. [Statutory Authority: RCW 28B.50.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-100, filed 11/28/78; Order 73-35, § 132W-276-100, filed 7/23/73.]

**WAC 132W-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record or his/her duly authorized representative shall petition for prompt review of such decision by tendering to the president's office a written request for a review of such denial. Such written request demanding prompt review shall specifically reference the written statement by the college denying that person's request for a public record.

(2) Within two business days after receiving the written request by a person or a duly authorized representative petitioning for prompt review of a decision denying a public record, the president of the college or any of the president's designees, which for the purposes of this section may include the public records officer or the records custodians, shall consider such petition.

(3) During the course of the two business days in which the president or a designee reviews the decision of the public records officer denying the request for a public record, the president or designee may conduct an informal hearing. During the course of such informal hearing, the president or designee may require that the person requesting the public record or a duly authorized representative appear at a reasonable time and place located on the campus and further explain and identify the exact nature of the public record being requested. Failure by the person requesting the review hearing or the duly authorized representative to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of the request within two business days. If the petitioner requesting review or the duly authorized representative does

appear at such informal hearing, then the period for review by the college shall be extended to a period not exceeding twenty-four hours after such person requesting review or the duly authorized representative has appeared before the president or the president's designee.

(4) During the course of the informal hearing conducted by the president or designee under this section, the hearing officer shall consider the obligations of the college fully to comply with the intent of chapter 42.17 RCW insofar as it requires providing public access to official records, but shall also consider the exemptions provided in chapter 42.17 RCW insofar as it requires the college to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and to prevent any unreasonable invasion of personal privacy by deleting identifying details. [Statutory Authority: RCW 28B.50-.140. 78-12-049 (Order 78-72, Resolution 78-72), § 132W-276-110, filed 11/28/78; Order 73-35, § 132W-276-110, filed 7/23/73.]