

# Title 132T WAC

## COMMUNITY COLLEGES—WALLA WALLA COMMUNITY COLLEGE

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- 132T-08-070 Recruitment and examination. [Rule VII (codified as WAC 132T-08-070), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-080 Eligible lists. [Rule VIII (codified as WAC 132T-08-080), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-090 Certification and appointment. [Rule IX (codified as WAC 132T-08-090), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-100 Probationary period. [Rule X (codified as WAC 132T-08-100), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-110 Separation and disciplinary actions. [Rule XI (codified as WAC 132T-08-110), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-120 Appeals from disciplinary actions. [Rule XII (codified as WAC 132T-08-120), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-130 Representation and grievances. [Rule XIII (codified as WAC 132T-08-130), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-140 Service ratings and training. [Rule XIV (codified as WAC 132T-08-140), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-150 Prohibitions and penalties. [Rule XV (codified as WAC 132T-08-150), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-160 Records and reports. [Rule XVI (codified as WAC 132T-08-160), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

### DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

#### Chapter 132T-08 CIVIL SERVICE RULES

- 132T-08-010 Purpose, adoption, and amendment of rules. [Rule I (codified as WAC 132T-08-010), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-020 Definition of terms. [Rule II (codified as WAC 132T-08-020), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-030 Organization for personnel management. [Rule III (codified as WAC 132T-08-030), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-040 Classification plan. [Rule IV (codified as WAC 132T-08-040), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-050 Compensation plan. [Rule V (codified as WAC 132T-08-050), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution

- 132T-08-990 Appendix—Secretarial and clerical compensation plan. [Appendix (codified as WAC 132T-08-990), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-08-99001 Appendix—Custodial and maintenance compensation plan. [Appendix (codified as WAC 132T-08-99001), filed 11/21/67; Emergency Order, filed 8/23/67.] Repealed by 83-01-090 (Resolution No. 83-8), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

#### Chapter 132T-38

##### REDUCTION IN FORCE FOR CLASSIFIED PERSONNEL

- 132T-38-010 Purpose of rules. [Order 72-1, § 132T-38-010, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-010.
- 132T-38-020 Definitions. [Order 72-1, § 132T-38-020, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-020.
- 132T-38-030 Initial procedures for reduction in force. [Order 72-1, § 132T-38-030, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-030.
- 132T-38-040 Initial order of layoff. [Order 72-1, § 132T-38-040, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-040.
- 132T-38-050 Options in lieu of layoff. [Order 72-1, § 132T-38-050, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-050.
- 132T-38-060 Procedures for establishing order of layoff and notice of requirements. [Order 72-1, § 132T-38-060, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-060.
- 132T-38-070 Distribution of layoff notice. [Order 72-1, § 132T-38-070, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-070.
- 132T-38-080 Reemployment rights of laid off employees. [Order 72-1, § 132T-38-080, filed 8/25/71.] Repealed by 79-10-111 (Resolution 80-4), filed 9/27/79. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. Later promulgation, see WAC 132T-128-080.

#### Chapter 132T-04 WAC

##### BYLAWS

###### WAC

- 132T-04-001 Promulgation.
- 132T-04-010 Offices.
- 132T-04-020 Meetings.
- 132T-04-030 Executive sessions.
- 132T-04-040 Order of agenda.
- 132T-04-050 Records of board action.
- 132T-04-060 Parliamentary procedure.
- 132T-04-070 Adoption or revision of policies.
- 132T-04-080 Officers of the board.
- 132T-04-090 Committees.
- 132T-04-100 Fiscal year.
- 132T-04-110 Official seal.

- 132T-04-120 Changes to bylaws.

**WAC 132T-04-001 Promulgation.** The board of trustees of Community College District 20, under the authority vested in said board by the laws of the state of Washington, hereby adopt the following bylaws. [Promulgation, filed 11/21/67; Emergency promulgation, filed 8/23/67.]

**WAC 132T-04-010 Offices.** (1) The board of trustees shall maintain an office at 500 Tausick Way, Walla Walla, Washington, where all regular meetings 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 to any citizen of the state of Washington.

(2) Correspondence or other business for the board shall be sent to the secretary of the board, who is located in this office. [Order 78-4, § 132T-04-010, filed 10/24/77; Article I, filed 11/21/67; Emergency Article I, filed 8/23/67.]

**WAC 132T-04-020 Meetings.** (1) The board of trustees shall hold at least one regular meeting each month, unless dispensed with by the board of trustees, and such other regular or special meeting as may be requested by the chairman of the board or by a majority of the members of the board.

(2) All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting and shall be open to the general public.

(3) No official business shall be acted upon by the board of trustees except during a regular or special meeting held at a preannounced time and place.

(4) Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to trustees prior to each meeting. Any matter of business or correspondence must be received by the secretary of the board by 12:00 noon four 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.

(5) All materials to be considered by the board must be submitted in sufficient quantities to provide each member of the board and the secretary with appropriate copies. [Article II, filed 11/21/67; Emergency Article II, filed 8/23/67.]

**WAC 132T-04-030 Executive sessions.** (1) The board of trustees may convene in executive session whenever it is deemed necessary to discuss any matters affecting national security, the selection of a site or the acquisition of real estate by lease or purchase when publicity regarding such consideration would cause a likelihood of increased price; the appointment, employment, or dismissal of an employee; or to hear complaints or charges brought against such employee by a public officer, person, or employee, unless such employee requests a public hearing. The governing body may exclude from such 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.

(2) No official business of the board of trustees shall be acted upon in executive session. [Order 78-4, § 132T-04-030, filed 10/24/77; Article III, filed 11/21/67; Emergency Article III, filed 8/23/67.]

**WAC 132T-04-040 Order of agenda.** (1) The order of the agenda governing all regular meetings of the board of trustees shall be as follows:

- (a) Roll call
- (b) Approval of previous minutes
- (c) Correspondence
- (d) Report of the board
- (e) Recommendation for action of the board
- (f) New business
- (g) Unscheduled business
- (h) Adjournment

(2) The order of the agenda may be changed by the chairman with the consent of the board members present.

(3) The chairman shall announce that persons wishing to address the board on subjects not included on the agenda may do so under (f). The chairman shall have the right to limit the length of time used by a speaker for the discussion of a subject. [Order 78-4, § 132T-04-040, filed 10/24/77; Article IV, filed 11/21/67; Emergency Article IV, filed 8/23/67.]

**WAC 132T-04-050 Records of board action.** All business transacted in official board meeting shall be recorded in minutes and filed for reference. [Article V, filed 11/21/67; Emergency Article V, filed 8/23/67.]

**WAC 132T-04-060 Parliamentary procedure.** (1) Three members of the board of trustees shall constitute a quorum, and no action shall be taken by less than a majority of the board members.

(2) Lesser number may adjourn from time to time 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.

(3) 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.

(4) In question of parliamentary procedure, the actions of the board shall be conducted according to Robert's Rules of Order Revised unless specified otherwise by state law or regulation of the state board or bylaws of the board of trustees. [Article VI, filed 11/21/67; Emergency Article VI, filed 8/23/67.]

**WAC 132T-04-070 Adoption or revision of policies.**

(1) Policies of the board are established for the management and operation of the college district. In order to achieve a consistent pattern of administration such policies should be reflected in continuous decision making.

(2) Proposed written policies, or revision of existing written policies, shall be presented to the board to provide ample time for consideration and possible revision

prior to final adoption. [Article VII, filed 11/21/67; Emergency Article VII, filed 8/23/67.]

**WAC 132T-04-080 Officers of the board.** (1) At the regular meeting of the board in September of each year, the board shall elect[,] from its membership[,] a chairman and vice chairman to serve for the ensuing year, commencing on October 1 and terminating on September 30. In addition the president of Walla Walla Community College shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his discretion, appoint his administrative assistant or other appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

(2) 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 action 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.

(3) 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.

(4) In case of the absence of the chairman and vice chairman from any meeting of the board of trustees or in case of the inability of both 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 shall in addition to any duties imposed by rules and regulations of the state board, keep the official seal of the board, maintain all records of meetings and other official action of the board.

(6) The secretary shall also be responsible for board correspondence, compiling the agenda of meetings, and distributing the minutes of the meetings and related reports.

(7) The secretary, or his designate, must attend all regular and special meetings of the board, and official minutes must be kept of all such meetings. [Statutory Authority: RCW 28B.19.030 and chapter 28B.50 RCW. 80-15-007 (Resolution 81-2), § 132T-04-080, filed 10/2/80; Order 78-4, § 132T-04-080, filed 10/24/77; Article VIII, filed 11/21/67; Emergency Article VIII, filed 8/23/67.]

**Reviser's note:** RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132T-04-090 Committees.** (1) The board of trustees shall act as a committee of the whole for the conduct of its business.

(2) Special committees may be appointed by the chairman of the board upon authority of the board with

such powers and duties and for such term as the board may determine.

(3) Minutes of the proceedings of each committee shall be kept and as soon as practical after a meeting, a copy of said minutes shall be mailed or delivered to each member of said committee and remaining members of the board of trustees and the president of the college. [Article IX, filed 11/21/67; Emergency Article IX, filed 8/23/67.]

**WAC 132T-04-100 Fiscal year.** The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive. [Article X, filed 11/21/67; Emergency Article X, filed 8/23/67.]

**WAC 132T-04-110 Official seal.** The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be

COMMUNITY COLLEGE

District 20

State of Washington

[Article XI, filed 11/21/67; Emergency Article XI, filed 8/23/67.]

**WAC 132T-04-120 Changes to bylaws.** Bylaws of the board 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. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed. [Article XII, filed 11/21/67; Emergency Article XII, filed 8/23/67.]

### Chapter 132T-05 WAC FACULTY QUALIFICATIONS

#### WAC

132T-05-010	Adoption and publication of district personnel selection practices and standards.
132T-05-020	General standards of qualifications for community college personnel.
132T-05-030	Additional qualifications in areas of specialization.
132T-05-040	Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors.
132T-05-050	Types of vocational education certificates.
132T-05-060	Definition of professional improvement units.
132T-05-070	Safety and occupational health practices standards.

**WAC 132T-05-010 Adoption and publication of district personnel selection practices and standards.** In order to satisfy the standards of regional and national accrediting organizations, and provide for a professional staff representing a wide range of educational and professional experience, the board of trustees of Community College District No. 20 do hereby adopt the following

rules. Such personnel practices and standards shall be consistent with WAC 132T-05-020 and 132T-05-030. [Order 74-2, § 132T-05-010, filed 6/4/74; Order 71-5, § 132T-05-010, filed 1/27/71.]

**WAC 132T-05-020 General standards of qualifications for community college personnel.** Prior to employment of candidates to perform professional services in Washington state Community College District No. 20, the district board of trustees shall establish that the candidate possesses:

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

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

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

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

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

(6) Personal characteristics that contribute to his ability to promote the welfare of the students, the institution, and the state of Washington. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-020, filed 3/8/82; Order 74-2, § 132T-05-020, filed 6/4/74; Order 71-5, § 132T-05-020, filed 1/27/71.]

**WAC 132T-05-030 Additional qualifications in areas of specialization.** In addition to the general standards required by WAC 132T-05-020, the district board of trustees shall establish that candidates for appointment meet or exceed the following standards in their areas of specialization:

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

(2) Professional personnel in vocational fields or other specialized areas for which advanced degrees are not normally available shall have sufficiently broad and comprehensive training and work experience that particularly qualifies them to provide instruction in their area of specialization.

(3) Vocational education teaching personnel shall have recent work experience beyond the learning period as a fully qualified worker in the occupation to be taught. The minimum work experience shall be equal to the recognized learning period required to gain competence in the occupation, but in no case shall be less than two calendar years of full time work or its equivalent. The learning period shall be the number of hours worked by full time people during a two-year period in the occupation to be taught.

(a) Minimum work experience for apprenticeable occupations shall be equal to the learning period then currently registered with the state department of labor and industries.

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

(c) Minimum work experience for all other trades and occupations will be two calendar years of full time employment or the equivalent which shall be the number of hours worked by full time people during a two-year period in the occupation to be taught subsequent to the recognized learning period.

(d) Recent work experience shall be defined as employment full time for six months or the equivalent which shall be one-fourth of the hours defined as full time equivalent in subsection (3) of this section in the occupation to be taught within the two years immediately preceding initial vocational certification.

(e) One year full time employment shall mean that which is the standard for the occupation.

(4) All other vocational educational teaching personnel, including instructors of vocationally related courses, teachers' aides, lab assistants, and tutors, who do not meet the work experience and educational requirements specified above may be employed either on a full-time or part-time basis: *Provided*, That such individuals shall possess appropriate technical skills and knowledge in the specific program area assigned: *Provided further*, That such individuals shall work under the direct supervision of, or in direct coordination with, an appropriately certified professional. Community College District No. 20 shall maintain appropriate job descriptions for each position in this category.

(5) Vocational counselors shall meet the minimum work experience requirement by verifying work experience in one or more occupations other than professional education, which is cumulative to at least two years of full time employment as defined in subsection (3) of this section. Vocational counselors shall be certified only if they have had preparation in vocational counseling, testing, and occupational information.

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

(7) Vocational administrative personnel, including the chief vocational education officer or other individual assigned to that responsibility (commonly referred to as the vocational director), and all other subordinate vocational education administrative personnel must have been employed as full time vocational education instructors for at least three academic years or have equivalent teaching experience in industry or other public agencies, and they must have had at least two calendar years of accumulated experience in the capacity of a supervisor in education, business, industry, a public agency, or an

equivalent volunteer community service. In addition, such individuals must have demonstrated to the employing agency a commitment to and understanding of vocational education. Industry and public agency experience will be evaluated at no more than a one-to-one basis.

(8) Persons employed prior to the effective date of this document shall comply with these standards unless they were qualified on the basis of standards which were in effect in the 1969 Washington state plan for vocational education. All persons shall comply with the provisions of WAC 132T-05-040 and 132T-05-050 regarding certification and renewal of certificates. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-030, filed 3/8/82; Order 74-2, § 132T-05-030, filed 6/4/74; Order 71-5, § 132T-05-030, filed 1/27/71.]

**WAC 132T-05-040 Maintaining and improving occupational and teaching competencies for vocational administrators, instructors and counselors.** It shall be the responsibility of the president of Community College District No. 20 (Walla Walla Community College) to assure compliance with the following standards:

(1) The Community College District No. 20 will certify through the vocational director each instructor and vocational counselor and maintain documentation of such certification. The certificate and the documentation on file shall specify the function and/or the specific occupational area for which the individual is certified.

(2) Each full-time contracted professional shall have an individual improvement plan developed in consultation with and approved by the vocational director or designee. The vocational director shall maintain a file of all such plans.

(3) Part-time teaching personnel must have temporary certification and shall obtain a one-year certificate upon the accumulated completion of 45 quarter credits (or 45 credit equivalents) of teaching. Individual professional improvement plans shall be established and approved for part-time personnel upon the issuance of a one-year certificate.

(4) Part-time counselors shall obtain a one-year certificate upon completion of the equivalent of one full academic year of counseling responsibility. Individual professional improvement plans shall be established and approved upon issuance of a one-year certificate.

(5) Full-time professional personnel may not be employed on the basis of a temporary certificate for a period of more than one year.

(6) Certification under the above standards is a condition of continued employment for all vocational education personnel. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-040, filed 3/8/82; Order 74-2, § 132T-05-040, filed 6/4/74.]

**WAC 132T-05-050 Types of vocational education certificates.** For the purposes of this section, equivalency shall mean in each case that the employee shall successfully complete the objectives outlined in the individual's improvement plan. In issuing certificates for vocational

education personnel, the Community College District No. 20 shall utilize the following nomenclature and shall meet the standards set forth:

(1) Temporary certificate.

(a) Vocational instructors shall be issued a temporary certificate provided that such individuals shall be required to complete a minimum of fifteen contact hours of teaching orientation or the equivalent, to begin no later than the first day of employment. A temporary certificate is renewable only for part-time instructors who have not accumulated forty-five quarter credit hours, or equivalency, of teaching.

(b) Vocational counselors shall be issued a temporary certificate provided that such individuals have met the requirements set forth in WAC 132T-05-030.

(2) One-year certificate.

(a) Instructional personnel who have completed the minimum requirements for a temporary certificate and who, in addition, provide documentation of teaching competency as demonstrated by having satisfactorily completed a minimum of three credits in courses concentrated upon the elements of teaching, or the equivalent, shall be issued a one-year certificate. A one-year certificate may be renewed no more than once after initial issuance for each year of full time equivalent instruction, except that in the case of part-time instructors, a one-year certificate may be continued until the equivalent of one year of teaching (45 quarter credits) has been completed.

(b) Counselors shall be issued a one-year certificate upon completion of the minimum requirements for a temporary certificate provided that, in addition, they have completed a minimum of three professional improvement units in accordance with the individual improvement plan. A one-year certificate may be renewed no more than once after initial issuance for each year of full time equivalent counseling.

(3) Five-year certificate (initial).

(a) Instructional personnel shall be issued a five-year certificate upon completion of two years of teaching service, provided that, in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits in courses dealing with the techniques of occupational analysis, or equivalent, a minimum of three credits in courses concentrated upon the principles of vocational course organization or equivalent, and a minimum of three additional professional improvement units in accordance with the individual's improvement plan have been completed.

(b) Counseling personnel shall be issued a five-year certificate upon completion of two years of counseling service, provided that in addition to the one-year certificate requirements, documentation of competency as demonstrated by having satisfactorily completed a minimum of three credits in courses dealing with the techniques of occupational analysis, or equivalent, and a minimum of six additional professional improvement units in accordance with the individual's improvement plan have been completed.

(4) Five-year certificate (renewal). A five-year renewable certificate shall be renewed for professional personnel who have completed a minimum of fifteen professional improvement units during the previous five-year period in accordance with the individual's improvement plan. Professional improvement plans initiated after July 1, 1980 shall, if deemed appropriate, include work experience as defined in WAC 132T-05-060. No more than eight professional units in any one category as defined in WAC 132T-05-060 shall apply.

(5) The vocational director shall be responsible for the designation of approved course equivalents. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-050, filed 3/8/82; Order 74-2, § 132T-05-050, filed 6/4/74.]

**WAC 132T-05-060 Definition of professional improvement units.** The following standards shall be used in the determination of professional improvement unit values for vocational certification by Community College District No. 20.

(1) Each forty hours of planned, preapproved paid work experience shall be equal to one professional improvement unit.

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

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

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

(5) Additional professional improvement units may be granted as approved in the individual improvement plan on the basis of independent research and development activities in excess of the normal contractual obligations of the instructor, counselor, or administrator.

(6) The vocational director shall be responsible for the approval of professional improvement plans, equivalencies, and units as stated in WAC 132T-05-040, 132T-05-050, and 132T-05-060. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-060, filed 3/8/82; Order 74-2, § 132T-05-060, filed 6/4/74.]

**WAC 132T-05-070 Safety and occupational health practices standards.** The vocational instructor will have been trained as a safe worker and will hold a valid first-aid certificate which has been issued in compliance with standards for such certificates promulgated by Washington state department of labor and industries, or other appropriate regulatory agency.

(1) Definitions:

(a) "Vocational instructor," for the purposes of these standards, shall mean any individual who is vocationally

certified under the state plan for vocational education and/or who is employed as an instructor in a vocational program approved under the state plan.

(b) "Vocational program," for the purposes of these regulations, shall meet the definition agreed upon in operating criteria of the commission for vocational education.

(2) Safety and occupational health standards. The preparation for vocational teaching for all persons shall include instruction in those safety and occupational health practices common to all occupations sufficient to insure those persons knowledge of an ability to instruct students in those practices at a level consistent with the safety and occupational health practices standards of this section.

(a) No person who receives training for vocational teaching after September 1, 1973, shall be employed by a local educational agency in a program approved under the state plan for more than ninety calendar days unless that person has met the safety and occupational health practices standards adopted by the commission for vocational education.

(i) The general safety and occupational health standards apply to all vocational personnel who teach or supervise a vocational class or program.

(ii) This standard can be satisfied by completing a fifteen-hour course in safety and occupational health taught by an accredited instructor or by passing an approved examination which covers the material contained in the fifteen-hour course.

(iii) Approved courses in safety and occupational health will include, but not be limited to, history, causes of accidents, classes and types of accidents, motivating safety, accident prevention, occupational health and industrial insurance.

(b) The safety and occupational health information needed for specific occupations may be satisfied by one of the following:

(i) Completion of a course as part of preservice training that is designed to provide the potential vocational instructor with the specific skills and knowledge of safety and occupational health pertinent to the occupation the individual is training to teach.

(ii) Completion of an in-service course that is designed to provide the vocational instructor with the specific skills and knowledge of safety and occupational health pertinent to the occupation the individual is training to teach.

(iii) Certification by the program advisory committee for the occupation that the vocational instructor does possess the specific skills and knowledge of safety and occupational health pertinent to the occupation the instructor is training to teach, together with visible evidence that this is an integral part of the instructional program.

(iv) Where the advisory committee determines that the vocational instructor has less than the necessary skills and knowledge, an advisory committee meeting or meetings devoted to such training as is needed will satisfy the requirement. Verification of training will be the advisory committee minutes which will include the name

of the vocational instructor, the name(s) of the trainer(s), evidence of the qualifications of the trainer(s), and the content of the training.

(v) The meeting of personnel standards to teach in a vocational program will be accepted as evidence of the individual's ability to teach the appropriate specific safety and occupational health necessary for the occupational area being taught.

(3) First aid. The standards for safety and occupational health practices adopted by Walla Walla Community College shall, where applicable, include the requirement that certain individuals, in addition to other criteria, hold valid first-aid certificates issued by or equivalent to the standards of those issued by the Washington department of labor and industries.

(a) A valid first-aid certificate is required for vocational instructors in preparatory vocational programs whose instructional environment brings students into physical proximity with machinery, electrical circuits, biologicals, radioactive substances, chemicals, flammables, intense heat, gases under pressure, excavations, scaffolding and ladders, and other hazards.

(b) The determination of hazard shall be made by the safety supervisor and vocational director.

(c) Responsibility for insuring that appropriate staff have first-aid training will rest with the vocational director.

(d) The specific type of first-aid program required of vocational instructors will be determined by the representative advisory committee organized for the occupation for which the vocational instructor is providing training; however, cardio-pulmonary resuscitation instruction is required of all vocational instructors.

(4) Specifically excluded from conformance to this requirement are:

(a) Vocational counselors.

(b) Those instructors who teach related subjects to vocational students, i.e., mathematics, English or communication skills, etc., when these are taught in classrooms rather than shops and are part of a total vocational program that is under the supervision or direction of vocational instructor(s) possessing valid first-aid certificate(s).

(c) Physicians, registered nurses, licensed practical nurses and others when their occupational competencies and training include first-aid knowledge equal to or superior to that represented by the first-aid certification being required under these regulations.

(d) Vocational instructors who teach ninety hours or less per school year and whose instruction is a part of a total vocational program that is under the supervision or direction of a vocational instructor(s) possessing valid first-aid certificate(s).

(5) Safety supervision. A safety supervisor shall be designated by the vocational director. The safety supervisor shall, among other things, possess an understanding of all safety and occupational health rules, regulations and requirements affecting the college or its employees; further, said supervisor shall assure that each employee demonstrates competency in all safety and occupational health rules, regulations that pertain to the employee,

and assure that all safety and occupational health rules and regulations that pertain to the employee are being met. The safety supervisor shall meet all of the provisions for safety and occupational health that are mandated for vocational instructors. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-011 (Resolution No. 82-5), § 132T-05-070, filed 3/8/82.]

### Chapter 132T-06 WAC TENURE REGULATIONS

#### WAC

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

132T-06-070	Dismissal for sufficient cause. [Order 70-20, § 132T-06-070, filed 4/24/70.] Repealed by 82-07-033 (Resolution No. 82-4), filed 3/12/82. Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW.
132T-06-080	Nonrenewal of tenured faculty contracts. [Order 70-20, § 132T-06-080, filed 4/24/70.] Repealed by 82-07-033 (Resolution No. 82-4), filed 3/12/82. Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW.
132T-06-090	Review committee recommendations. [Order 70-20, § 132T-06-090, filed 4/24/70.] Repealed by 82-07-033 (Resolution No. 82-4), filed 3/12/82. Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW.

**WAC 132T-06-010 Purpose.** The board of trustees of Community College District No. 20 hereby establishes a rule on faculty tenure. The purpose of this tenure policy shall be to protect faculty employment rights and faculty involvement in the protection of those rights at Walla Walla Community College and subsequent community colleges hereafter established within Community College District No. 20. In order to insure the professional objectives of a community college staff, the board hereby adopts the following procedures as they exist now or as hereafter amended for administering faculty tenure. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-010, filed 3/12/82; Order 70-20, § 132T-06-010, filed 4/24/70.]

**WAC 132T-06-020 Definitions.** As used in this chapter, the following terms and definitions shall mean:

(1) "Appointing authority" shall mean the board of trustees of Community College District No. 20.

(2) "Review committee" shall mean a committee of faculty peers and administrative staff appointed pursuant to WAC 132T-08-030.

(3) "Dismissal review committee" shall mean a committee of faculty and peers and administrative staff approved pursuant to WAC 132T-06-075.

(4) "Regular college year" shall mean a faculty appointment inclusive of consecutive fall, winter and spring quarters. The regular college year, in all instances shall be deemed to begin with the first fall quarter following the probationer's appointment regardless of the quarter in which the probationer began employment.

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

(6) "Part-time" shall mean an appointment for which the appointee's presence at the college for the entire normal working day during the entire regular college year is not required.

(7) "College" shall mean Walla Walla Community College and any subsequent community college hereafter established within Community College District No. 20.

(8) "Full-time" shall mean an appointment which requires the appointee's presence at the college for the entire normal working day during the entire regular college year.

(9) The definition of "tenure," "faculty appointment," "probationary faculty appointment," "probationer," and "administrative appointment" shall be the same as are contained within section 33, chapter 283, Laws of 1969 ex. sess. and RCW 28B.50.851 as now law or hereafter amended. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-020, filed 3/12/82; Order 70-20, § 132T-06-020, filed 4/24/70.]

**WAC 132T-06-030 Composition of review committee.** (1) One review committee shall be established and shall include both the transfer division and occupation division. At least two committee members shall be chosen from the transfer division and at least two committee members from the occupation division.

(2) The review committee shall be composed of seven persons, four of whom shall consist of tenured faculty appointees, chosen by the faculty, acting in a body, prior to October 15th of each regular college year; and additionally the review committee shall consist of one student selected by the student council of the associated student body prior to October 15th of each regular college year; and two administrative appointees chosen by the president prior to October 15th of each regular college year. The review committee shall choose its own chairperson and such review committee shall meet at the call of the chairperson when the need for such meeting arises.

(3) The duration of each faculty appointment and each administrative appointment to the review committee shall be for a period of two calendar years beginning on the 15th day of October of the year of appointment; that the student appointment shall be for a period of one calendar year, beginning on the 15th day of October of the year of appointment.



If a vacancy exists upon any review committee prior to the expiration of any such appointment, an administrative, faculty or student member as appropriate, shall be appointed pursuant to section 2 of this rule to fill the unexpired term of the absent member of such review committee. [Order 75-1, § 132T-06-030, filed 8/26/74; Order 70-20, § 132T-06-030, filed 4/24/70.]

**WAC 132T-06-040 Duties of review committee.** (1) The president shall on the 15th day of October of each regular college year assign each full-time probationary faculty appointee to the review committee for such committee's evaluation and required recommendations.

(2) The review committee shall establish and publish its method of evaluating performance of each full-time probationary faculty appointee in considering whether the probationary appointee possesses personal characteristics and the necessary professional competence to be granted tenure, placing primary importance upon the probationer's effectiveness in his appointment.

(3) The review committee shall consider the following standards in the course of evaluating each full-time probationer's effectiveness in his appointment:

(a) Initial employment is the first favorable indication that the probationer should be permanently employed.

(b) The probationer's instructional skills.

(c) The probationer's relationship with students.

(d) The probationer's relationship with academic employees.

(e) The probationer's relationship with the administration.

(f) The probationer's knowledge of the subject matter he/she is charged with teaching. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-040, filed 3/12/82; Order 70-20, § 132T-06-040, filed 4/24/70.]

**WAC 132T-06-050 Required review committee action.** (1) The review committee shall be required to conduct an evaluation of each full-time probationary faculty appointee assigned to the committee by the president and render the following reports to the president, the probationary faculty appointee and through the president to the appointing authority at the following times during the regular college year:

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

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

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

(2) The appointing authority shall only be required to give reasonable consideration to an award of tenure recommendation of the review committee but shall not be bound by such recommendation if the appointing authority has given reasonable consideration to such recommendation. The appointing authority shall not be required to give any consideration to the review committee recommendation required by paragraph (1)(b) of this rule. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-050, filed 3/12/82; Order 70-20, § 132T-06-050, filed 4/24/70.]

**WAC 132T-06-060 Dismissal for cause.** Tenured employees shall not be dismissed or laid off except for sufficient cause, nor shall a probationary employee be dismissed or laid off prior to the written terms of an appointment except for sufficient cause. Dismissal for sufficient cause shall, in addition to the enumerated grounds contained in section 40, chapter 283, Laws of 1969 ex. sess., and RCW 28B.50.862, include but not be limited to:

(1) Any unlawful act of violence;

(2) Any unlawful act resulting in destruction of community college property;

(3) Unlawful interference with the orderly conduct of the educational process;

(4) Incompetency;

(5) Failure to perform an assignment as specified by contract;

(6) Layoff or reduction in force. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-060, filed 3/12/82; Order 70-20, § 132T-06-060, filed 4/24/70.]

**WAC 132T-06-065 Faculty statement on professional competency.** A tenured faculty member shall maintain professional competency in his particular discipline through graduate study, research, in-service training, educational travel, conference and symposium attendance and/or additional vocational trade experience. [Order 70-20, § 132T-06-065, filed 4/24/70.]

**WAC 132T-06-075 Percent composition of dismissal review committee.** Dismissal review committee

comprised for the express purpose of hearing dismissal cases formulated by October 15 of each academic year shall be comprised of the following members:

- (1) An administrator chosen by the college president.
- (2) Three academic employees chosen by the employees acting as a body; provided that the initial dismissal review committee employees shall serve a one-year, two-year, and three-year term, respectively. All subsequent elections to this committee by employees shall be limited to an election of a member to a three-year term so that all future elections of an employee to this committee shall be accomplished on a staggered-term basis.

(3) A full-time student selected each year by the student council of the associated student body. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-075, filed 3/12/82.]

**WAC 132T-06-085 Charges.** (1) If the president deems sufficient cause exists, a formal charge will be brought against the employee affording an opportunity for a formal hearing after not less than ten days notice. The notice shall include:

- (a) A statement of the time, place and nature of the proceeding;
- (b) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- (c) A reference to the particular rules of the district involved;
- (d) A statement of the charges and allegations.

Copies of such notice will go to the appropriate dean, the chairperson of the dismissal review committee, and the president of the association.

(2) Such formal hearing shall be in accordance with and in full compliance with, RCW 28B.19.120; 28B.19.130; and 28B.19.140: *Provided, however*, Implementation of RCW 28B.19.120 shall always involve a hearing officer appointed by the district. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-085, filed 3/12/82.]

**WAC 132T-06-095 Consideration by the dismissal review committee.** (1) The designated hearing officer shall conduct a formal hearing pursuant to RCW 28B.19.120, 28B.19.130, and 28B.19.140 as now or hereafter amended. The dismissal review committee shall attend all hearings and at the discretion of the hearing officer shall examine any witness called.

(2) The hearing officer shall make proposed findings of fact. The hearing officer shall transmit the record, including the proposed findings of fact, to the board of trustees within thirty days of the conclusion of the hearing.

(3) The dismissal review committee, based upon evidence presented at the hearing, shall simultaneously transmit a recommendation to the board of trustees.

(4) The board of trustees shall adopt findings of fact and shall render a decision based upon the record. In rendering such decision, the board shall give careful consideration to the recommendations of the dismissal

review committee. [Statutory Authority: Chapters 34.04, 34.08 and 28B.19 RCW. 82-07-033 (Resolution No. 82-4), § 132T-06-095, filed 3/12/82.]

**WAC 132T-06-100 Tenure considerations.** (1) A probationary faculty appointee shall acquire tenure by operation of law if service with the college exceeds three consecutive regular college years of full-time academic employment.

(2) The following positions are deemed by the appointing authority to constitute administrative appointments which are determined to be nontenurable:

- (a) President
- (b) Dean of instruction
- (c) Dean of students
- (d) Associate dean of instruction
- (e) Business manager
- (f) Registrar

All directors including, but not limited to:

- (g) Director of admissions
- (h) Director of guidance
- (i) Director of student affairs
- (j) Director of athletics

(k) Director of financial aids

(l) Director of occupational education

(m) Director of continuing education

All coordinators, including but not limited to:

- (n) Academic education coordinator
- (o) Occupational education coordinator
- (p) Developmental education coordinator
- (q) Coordinator of management information systems
- (r) Coordinator of student development and guidance

All supervisors including, but not limited to:

- (s) Supervisors of satellite campuses
- (t) Physical facilities manager
- (u) Funds development officer

(3) An individual who shall serve in any position enumerated in subsection two of this rule and who shall additionally serve as a teacher, counselor, librarian or other comparable position shall be eligible for an award of tenure insofar as such person has had or presently does have status as a teacher, counselor or librarian.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing authority after giving reasonable consideration to a specific recommendation from the review committee which recommendation can be made at any time during a probationary faculty appointee's service. [Order 75-1, § 132T-06-100, filed 8/26/74; Order 72-3, § 132T-06-100, filed 11/26/71; Order 70-20, § 132T-06-100, filed 4/24/70.]

**WAC 132T-06-110 Effective date.** The rules contained within chapter 132T-06 WAC shall become effective upon the date the same are filed with the code reviser. [Order 70-20, § 132T-06-110, filed 4/24/70.]

**WAC 132T-09-350 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 72-8, § 132T-09-350, filed 5/2/72.]

### Chapter 132T-09 WAC PRACTICE AND PROCEDURE

WAC	
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**WAC 132T-09-001 Formal hearing policy.** In each instance that a formal hearing is required by institutional policy, regulation or chapter 28B.19 RCW, the

provisions of WAC 132T-09-001 through 132T-09-480 shall be applicable. [Order 72-8, § 132T-09-001, filed 5/2/72.]

**WAC 132T-09-005 Definitions.** As used herein, the term "agency" shall mean the board of trustees of Community College District No. 20 and Walla Walla Community College. [Order 72-8, § 132T-09-005, filed 5/2/72.]

**WAC 132T-09-010 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 72-8, § 132T-09-010, filed 5/2/72.]

**WAC 132T-09-080 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 Walla Walla Community College or his designee and shall state the time, place and issues involved as required by RCW 28B.19.120. [Order 72-8, § 132T-09-080, filed 5/2/72.]

**WAC 132T-09-090 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 72-8, § 132T-09-090, filed 5/2/72.]

**WAC 132T-09-100 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 72-8, § 132T-09-100, filed 5/2/72.]

**WAC 132T-09-110 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 72-8, § 132T-09-110, filed 5/2/72.]

**WAC 132T-09-120 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 72-8, § 132T-09-120, filed 5/2/72.]

**WAC 132T-09-130 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 72-8, § 132T-09-130, filed 5/2/72.]

**WAC 132T-09-140 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 Walla Walla, Washington, accompanied by proof of service upon parties required to be served. [Order 72-8, § 132T-09-140, filed 5/2/72.]

**WAC 132T-09-230 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 72-8, § 132T-09-230, filed 5/2/72.]

**WAC 132T-09-240 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 72-8, § 132T-09-240, filed 5/2/72.]

**WAC 132T-09-250 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 72-8, § 132T-09-250, filed 5/2/72.]

**WAC 132T-09-260 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 72-8, § 132T-09-260, filed 5/2/72.]

**WAC 132T-09-270 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 or its designee may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and 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 72-8, § 132T-09-270, filed 5/2/72.]

**WAC 132T-09-280 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 72-8, § 132T-09-280, filed 5/2/72.]

**WAC 132T-09-290 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 72-8, § 132T-09-290, filed 5/2/72.]

**WAC 132T-09-300 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed, the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of proceeding and marked "Deposition of (here insert name of witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent. [Order 72-8, § 132T-09-300, filed 5/2/72.]

**WAC 132T-09-310 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 72-8, § 132T-09-310, filed 5/2/72.]

**WAC 132T-09-320 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 72-8, § 132T-09-320, filed 5/2/72.]

**WAC 132T-09-330 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 72-8, § 132T-09-330, filed 5/2/72.]

**WAC 132T-09-340 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132T-09-250, 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 72-8, § 132T-09-340, filed 5/2/72.]

**WAC 132T-09-350 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 72-8, § 132T-09-350, filed 5/2/72.]

**WAC 132T-09-360 Depositions upon interrogatories--Provisions of deposition rule.** In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule. [Order 72-8, § 132T-09-360, filed 5/2/72.]

**WAC 132T-09-400 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 72-8, § 132T-09-400, filed 5/2/72.]

**WAC 132T-09-410 Hearing procedures.** Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW. [Order 72-8, § 132T-09-410, filed 5/2/72.]

**WAC 132T-09-420 Duties of hearing officers.** (1) All hearing officers appointed in accordance with WAC 132T-09-400 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, and after such review the board shall announce its decision and final action to be taken.

(3) If a hearing officer is designated by the board of trustees of Walla Walla Community College to conduct a hearing pursuant to these rules, the board in its discretion may allow oral or written argument before making a final adjudication of the matter after it has received the proposal from the hearing officer. The board may limit the length of oral or written argument

and impose reasonable limitations regarding the time and place of where arguments may be presented. [Order 72-8, § 132T-09-420, filed 5/2/72.]

**WAC 132T-09-430 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 72-8, § 132T-09-430, filed 5/2/72.]

**WAC 132T-09-440 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 72-8, § 132T-09-440, filed 5/2/72.]

**WAC 132T-09-450 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 or additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing. [Order 72-8, § 132T-09-450, filed 5/2/72.]

**WAC 132T-09-460 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 72-8, § 132T-09-460, filed 5/2/72.]

**WAC 132T-09-470 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 72-8, § 132T-09-470, filed 5/2/72.]

**WAC 132T-09-480 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 72-8, § 132T-09-480, filed 5/2/72.]

### Chapter 132T-12 WAC MISCELLANEOUS

#### WAC

- 132T-12-010 Minimum standard for admission to Walla Walla Community College.  
132T-12-020 Faculty records.

**WAC 132T-12-010 Minimum standard for admission to Walla Walla Community College.** Any applicant for admission to Walla Walla Community College shall be admitted when, as determined by the president of the college, or by his authorized representative, such applicant:

- (1) Is competent to profit from the curricular offerings of the college; and
- (2) Would not, by his presence or conduct, create a disruptive atmosphere within the community college inconsistent with the purposes of the institution; and
- (3) Is eighteen years of age or older or who is a graduate of high school or whose application, if under eighteen years of age and not a graduate of a high school, has

been approved, insofar as acquisition of approval is feasible, by the principal of the high school he is attending or which he last attended: *Provided*, That an applicant transferring from another institution of higher education who meets the above criteria, but who is not in good standing at the time of his transfer, may be conditionally admitted to the college on a probationary status as determined by the president of the college or by his authorized representative. [Order 71-12, § 132T-12-010, filed 4/7/71.]

**WAC 132T-12-020 Faculty records.** (1) All records relating to the performance and qualifications of any member of the faculty or administrative staff shall not be deemed public records. However, the president and members of the faculty and administrative staff may use the information contained in such records as the basis for the recommendation or nonrecommendation for any purpose of a present or former administrative or faculty employee, or in any dismissal proceeding.

(2) Members of the faculty or administrative staff to whom such records pertain shall be guaranteed access to their individual records at any reasonable time. Such persons shall be authorized to file any rebuttal statement in their official files or records in the event the individual faculty or administrative staff member so desires to file such rebuttal. [Order 71-13, § 132T-12-020, filed 4/7/71.]

### Chapter 132T-16 WAC

#### NEGOTIATIONS BY CERTIFICATED PERSONNEL

#### WAC

- 132T-16-003 Purpose.  
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132T-16-057 Time lapse for new election.

**WAC 132T-16-003 Purpose.** Pursuant to chapter 143, Laws of 1965, the board of trustees of Community College District No. 20 establishes the following rules to strengthen methods of administering employer-employee relations through the establishment of orderly methods of communication between certificated employees of Community College District No. 20 and the board of trustees of Community College District No. 20. [Order 1, § 132T-16-003, filed 4/22/68.]

**Reviser's note:** Chapter 143, Laws of 1965, first codified as chapter 28.72 RCW was reenacted as chapter 28A.72 RCW by chapter 223, Laws of 1969 ex. sess., and was subsequently repealed by chapter 288, Laws of 1975 1st ex. sess.

**WAC 132T-16-006 Request for election--Canvass of certificated employees by independent and neutral person or association.** Any organization of certificated employees of Community College District No. 20 desiring to be recognized as the majority organization representing such employees pursuant to chapter 143, Laws of 1965, RCW 28.72.010 — 28.72.090, shall request in writing of the board of trustees of Community College District No. 20 that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purpose of the act. Upon the receipt of such a request the board of trustees of the Community College District No. 20 will request some independent and neutral person or association to determine whether thirty percent or more of the certificated employees of Community College District No. 20 have indicated that they desire to be represented by that organization for such purposes. The independent and neutral person or association shall make such determination upon the basis of records of dues, paying memberships, signed authorizations to represent, or other reliable and probative evidence. [Order 1, § 132T-16-006, filed 4/22/68.]

**Reviser's note:** Chapter 143, Laws of 1965, first codified as chapter 28.72 RCW was reenacted as chapter 28A.72 RCW by chapter 223, Laws of 1969 ex. sess., and was subsequently repealed by chapter 288, Laws of 1975 1st ex. sess.

**WAC 132T-16-009 Notice of election--Organizations to be included on ballot--Time for filing.** If the independent and neutral person or association determines that thirty percent or more of the certificated employees of Community College District No. 20 have indicated that they desire to be represented by that organization for such purposes, the board of trustees of Community College District No. 20 will publish a notice that it will hold an election to determine whether the certificated employees of Community College District No. 20 desire the requesting organization or any other organization to represent them for the purposes of chapter 143, Laws of 1965, RCW 28.72.010 — 28.72.090. Any other organization of certificated employees desiring to be designated as the majority organization representing such employees shall, within seven days after the publication of such notice by the board of trustees of Community College District No. 20, file with the board of trustees a request in writing that its name be included on the ballot

in the election to be held. No organization shall be permitted to have its name placed on the ballot used in the election unless such a request has been received within seven days after the publication of the notice that an election will be held. [Order 1, § 132T-16-009, filed 4/22/68.]

**Reviser's note:** Chapter 143, Laws of 1965, first codified as chapter 28.72 RCW was reenacted as chapter 28A.72 RCW by chapter 223, Laws of 1969 ex. sess., and was subsequently repealed by chapter 288, Laws of 1975 1st ex. sess.

**WAC 132T-16-012 Contents of notice of election--Designation of chief election officer--Duties.** The notice published by the board of trustees of Community College District No. 20, pursuant to WAC 132T-16-030, shall state the date, hours, and polling places for the election. The notice shall also designate a chief election officer of the election and charge him with the duty of preparing the ballots and promulgating instructions concerning the details of the election to be conducted pursuant to these rules. [Order 1, § 132T-16-012, filed 4/22/68.]

**WAC 132T-16-015 List of certificated employees--Posting of list.** In any election conducted pursuant to these rules, lists of certificated employees eligible to vote shall be prepared by the board of trustees listing certificated employees by voting places. Such lists shall be posted at least 24 hours before the election. Such lists shall be for informational purposes and shall not be conclusive as to the right of a certificated employee to vote in the election. [Order 1, § 132T-16-015, part, filed 4/22/68.]

**WAC 132T-16-016 Election inspectors--Duties--Right to challenge voter--Improper conduct.** The election officer shall designate at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at each polling place to observe the conduct of the election. Each organization shall also be entitled to have an inspector present at the college district office for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and, upon such challenge, the ballot of that person shall be treated as provided in these rules. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers. [Order 1, § 132T-16-016, part, filed 4/22/68.]

**WAC 132T-16-018 Ballots.** The ballots used in any election held pursuant to this part shall be in the following form:

To select for representation purposes pursuant to chapter 143, Laws of 1965, a majority organization



to represent certificated employees of Community College District No. 20.

Vote  
for one

ORGANIZATION X .....

ORGANIZATION Y .....

NO ORGANIZATION .....

Do not sign your name or put other identifying marks on this ballot.

[Order 1, § 132T-16-018, filed 4/22/68.]

**WAC 132T-16-021 Record of vote--Signature--Challenge.** At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting list for the polling place at which he votes. Each certificated employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge to his right to cast a ballot in an election. [Order 1, § 132T-16-021, filed 4/22/68.]

**WAC 132T-16-024 Incorrectly marked ballot.** Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter. [Order 1, § 132T-16-024, filed 4/22/68.]

**WAC 132T-16-027 Privacy for voter--Equipment.** Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it. [Order 1, § 132T-16-027, filed 4/22/68.]

**WAC 132T-16-030 Folding ballot--Ballot box.** Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked ballot box provided at the designated voting place. [Order 1, § 132T-16-030, filed 4/22/68.]

**WAC 132T-16-033 Challenged ballot--Procedure.** A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged and the polling place at which it was challenged, and the envelope shall be sealed and initialed by the election inspectors. [Order 1, § 132T-16-033, filed 4/22/68.]

**WAC 132T-16-036 Employees present entitled to vote--Sealing ballot box--Unused ballots.** At the time

for closing the polls, all employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors. [Order 1, § 132T-16-036, filed 4/22/68.]

**WAC 132T-16-039 Election inspectors duties after voting has terminated.** When all voting has terminated at a polling place, the election inspectors will bring to the chief election officer at the community college district office the following: (1) Signed voting list of eligible certificated employees, (2) all unused ballots, (3) all challenged ballots, and (4) the sealed ballot box containing all ballots cast. [Order 1, § 132T-16-039, filed 4/22/68.]

**WAC 132T-16-042 Disposition of challenged ballots--Tally sheets--Investigation by chief election officer.** The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked "challenged ballots" and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the challenge was properly made, that ballot shall be excluded from the count. Otherwise, such ballot shall be counted as cast. [Order 1, § 132T-16-042, filed 4/22/68.]

**WAC 132T-16-045 Counting of ballots--Procedure--Certification of results of election--Retention of ballots--Signed voting lists.** When ballot boxes from all voting places have been received by the chief election officer's inspector, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations participating in the election. After the ballots have been so counted the inspector designated by the organizations to serve at the community college district office shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall write a short statement of his grounds for disagreement with the count. The chief election officer shall certify to the board of trustees the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots, and the signed voting lists of eligible certificated employees shall be kept by the chief election officer or

some person designated by him for one year after the election. [Order 1, § 132T-16-045, part, filed 4/22/68.]

**WAC 132T-16-046 Electioneering within the polls forbidden.** No election signs, banners, or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representation by any organization whether on the ballot or otherwise, nor shall any person in that room engage in any other form of electioneering. [Order 1, § 132T-16-045, part, filed 4/22/68.]

**WAC 132T-16-048 Contest of election--Time for filing objections--Investigation of objections.** Any organization, the name of which appears on the ballot, or any certificated employee may within five days after the certification of the results of an election under the provisions of this part, file objections to the conduct of the election with the chief election officer designated by the board of trustees pursuant to WAC 132T-16-012 of this part. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the board of trustees. If the board of trustees shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall overrule the objections and the results of the election shall be considered final. Objections to the conduct of the election which are not filed in accordance with the provisions of this section shall be waived and of no effect. [Order 1, § 132T-16-048, filed 4/22/68.]

**WAC 132T-16-051 Persons eligible to vote--Definition "certificated employee."** An employee of Community College District No. 20 will be determined eligible to vote in the election as designated in RCW 28.72.020, (section 2, chapter 143, Laws of 1965). For the purposes of this part, the term "certificated employee" means any person currently employed by Community College District No. 20 and holding a valid Washington state teaching license or certificate regularly issued by the state office of public instruction or state community college board. [Order 1, § 132T-16-051, filed 4/22/68.]

**Reviser's note:** Chapter 143, Laws of 1965, first codified as chapter 28.72 RCW was reenacted as chapter 28A.72 RCW by chapter 223, Laws of 1969 ex. sess., and was subsequently repealed by chapter 288, Laws of 1975 1st ex. sess.

**WAC 132T-16-054 Election determined by majority of valid votes cast--Run-off election.** An organization of certificated employees which receives a majority of the valid votes cast in an election held in accordance with the rules of this part shall be recognized as representing the certificated employees of Community College District No. 20 pursuant to RCW 28.72.010 — 28.72.090. If more than one organization of certificated employees has participated in an election and a majority of the valid votes cast has not been either for representation by one of the organizations or for no representation, a run-off election shall be held. In such a run-off, only those two choices receiving the highest number of valid votes

cast in the initial election shall appear on the ballot. [Order 1, § 132T-16-054, part, filed 4/22/68.]

**Reviser's note:** Chapter 143, Laws of 1965, first codified as chapter 28.72 RCW was reenacted as chapter 28A.72 RCW by chapter 223, Laws of 1969 ex. sess., and was subsequently repealed by chapter 288, Laws of 1975 1st ex. sess.

**WAC 132T-16-057 Time lapse for new election.** If no organization of certificated employees is selected as representative in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of the earlier election. If an organization of certificated employees is selected as bargaining representative in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of the earlier election. [Order 1, § 132T-16-054, part, filed 4/22/68.]

## Chapter 132T-20 WAC

### RULES OF CONDUCT AND PROCEDURES OF ENFORCEMENT

#### WAC

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

132T-20-080	Cheating. [Order 70-6, § 132T-20-080, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132T-20-110	Appellate court. [Order 71-11, § 132T-20-110, filed 4/7/71; Order 70-6, § 132T-20-110, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132T-20-120	Imposition of discipline. [Order 70-6, § 132T-20-120, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132T-20-130	Student appeal. [Order 70-6, § 132T-20-130, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132T-20-160	Reporting, recording and maintenance of records. [Order 71-11, § 132T-20-160, filed 4/7/71; Order 70-6, § 132T-20-160, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82.

- Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-20-170 Exclusiveness. [Order 70-6, § 132T-20-170, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-20-180 Judicial board jurisdiction. [Order 70-6, § 132T-20-180, filed 3/2/70.] Repealed by 83-01-087 (Resolution No. 83-5), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**WAC 132T-20-010 Purpose.** Admission to Walla Walla Community College, or any additional community college hereafter established within Community College District No. 20, carries with it the presumption that students will conduct themselves as responsible members of the district and campus community. Students enrolling at Walla Walla Community College or any additional community college established within Community College District No. 20, assume the obligation to observe and abide by standards of conduct established by the board of trustees of Community College District No. 20.

The purpose of these rules is to prescribe standards of conduct for students of Community College District No. 20, the violation of which may constitute sufficient cause for disciplinary action as described in and in accordance with the procedures established in chapters 132T-20 and 132T-24 of the Washington Administrative Code. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-010, filed 12/20/82; Order 70-6, § 132T-20-010, filed 3/2/70.]

**WAC 132T-20-020 Definitions.** As used in this chapter 132T-20 WAC, the following words and phrases shall mean:

- (1) "Board" shall mean the board of trustees of Community College District No. 20, state of Washington.
- (2) "College" shall mean Walla Walla Community College, or any additional community college hereafter established within Community College District No. 20, state of Washington.
- (3) "Liquor" shall mean the definition of liquor as contained within RCW 66.04.010(15) as now law or hereafter amended.
- (4) "Drugs" shall mean and include any narcotic drug as defined in RCW 69.50.101(c) as now law or hereafter amended and shall include any controlled substance as defined in RCW 69.50.101(d) as now law or hereafter amended.
- (5) "College facilities" shall mean and include any or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.
- (6) "Assembly" shall mean any overt activity engaged in by one or more persons, the object of which is to gain publicity, advocate a view, petition for a cause or disseminate information to any person, persons, or group of persons.
- (7) "Disciplinary action" shall mean and include any action taken by the dean of students, the president or the board regarding any student pursuant to chapters 132T-20 and 132T-24 WAC for a violation of the rules of

student conduct, including warning, probation, suspension, delayed suspension, expulsion, delayed expulsion or registration denial.

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

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

(10) "Rules of student conduct" shall mean the rules contained within chapter 132T-20 WAC as now exist or which may be hereafter amended.

(11) "Warning" shall mean action by the dean of students, the president or the chairman of the board formally censuring the student for violation of the rules of student conduct. A warning is written and indicates to the student that continuation or repetition of the specific conduct may result in further disciplinary action.

(12) "Probation" shall mean formal action by the dean of students, the president or the board placing conditions upon the student's continued enrollment at the college for a violation of the rules of student conduct. Probation is communicated in writing and specifies the period of probation and any and all conditions imposed upon the student's continued enrollment.

(13) "Suspension" shall mean formal action by the dean of students, the president or the board temporarily dismissing a student from the college for a violation of the rules of student conduct. Suspension may be for a stated period of time or for an indefinite period. A student reinstated following a suspension may be placed on probation.

(14) "Delayed suspension" shall mean a suspension which has a delayed effective date.

(15) "Expulsion" shall mean formal action by the dean of students, the president or the board expelling and dismissing a student from the college for a violation of the rules of student conduct. There will be no refund of fees for the quarter in which the action is taken, although prepaid fees for subsequent quarters shall be refunded. A student who is reinstated following expulsion may be placed on probation.

(16) "Delayed expulsion" shall mean an expulsion which has a delayed effective date.

(17) "Registration denial" shall mean formal action of the dean of students, the president or the board refusing to allow a student to register for classes at the college for violation of the rules of student conduct. A student who is allowed to register following a registration denial may be placed on probation. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-020, filed 12/20/82; Order 70-6, § 132T-20-020, filed 3/2/70.]

**WAC 132T-20-030 Liquor.** The possession or consumption, or being demonstrably under the influence of any form of liquor by any student on college facilities or at college related activities shall be cause for disciplinary action. [Order 70-6, § 132T-20-030, filed 3/2/70.]

**WAC 132T-20-040 Drugs.** Any student who shall use, possess or sell any drug as defined in WAC 132T-

20-020(4) on college facilities or at college related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. For purposes of this regulation, the term "sell" shall include its generally accepted meaning and as defined in RCW 69-50.410. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-040, filed 12/20/82; Order 70-6, § 132T-20-040, filed 3/2/70.]

**WAC 132T-20-050 Assembly rights.** (1) Students may conduct or may participate in any assembly as defined in WAC 132T-20-020 on college facilities which are generally available to the public provided such assemblies:

- (a) Are conducted in an orderly manner; and
- (b) Do not unreasonably interfere with vehicular or pedestrian traffic; or
- (c) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational processes of the college; or
- (d) Do not unreasonably interfere with regular college functions.

(2) A student who conducts or participates in an assembly which violates any provision of this rule shall be subject to disciplinary action. A nonstudent who violates any provision of the rule will be referred to civilian authorities for criminal prosecution. [Order 70-6, § 132T-20-050, filed 3/2/70.]

**WAC 132T-20-052 Distribution of materials.** (1) Handbills, leaflets, newspapers and similarly related published matter may be distributed free of charge upon college facilities designated by the dean of students by any student, students or members of any student organization. The dean of students shall permit distribution of materials at reasonable times and places and in a reasonable manner: *Provided*, Such distribution does not interfere with the ingress or egress of persons, interfere with the free flow of regular pedestrian traffic, or interfere with the operation of academic, vocational or other functions of the college.

(2) Newspapers, leaflets, handbills and other similarly related published material may be offered for sale by any student or student organization through the college bookstore: *Provided*, Such newspapers, leaflets and handbills which are sold must bear identification as to the publishing agency and distributing individual or organization.

(3) All nonstudents shall be required to register with the dean of students prior to the distribution of any handbill, leaflet, newspaper or related published matter: *Provided*, Such registration shall not be applied as a prior restraint by the dean of students in denying to any nonstudent the opportunity to distribute any handbill, leaflet, newspaper or similar published matter: *Provided further*, Such nonstudents shall only be entitled to distribute handbills, leaflets, newspapers or similar published matter in an area designated by the dean of

students which is available to students for the distribution of similar matters.

(4) Any student who shall distribute or offer for sale any handbill, leaflet, newspaper or similar published matter which is obscene as defined by case law most recently promulgated by the United States Supreme Court, or which advocates the imminent destruction of college property or other similarly unlawful and violent acts, shall be subject to disciplinary action. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-052, filed 12/20/82; Order 71-11, § 132T-20-052, filed 4/7/71.]

**WAC 132T-20-054 Commercial activities.** (1) College facilities shall not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives, including but not limited to, display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or at the request of a college department or student council: *Provided*, That such solicitation does not interfere with or operate to the detriment of the conduct of the college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this section, the term "commercial activities" does not include handbills, leaflets, newspapers and similarly related materials as regulated in WAC 132T-20-052. [Order 71-11, § 132T-20-054, filed 4/7/71.]

**WAC 132T-20-058 Outside speakers.** The trustees, the administration, the faculty, and the students of the college subscribe to the proposition that an important aspect of the education of college students is the opportunity to listen to speakers representing a wide variety of opinions and beliefs. The appearance of an invited speaker at the college campus does not constitute an endorsement of the speaker's views by the college, its students, faculty, administration, or board of trustees. In conformity with the American tradition of free speech and free inquiry, the following policies are established governing the appearance of on-campus speakers who are not members of the college community.

(1) Any recognized college organization, with knowledge of its advisor, may invite speakers to the campus subject to restraints imposed by the laws of the United States and the state of Washington.

(2) No off-campus speaker shall be entitled to appear at the college unless, at least one week prior to the approved date, the dean of students schedules the event with the director of plant facilities, where appropriate. Where scheduling with the director of plant facilities is not necessary, the dean of students may waive the one-week notice requirement.

(3) The executive council and/or the dean of students may arrange to have views other than those of the invited speaker represented at the meeting, or at a subsequent meeting.

(4) The college president may, at his discretion, assign a faculty member to cochair with a student representative over any meeting where a speaker has been invited. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-058, filed 12/20/82; Order 71-11, § 132T-20-058, filed 4/7/71.]

**WAC 132T-20-060 Criminal violations.** (1) Any student who shall commit theft of the property of another, as defined in RCW 9A.56.020 upon college facilities shall be subject to disciplinary action.

(2) Any student who shall assault another in the manner prohibited by RCW 9A.36.010, 9A.36.020, 9A.36.030 or 9A.36.040 upon college facilities shall be subject to disciplinary action.

(3) Any student who engages in acts of forgery as defined by RCW 9A.60.020 upon college facilities shall be subject to disciplinary action.

(4) Any student who commits any other act on college facilities which is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-060, filed 12/20/82; Order 70-6, § 132T-20-060, filed 3/2/70.]

**WAC 132T-20-070 Damaging property.** Any student who shall wilfully attempt to damage or destroy or who in fact does damage or destroy any property owned, controlled or operated by the college shall be subject to disciplinary action. [Order 70-6, § 132T-20-070, filed 3/2/70.]

**WAC 132T-20-075 Academic misconduct.** The college defines academic misconduct as any act or omission by a student adversely affecting the institution's pursuit of its educational objectives, including academic honesty.

(1) Academic misconduct includes, but is not limited to:

(a) Forgery, alteration or misuse of college documents, records, files or instruments with the intent to defraud;

(b) Plagiarism;

(c) Knowingly furnishing false information to the college;

(d) Academic dishonesty or cheating; and

(e) Aiding and abetting any student in any act of academic misconduct.

(2) An instructor may take any and all reasonable action against any student who is deemed to have cheated or been guilty of another form of academic misconduct in an academic activity within such instructor's authority and supervision. An instructor taking such action against any student for an act of academic misconduct shall report such action to the dean of students within two class days. Any student subject to action of an instructor for a violation of this section may seek review of that action by the dean of students, if such request is submitted in

writing within five class days of the date of the complained-of action. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-075, filed 12/20/82.]

**WAC 132T-20-090 Trespass.** (1) The president of the college, or, in such president's absence, the acting president, is authorized in the instance of any event that the president deems to be disruptive of order or which the president deems impedes the movement of persons or vehicles or which the president deems to disrupt or threatens to disrupt the ingress and/or egress of persons from facilities owned and/or operated by the college, then the president, acting through the dean of students or such other person designated by the president, shall have the power and authority, subject to WAC 132T-20-050, to:

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

(b) To give notice against trespass by any manner provided for by law to any person, persons or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of a college facility, which college facility is owned and/or operated by the college; or

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

(2) Any student who shall disobey a lawful order given by the president or his designee pursuant to the requirements of section 1 of this rule, shall in addition to violating criminal law also be subject to disciplinary action. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-090, filed 12/20/82; Order 70-6, § 132T-20-090, filed 3/2/70.]

**WAC 132T-20-095 Identification.** For the purpose of determining whether probable cause exists for the application of any section of the code of student conduct by any person on college facilities, any faculty member or other college employee, expressly authorized by the president, may demand that any person on college facilities produce evidence of student enrollment at the college by tender of said person's student identification card to the faculty member or authorized college employee. The refusal by a student to produce a student identification card or to take the steps necessary to establish his status as a student upon proper request shall be cause for disciplinary action. [Order 71-11, § 132T-20-095, filed 4/7/71.]

**WAC 132T-20-100 Initiation of disciplinary action.** (1) The dean of students shall initiate disciplinary action for a violation of the rules of student conduct if such dean of students deems such alleged violation warrants

disciplinary action to be imposed after a hearing to determine relevant facts.

(2) A request for the imposition of disciplinary action for a violation of the rules of student conduct shall be referred in writing to the dean of students within twenty days of the discovery of the facts giving rise to the request. Such a request may be made by any member of the administration or faculty of the college or any student. All such requests must be in writing and signed by the individual making such request.

(3) The dean of students shall within three working days from the time of receiving such request meet with the student against whom the charge is made and informally discuss the allegations with him/her. Following such informal meeting the dean of students, within three working days, shall notify in writing both the person(s) making such allegation(s) and the student of his/her decision as to whether a cause for disciplinary action exists. Within three working days following receipt of the written notification from the dean of students, either the person(s) making the allegation(s) or the student against whom the charge has been made, may request in writing a formal hearing from the dean of students as provided in WAC 132T-20-105. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-100, filed 12/20/82; Order 70-6, § 132T-20-100, filed 3/2/70.]

**WAC 132T-20-105 Hearing procedure.** (1) Any request for a hearing on the imposition of disciplinary action initiated pursuant to WAC 132T-20-100 shall be heard by the dean of students pursuant to procedures established herein. Basic standards and concepts of fairness will be observed.

(2) In all hearings upon a request for the imposition of disciplinary action, whether heard by the dean of students, the student conduct committee, or the president, the following procedures shall apply:

(a) A written record of all hearings shall be kept, including a statement of charges against the student, a conclusion as to the truth or falsity of each charge and a decision as to whether or not a violation of the rules of student conduct has occurred and, if a violation is found, the disciplinary action to be taken;

(b) Students accused of violating the rules of student conduct may call witnesses on their behalf and may confront witnesses called to testify against them.

(c) The dean of students, the student conduct committee or the president, shall examine and weigh all evidence presented at the hearing. They may call and question any and all witnesses. They shall prepare the record, including findings of fact supporting the decision.

(d) All hearings shall be conducted within twenty days of receipt of the request for hearing on disciplinary action. All decisions of the dean of students, the student conduct committee or the president shall be made within ten days of the conclusion of the hearing and shall be submitted in writing to the student against whom the charge has been made and to the person(s) making the allegation(s).

(3) Any student accused of violating the rules of student conduct may, at any time during the disciplinary process, waive any further proceedings by submitting to the dean of students in writing a request for termination of the proceedings and agreeing to the imposition of discipline recommended by the dean of students. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-105, filed 12/20/82.]

**WAC 132T-20-115 Appeals.** (1) Within five days of receipt of the decision of the dean of students imposing disciplinary action upon a student, that student may appeal in writing directly to the president of the college, or may request in writing directed to the president of the associated student body that a student conduct committee be formed to hear his/her appeal from the decision of the dean of students imposing disciplinary action.

(2) Should a student conduct committee be requested, the president of the associated student body shall appoint a committee composed of three students selected from six candidates nominated by the student senate, and four faculty members selected from six faculty members nominated by the president of the college. The student conduct committee so appointed shall choose a chairman from the faculty members who shall vote only in the occurrence of a tie. The student conduct committee shall be appointed to act on a temporary basis and only on the specific disciplinary action being appealed.

(3) The written notice of appeal shall state the reasons for the appeal.

(4) The president and/or the student conduct committee will base their decision on the record of the proceedings before the dean of students, or, solely at the discretion of the student conduct committee or the president, they may receive additional evidence or rehear the case entirely; and

(5) The student conduct committee or the president may sustain, reverse or amend the disciplinary action taken by the dean of students or, at their discretion, remand the case to the dean of students for review.

(6) In the event the disciplinary action has been appealed to the student conduct committee, within ten days of receipt of the decision of the student conduct committee imposing disciplinary action upon a student, whether such decision be a review of the proceedings before the dean of students or an original proceeding pursuant to WAC 132T-20-105(2), that student or the dean of students may appeal to the president of the college, provided:

(a) The notice of appeal, and the reasons therefor, are directed to the president in writing within ten days of the receipt of the decision of the student conduct committee.

(7) Within ten days of receipt of the decision of the president imposing disciplinary action upon a student, whether such decision be a review of proceedings before the dean of students or an original proceeding pursuant to WAC 132T-20-105(2), that student may appeal to the board, provided:

(a) The notice of appeal, and the reasons therefor, are directed in writing to the chairman of the board.

(8) The board or a hearing officer appointed by the board shall review the record of proceedings before the president and the president's action and shall sustain that decision unless it is found to be arbitrary and capricious, in which case the matter shall be remanded to the president with written directions from the board.

(9) There shall be no appeal beyond the board's review of the president's decision except as provided in RCW 28B.19.150. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-115, filed 12/20/82.]

**WAC 132T-20-140 Civilian prosecution.** The board, acting through the college president, may refer any violation of the rules of student conduct which involve violations of federal, state, county or municipal law to civilian authorities for proper disposition. [Order 70-6, § 132T-20-140, filed 3/2/70.]

**WAC 132T-20-150 Readmission after dismissal.** Any student dismissed from the college for disciplinary reasons may be readmitted only on written petition to the dean of students. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Decisions on such petitions for readmission must be reviewed and approved by the president before readmission is granted. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-150, filed 12/20/82; Order 70-6, § 132T-20-150, filed 3/2/70.]

**WAC 132T-20-155 Records of disciplinary action.** (1) Records of all disciplinary cases shall be kept by the office of the dean of students. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved insofar as possible for at least five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation.

(2) The office of the dean of students shall keep accurate records of all disciplinary actions taken by, or reported to, that office. All disciplinary action will be entered on the student's record and may be removed at the time of graduation or earlier, at the discretion of the dean of students, if special terms and conditions have been met or if other circumstances warrant the removal. The dean of students is responsible for ordering the removal of temporary notations of any disciplinary action on the student's record. A student may petition the dean of students for removal of such a notation at any time. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-087 (Resolution No. 83-5), § 132T-20-155, filed 12/20/82.]

**WAC 132T-20-190 Severability.** If any provision or part of these rules of student conduct are deemed unconstitutional by a court of law, the remainder of such rules shall continue in effect. [Order 70-6, § 132T-20-190, filed 3/2/70.]

**WAC 132T-20-200 Effective date.** The rules contained within this chapter 132T-20 WAC shall become effective upon the date the same are filed with the code reviser. [Order 70-6, § 132T-20-200, filed 3/2/70.]

## Chapter 132T-24 WAC

### SUMMARY SUSPENSION PROCEDURES

WAC	
132T-24-010	Definitions.
132T-24-020	Initiation of summary suspension proceedings.
132T-24-030	Notice of summary proceedings.
132T-24-040	Procedures of summary suspension hearing.
132T-24-050	Decision.
132T-24-060	Notice of suspension.
132T-24-070	Appeal.
132T-24-080	Nature of the proceedings.

**WAC 132T-24-010 Definitions.** As used in this chapter, 132T-24 WAC, the following words and phrases shall mean:

(1) "Board" shall mean the board of trustees of Community College District No. 20, state of Washington.

(2) "College" shall mean Walla Walla Community College and any other community college which may be created by the board of trustees of Community College District No. 20, state of Washington.

(3) "College facilities" shall mean and include any or all real property controlled or operated by the board of trustees of Community College District No. 20, state of Washington, and shall include all building and appurtenances affixed thereon or attached thereto.

(4) "President," unless otherwise designated, shall mean the duly appointed president or in such president's absence, the acting president.

(5) "Rules of student conduct" shall mean those rules of student conduct as contained in chapter 132-20 WAC.

(6) "Student" shall mean and include any person who is regularly enrolled in the college. [Order 70-7, § 132T-24-010, filed 3/2/70.]

**WAC 132T-24-020 Initiation of summary suspension proceedings.** If the president or the dean of students has cause to believe that any student has violated any law of the state or the United States, or any of the rules of student conduct contained in chapter 132T-20 WAC, and also has further cause to believe that the student's violation involves:

(1) Participation in any mass assembly violative of WAC 132T-20-050 and that immediate disciplinary action is necessary to restore order on any college facilities; or

(2) Violation of any other rule of student conduct and there also appears to be a significant probability that

said violation or violations will continue to the great injury of the college, so as to render the disciplinary proceeding process contained in chapter 132T-20 WAC ineffectual.

Then the president or the dean of students, or the president's designee shall, pursuant to the following rules, have authority to suspend said student for a maximum of twenty consecutive days prior to any subsequent disciplinary proceeding initiated under the rules of student conduct contained in chapter 132T-20 WAC. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-020, filed 12/20/82; Order 70-7, § 132T-24-020, filed 3/2/70.]

**WAC 132T-24-030 Notice of summary proceedings.**

(1) If the president or the dean of students desires to initiate summary suspension proceedings against a student, notice thereof shall be served upon said student by registered or certified mail at the student's last known address, or by causing personal service of such notice upon said student.

(2) The notice shall be entitled "notice of summary suspension proceeding" and shall state:

(a) The charges against the student, including reference to the law and/or rules of student conduct involved and

(b) The student charged must appear before the dean of students or such dean's designee at a time to be set by the dean, but not later than 24 hours from the date and time of receipt of the "notice of summary suspension proceeding." [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-030, filed 12/20/82; Order 70-7, § 132T-24-030, filed 3/2/70.]

**WAC 132T-24-040 Procedures of summary suspension hearing.**

(1) At such summary suspension hearing, the dean of students or the president shall determine whether probable cause exists to believe that a student has committed the violation as specified in the notice of summary suspension, and whether probable cause exists to believe that the immediate suspension of said student is necessary, pursuant to WAC 132T-24-020 (1) or (2).

(2) The student may offer oral testimony of himself or of any person, submit any statement sworn or affidavit on his own behalf, examine any sworn affidavit and cross examine any witness who may appear against him, and submit any matter in extenuation or mitigation of the offense or offenses charged.

(3) In making the determination required by WAC 132T-24-040(1), the dean of students or president may only consider the sworn affidavits or oral testimony of persons who have alleged that the student charged has committed a violation of law or of the rules of student conduct and the oral testimony and sworn affidavits submitted by the student charged. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-040, filed 12/20/82; Order 70-7, § 132T-24-040, filed 3/2/70.]

**WAC 132T-24-050 Decision.** If the dean of students or president, following the conclusion of such summary suspension proceeding, finds that there is probable cause to believe that:

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

(b) That such violations are grounds for summary suspension pursuant to WAC 132T-24-020 (1) or (2); and

(c) Such violation or violations of the law or of the rules of student conduct constitute grounds for disciplinary probation or dismissal pursuant to chapter 132T-20 WAC.

Then the dean or president may suspend such student from college for a maximum of twenty consecutive days. If a student against whom a summary suspension procedure has been initiated fails to appear at the time and place designated in the "notice of summary suspension proceeding," the dean of students or president shall be authorized to suspend such student after making the specific findings as required by this section. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-050, filed 12/20/82; Order 70-7, § 132T-24-050, filed 3/2/70.]

**WAC 132T-24-060 Notice of suspension.** (1) If any student is suspended pursuant to the procedures of this chapter, such student will be provided with a written copy of the dean of students' or president's findings and conclusions as to whether said dean had probable cause to believe that the conditions for summary suspension outlined in WAC 132T-20-040 exist and whether immediate suspension of said student should issue.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by registered mail. Notice by mail shall be sent to said student's last known address. The suspension shall be effective from the day that such notice of suspension is mailed or personal service accomplished. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-060, filed 12/20/82; Order 70-7, § 132T-24-060, filed 3/2/70.]

**WAC 132T-24-070 Appeal.** (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal the same to the board of trustees. No such appeal shall be entertained, however, unless written notice of the appeal, specifically describing alleged errors in the findings and conclusions of the dean of students or the president, is tendered at the office of the president within 72 hours following the date notice of summary suspension was served or mailed to the student.

(2) The board shall, as soon as reasonably possible, examine the allegations contained within the notice of appeal, along with the findings of the dean and president, the record of the summary suspension proceeding,



and determine therefrom whether the summary suspension order is justified. Following such examination, the board may, at its discretion, suspend the summary suspension pending determination of the merits of the appeal.

(3) The board shall notify the appealing student within 48 hours following its consideration of the notice of appeal, as to whether the summary suspension shall be maintained or stayed pending disposition of the disciplinary proceeding pursuant to the rules of student conduct. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-088 (Resolution No. 83-6), § 132T-24-070, filed 12/20/82; Order 70-7, § 132T-24-070, filed 3/2/70.]

**WAC 132T-24-080 Nature of the proceedings.** (1) Nothing contained within this chapter 132T-24 WAC shall be construed to supplant the provisions of the rules of student conduct as contained in chapter 132T-20 WAC, and the provisions of chapter 132T-24 WAC shall be deemed supplementary to such rules of student conduct by providing a method of suspension during the pendency of the investigation and prosecution for a violation of any of the provisions of the rules of student conduct.

(2) Any disciplinary proceeding initiated against the student because of violations alleged against any student in the course of the summary suspension proceeding provided for in this chapter shall be de novo: *Provided*, That the records made and evidence presented during the course of any facet of a summary suspension proceeding brought against the student shall be available for the use of the student and of the college in any disciplinary proceeding initiated pursuant to chapter 132T-20 WAC. [Order 70-7, § 132T-24-080, filed 3/2/70.]

#### Chapter 132T-28 WAC APPOINTING AUTHORITY

##### WAC

132T-28-010 Designation of appointing authority.  
132T-28-020 Classified employee exemptions.

**WAC 132T-28-010 Designation of appointing authority.** Pursuant to WAC 251-04-020(2), the position of "appointing authority" at Walla Walla Community College is designated:

(1) The president or the person occupying the position of president at Walla Walla Community College is designated as the "appointing authority" for purposes of chapter 28.75 [28B.16] RCW at Walla Walla Community College.

(2) The president of Walla Walla Community College is delegated authority by written order of the board of trustees to terminate, suspend, reduce or demote any classified employee at Walla Walla Community College without the prior approval of the board of trustees. Additionally, the president of Walla Walla Community College, as the appointing authority, is authorized to make such appointments of eligible persons to classified

positions at Walla Walla Community College. [Order 70-24, § 132T-28-010, filed 6/8/70.]

**WAC 132T-28-020 Classified employee exemptions.** Pursuant to RCW 28.75.040 [28B.16.040] the following positions at Walla Walla Community College and in Community College District No. 20, state of Washington, are deemed exempt from the provisions of chapter 28.75 [28B.16] RCW:

- (1) Members of the board of trustees
- (2) President
- (3) Major administrative officers:
  - (a) Dean of instruction
  - (b) Administrative dean
  - (c) Dean of students
  - (d) Business manager
- (4) All employees of Community College District No. 20 who are either probationary faculty appointees or tenured faculty appointees pursuant to RCW 28.85.850 through 28.85.869 [RCW 28B.50.850 through 28B.50.869].
- (5) All directors and assistants to the president and major administrative officers, including:
  - (a) Registrar
  - (b) Director of admissions
  - (c) Director of guidance
  - (d) Director of placement
  - (e) Director of student affairs
  - (f) Director of athletics
  - (g) Director of financial aid
  - (h) Associate dean of instruction
  - (i) Associate dean of occupational instruction
  - (j) Associate dean or director of adult education
  - (k) Director of evening division
  - (l) Executive secretary to the president
  - (m) All other heads of major administrative or academic divisions.
- (6) Positions involved in research, counseling of students, activities director, multimedia technician and data processing coordinator.
- (7) Professional consultants under contract.
- (8) All student employees, all part time and temporary employees. [Order 70-24, § 132T-28-020, filed 6/8/70.]

#### Chapter 132T-32 WAC

#### INTEGRATION OF STATE ENVIRONMENTAL POLICY ACT POLICIES AND PROCEDURES INTO CAPITAL CONSTRUCTION PROJECTS

##### WAC

132T-32-010 Capital projects to comply with SEPA--Responsible official.

**WAC 132T-32-010 Capital projects to comply with SEPA--Responsible official.** (1) It shall be the policy of Community College District No. 20 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 76-6, § 132T-32-010, filed 5/28/76.]

### Chapter 132T-90 WAC

## IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

### WAC

132T-90-010	Purpose.
132T-90-020	Definitions.
132T-90-030	Right of inspection.
132T-90-040	Availability of directory information.
132T-90-050	Access permitted to college and certain other officials without consent.
132T-90-060	Distribution of information to others.
132T-90-070	Notice of rights given under Family Educational Rights and Privacy Act of 1974.
132T-90-080	Requests for access to student records.
132T-90-090	Determination regarding records.
132T-90-100	Hearing procedure.
132T-90-110	Right of students to register objections.

**WAC 132T-90-010 Purpose.** The purpose of this chapter is to comply with the requirements of Public Law 93-380, § 513, of 1974, also annotated as 20 U.S.C.A. 1232, which law represents amendments to the General Education Provisions Act. As indicated in the aforesaid law, its purpose is to assure that students attending institutions of higher education such as Walla Walla Community College shall have a right to inspect certain records and files intended for school use or made available to parties outside the college. [Order 75-5, § 132T-90-010, filed 5/20/75.]

**WAC 132T-90-020 Definitions.** The following definitions shall apply in interpreting these regulations:

(1) "His" when used throughout these regulations shall accomplish reference to both the male and female sexes.

(2) "Education records" means those records, files, documents, and other materials which contain information directly related to a student and are maintained by the college. The definition of "education records," however, does not include any materials used by any college instructor in the course of assessing a student's academic performance, including but not limited to academic grades conferred, essays, tests, written evaluations given during the course of directed studies, and the like, nor materials maintained by the college's counseling center and the college's health services center, or by any other psychologist paraprofessional acting in his or her professional or paraprofessional capacity for the benefit of the college.

(3) "Student" is defined as a person who is currently enrolled or has ever been enrolled in a regularly scheduled class conducted at the college. Regularly scheduled

classes shall include those classes occurring during fall, winter, spring, and summer quarters and those classes in which residence credits are conferred at any other location at which the college confers residence credit. [Order 75-5, § 132T-90-020, filed 5/20/75.]

**WAC 132T-90-030 Right of inspection.** A student or the student's parent shall have a right, subject to the procedural requirements outlined in WAC 132T-90-080 through 132T-90-100 of these regulations, to inspect any and all education records directly related to him that is intended for school use or is available for parties outside the school or school system. In the case of any education records relating to a student which also include information regarding another student, the responsible college officials shall delete any personally identifiable information relating to the identity of such other student. A parent wishing to obtain information from these education records or to grant consent for the release of these records without consent of the student must submit an affidavit stating that the student is a dependent for income tax purposes. [Order 78-5, § 132T-90-030, filed 10/24/77; Order 75-5, § 132T-90-030, filed 5/20/75.]

**WAC 132T-90-040 Availability of directory information.** Except as hereinafter provided, the following information contained in a student's education records shall be available to members of the public: Student's name, address, telephone listing, date of birth, participation in officially recognized activities and sports, weight and height of athletic teams, dates of athletic teams, dates of attendance at the college, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Such information shall be deemed "directory information." The college will give public notice to students of the matters contained in the above-designated "directory information" that is available to members of the public at the time the student registers for enrollment in the academic quarter. On the day of such registration each student shall indicate on the college registration form whether he will not consent to the college's release of such directory information to others without his consent. [Order 75-5, § 132T-90-040, filed 5/20/75.]

**WAC 132T-90-050 Access permitted to college and certain other officials without consent.** (1) The following persons, individuals, agencies, or organizations shall be entitled to access to official records, files, and data of any student, subject to the limitations outlined in subpart (2) of this section, WAC 132T-90-050, without the written consent of the student:

(a) Other school officials, including instructors within the college who have a legitimate educational interest;

(b) Officials of other colleges, schools, or school systems, upon the condition that the student is notified of the transfer and receives a copy of the record if he desires it and has the opportunity to challenge the content of the record, per the procedures outlined in WAC 132T-90-100;

(c) Authorized representatives of the Controller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in § 409 of Public Law 93-380, or state of Washington educational authorities: *Provided*, That except when collection of personally identifiable data is specifically authorized by federal law, any data collected by the controller general, the secretary, administrative head of a United States education agency or state educational authorities with respect to individual students shall not include information (including social security numbers) which permit the personal identification of such students.

(d) Authorized representatives of the Office of Education at the U.S. Department of Health, Education and Welfare, the Law Enforcement Assistance Administration of the U.S. Department of Justice, the U.S. Veterans Administration, the Bureau of Indian Affairs, the Washington state council on higher education, the Washington state department of social and health services, lending institutions receiving applications from students, or granting to students financial aid, and individual organizations or institutions that provide scholarships to any applicant student when such organizations or individuals make requests for students' education records in connection with a student's application for, or receipt of, financial aid.

(2) The college shall maintain a record, kept with the education records of each student, which will indicate all the agencies or organizations referenced in subparagraphs (1)(b) and (1)(c) of this section, which have requested or obtained access to the student's education records. The college employee who is the custodian charged with the maintenance of such student education records shall further indicate specifically the legitimate interest each such agency or organization has in obtaining this information.

(3) If any of the agencies or organizations described in subparagraphs (1)(b) or (1)(c) of this section, request access to the education records of ten or more students, they may do so on a form provided by the college that indicates the request is being made on a blanket basis. Such form shall also require the agency to identify the legitimate interest the agency has regarding students' education records. The college employee who is the custodian of each student education record requested by an agency or organization referenced in subparagraphs (1)(b) and (1)(c) of this section shall then enter in such education record notice of such agency's or organization's request and the place where the request may be found. [Order 75-5, § 132T-90-050, filed 5/20/75.]

**WAC 132T-90-060 Distribution of information to others.** The college shall not furnish in any form any personally identifiable information contained in education records directly related to a student to any person, agency, or organization other than those designated in WAC 132T-90-050 unless it first obtains written consent from the student, which written consent also specifically identifies the records to be released, the reasons

for such release, and to whom such personally identifiable information is to be released. In the case any such personally identifiable information contained in a student's education records is to be furnished in compliance with a judicial order or pursuant to a lawfully issued subpoena, the college shall notify the student in advance of compliance therewith. [Order 75-5, § 132T-90-060, filed 5/20/75.]

**WAC 132T-90-070 Notice of rights given under Family Educational Rights and Privacy Act of 1974.** In accordance with the requirements of the aforesaid federal statute, the college will make its best efforts to notify all students of their rights under this act. Such notification shall be done through the Washington Administrative Code procedures provided for by the Higher Education Administrative Procedure Act, notices accomplished through the Fourth Estate, and such other publications and media that the college deems appropriate. [Order 75-5, § 132T-90-070, filed 5/20/75.]

**WAC 132T-90-080 Requests for access to student records.** (1) No personally identifiable information relating to a student's education record will be furnished to any person whatsoever unless such person makes a written request to do so and provides to the custodian of such records information sufficient to identify the requesting party as a person who has a right to access to such records. By way of example, and not limitation, a requesting party who identifies himself as a student to whom such record relates must provide a driver's license sufficient to identify such student, college identification card, and any other official identifying document that is sufficient to establish the identity of such student. In the case of any persons in the category of those individuals, persons, agencies or organizations identified in WAC 132T-90-050, no personally identifiable information contained in any student's education record will be disclosed without providing information of the same type and nature as that required of a student plus other information as the custodian of the record deem sufficient to ascertain the official capacity of such requesting party. [Order 75-5, § 132T-90-080, filed 5/20/75.]

**WAC 132T-90-090 Determination regarding records.** (1) The college reserves the right to determine that a record regarding a student is not an education record or material defined in WAC 132T-90-020 or that the provision of personally identifiable information relating to a student was properly given to an authorized agency per WAC 132T-90-050. Such determination shall be made in writing and may be accomplished in consultation with any of the records officers of the college. For purposes of this chapter the records officer shall be the dean of student services and the director of admissions or the registrar. [Order 75-5, § 132T-90-090, filed 5/20/75.]

**WAC 132T-90-100 Hearing procedure.** (1) Any person objecting to a denial of a request for any college record relating to a student, or any student who contests

whether the transfer of any college record relating to him is permitted under these regulations, may petition for prompt review of such denial or written objection to transfer. Such written request shall:

(a) Be served upon any one of the public records officers who are listed in WAC 132T-90-090;

(b) Demand prompt review; and

(c) In the case of objection to transfer, specifically reference the party to whom he does not want the record transferred and contain a written statement by the record custodian denying the person's request.

Upon receipt of a proper written objection to transfer of a student record, the college public records officer shall cause such records to not be transferred pending outcome of the hearing proceeding provided for in these regulations.

(2) Within ten days after receipt of the written request by a person petitioning for prompt review of a decision by a custodian of student records, the president of the college or his designee shall consider such petition.

(3) The president or his designee may at the end of the ten day period either meet the objecting party's objection and advise him of the same in writing, or in the alternative, set the matter up for a hearing before a hearing officer designated by the president or the president's designee. Such hearing shall be conducted within thirty days after the objecting party served his objections on the college's public records officer(s) and shall be an informal hearing. The president or his designee shall determine the time and place for such hearing. At the hearing, the objecting party shall further explain and identify his exact purpose for seeking the record he has been denied or why he has lodged objections to transfer of a student record. Failure by the person requesting the review to appear at such informal hearing shall be deemed a waiver of that person's right to insist upon completion of the review of his request.

(4) During the course of the informal hearing conducted by the president, his designee, or by anyone appointed by the president or his designee, the person conducting the hearing shall consider the obligation of the college to fully comply with the Family Educational Rights and Privacy Act, but shall also consider the exemptions provided in the course of these regulations. A record shall be made of the informal hearing by mechanical transcriptions or any other means satisfactory to the college.

(5) Within ten days after the hearing has occurred, the president, or his designee, or the hearing officer appointed to conduct the informal hearing shall provide the objecting party with a written decision, which decision shall be binding upon the college and upon the objecting party. [Order 75-5, § 132T-90-100, filed 5/20/75.]

**WAC 132T-90-110 Right of students to register objections.** Any student who objects to the accuracy or truthfulness of any information contained in any Walla Walla Community College education records or portions thereof that is related to him may submit to the college's public records officer(s) his written views regarding the same, which written objection shall then be included in

such education records provided, however, no student has any right to post his objections to academic grades and have the same appear on his academic transcript. [Order 75-5, § 132T-90-110, filed 5/20/75.]

### Chapter 132T-104 WAC

## CONSTITUTION AND BYLAWS OF THE ASSOCIATED STUDENTS OF WALLA WALLA COMMUNITY COLLEGE

### WAC

- 132T-104-010 Constitution and purpose.
- 132T-104-020 The associated students.
- 132T-104-030 Legislative body of associated students of Walla Walla Community College.
- 132T-104-040 Executive body of associated students of Walla Walla Community College.
- 132T-104-060 Initiative, referendum, and recall.
- 132T-104-070 Committees.
- 132T-104-080 Amendments.
- 132T-104-090 Constitutional precedence.
- 132T-104-100 Parliamentary authority.
- 132T-104-110 Allocation of money.
- 132T-104-120 Walla Walla Community College clubs and organizations.
- 132T-104-121 Washington association of community college students.
- 132T-104-130 Compensation for officers of the Walla Walla Community College associated student body.
- 132T-104-200 Bylaws.
- 132T-104-210 Duties of officers of Walla Walla Community College associated student body.
- 132T-104-240 Student senators.
- 132T-104-250 Leadership awards.
- 132T-104-260 Elections.
- 132T-104-265 Committees.
- 132T-104-270 Initiative and referendum.
- 132T-104-280 The recall.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132T-104-050 Judicial function of associated students of Walla Walla Community College. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-050, filed 8/23/78; Order 76-1, § 132T-104-050, filed 8/28/75; Order 73-4, § 132T-104-050, filed 1/4/73.] Repealed by 83-01-089 (Resolution No. 83-7), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-104-220 Judicial board of Walla Walla Community College. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-220, filed 8/23/78; Order 76-1, § 132T-104-220, filed 8/28/75; Order 73-4, § 132T-104-220, filed 1/4/73.] Repealed by 83-01-089 (Resolution No. 83-7), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132T-104-230 The appellate court of Walla Walla Community College. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-230, filed 8/23/78; Order 76-1, § 132T-104-230, filed 8/28/75; Order 73-4, § 132T-104-230, filed 1/4/73.] Repealed by 83-01-089 (Resolution No. 83-7), filed 12/20/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**WAC 132T-104-010 Constitution and purpose.** We, the associated students of Walla Walla Community

College, in order to bring about in the students an appreciation and understanding of democratic values and processes through participation in student government and to develop in the students free expression and a realization of his rights; to provide a means to bring and interpret student attitudes and opinions to the teaching faculty and the college administration and further to provide a means whereby adult social responsibilities can be developed in the students by a maximum of self-control and self-direction in all areas of student life, do hereby adopt and establish the following constitution. [Order 76-1, § 132T-104-010, filed 8/28/75; Order 73-4, § 132T-104-010, filed 1/4/73.]

**WAC 132T-104-020 The associated students.** The government organization of the students of Walla Walla Community College shall be known as the associated students of Walla Walla Community College. Words and phrases used herein in the masculine gender shall include the masculine and feminine genders. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-020, filed 8/23/78; Order 76-1, § 132T-104-020, filed 8/28/75; Order 73-4, § 132T-104-020, filed 1/4/73.]

**WAC 132T-104-030 Legislative body of associated students of Walla Walla Community College.** (1) The legislative authority of the associated students shall be vested in the associated student senate.

(2) The voting members of the associated student senate shall be the executive vice president, activities vice president, business vice president, and the publicity vice president of the associated students; senators and representatives from other segments of the associated student body as recognized and defined by the associated student senate. The president shall vote in the occurrence of a tie.

(3) Candidates for associated student senate shall be members of the associated students, shall be full-time students while in office, and shall have a cumulative average of 2.0 at the time of nomination.

(4) Each voting member shall be entitled to only one seat at any associated student senate meeting.

(5) Impeachment:

(a) An impeachment measure may be moved against any member of the associated student senate by petition of two-fifths of the membership of the associated student senate. Conviction shall require two-thirds of the tabulated vote of the associated student body.

(b) An impeachment measure moved against any member shall disqualify him from participation in voting in his impeachment proceedings.

(c) The impeachment hearing must be held within one week of the passage of the motion for impeachment.

(6) The duties and regulations of the legislature shall be set forth in the bylaws. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-089 (Resolution No. 83-7), § 132T-104-030, filed 12/20/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1),

§ 132T-104-030, filed 8/23/78; Order 76-1, § 132T-104-030, filed 8/28/75; Order 73-4, § 132T-104-030, filed 1/4/73.]

**WAC 132T-104-040 Executive body of associated students of Walla Walla Community College.** (1) The executive authority of the associated student body shall be vested in the offices of president, executive vice president, activities vice president, business vice president, and publicity vice president.

(2) Candidates for the offices of president, executive vice president, activities vice president, business vice president, and publicity vice president shall be members of the associated students, shall have completed one quarter in residence at the time of nomination, shall have and maintain a minimum cumulative grade point average of 2.0, and shall have completed a minimum of twenty-four credit hours at the time of nomination, except the candidate of president, who shall have completed a minimum of thirty-six credit hours at the end of the spring quarter of his nomination.

(3) Candidates for the offices of the associated student body executive council shall file their names in the associated student body office within the first two weeks of spring quarter.

(4) Offices shall be filled by the associated student body through a primary and general election.

(a) A primary shall be held for any office that has three or more candidates. The primary election shall be held during the fourth week of the spring quarter.

(b) The two candidates receiving the most votes in the primary election for an office shall be candidates for the office in the general election.

(c) The general election shall be held two weeks following the primary election.

(d) The candidate receiving the most votes for an office shall be considered elected to that office in the general election. In case of a tie, a run-off shall take place not earlier than five days and not later than seven days after the general election.

(e) The officers of the executive council shall hold office from the end of spring quarter to the end of the following spring quarter.

(5) Members of the associated student executive council shall not hold any other office in clubs or classes.

(6) Vacancies occurring in the executive council shall be filled by an associated student election not later than four weeks after such vacancy occurs or by appointment of executive council with the approval of the associated student senate. The election of a candidate to fill the vacancy will be by majority vote.

(7) The duties and regulations of the executive council shall be set forth in the bylaws. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-040, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-040, filed 8/23/78; Order 76-1, § 132T-104-040, filed 8/28/75; Order 73-4, § 132T-104-040, filed 1/4/73.]

**WAC 132T-104-060 Initiative, referendum, and recall.** (1) The associated students shall have the right of initiative and recall and shall have the right of referendum.

(2) The procedure of initiative, referendum, and recall shall be set forth in the bylaws. [Order 76-1, § 132T-104-060, filed 8/28/75; Order 73-4, § 132T-104-060, filed 1/4/73.]

**WAC 132T-104-070 Committees.** (1) The standing committees of the associated students shall be registered in the bylaws.

(2) The special committees of the associated students shall be registered in the bylaws. The bylaws shall also set forth the purpose and membership of such committees. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-070, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-070, filed 8/23/78; Order 76-1, § 132T-104-070, filed 8/28/75; Order 73-4, § 132T-104-070, filed 1/4/73.]

**WAC 132T-104-080 Amendments.** (1) Amendments to this constitution and bylaws shall be proposed by either a majority of the student senate or by a petition presented to the executive council containing the valid signatures of at least ten percent of the members of the associated student body.

(2) The constitution and/or bylaws shall be amended by a majority of the votes cast by the members of the associated students who vote in an election and the approval of the board of trustees of Walla Walla Community College.

(3) A proposed constitutional amendment or amendment of the bylaws shall be submitted to an election within four weeks after its proposal or presentation.

(4) Approved constitutional amendments and bylaws shall be incorporated into this constitution and the bylaws to which they refer. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-080, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-080, filed 8/23/78; Order 76-1, § 132T-104-080, filed 8/28/75; Order 73-4, § 132T-104-080, filed 1/4/73.]

**WAC 132T-104-090 Constitutional precedence.** The provisions of this constitution shall govern all charters and constitutions of student organizations of this college and shall take precedence over them in case of conflict. This constitution shall become effective upon adoption by the members of the associated student body and shall supersede all previous associated student constitutions. All standing orders, associated student council recognized constitutions, or legislation of any type in conflict with this constitution shall be void upon adoption by the associated student body. [Order 76-1, § 132T-104-090,

filed 8/28/75; Order 73-4, § 132T-104-090, filed 1/4/73.]

**WAC 132T-104-100 Parliamentary authority.** (1) The parliamentary authority of this organization shall be the most current revision of *Robert's Rules of Parliamentary Procedure*, except in such cases as are covered by the bylaws of this constitution or by special rules adopted by the associated student body.

(2) All meetings of all organizations and agencies established by this constitution shall be conducted under *Robert's Rules of Parliamentary Procedure*.

(3) All student government meetings will be conducted by parliamentary procedure. A parliamentarian may be present at all meetings. The president of the associated student body may appoint a parliamentarian protem in the absence of the parliamentarian.

(4) The parliamentarian for the student senate shall be a member of the student senate and shall be elected by a majority vote of the student senate. The parliamentarian does not have a vote in the student senate. He is required to attend all student senate meetings. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-089 (Resolution No. 83-7), § 132T-104-100, filed 12/20/82; Order 76-1, § 132T-104-100, filed 8/28/75; Order 73-4, § 132T-104-100, filed 1/4/73.]

**WAC 132T-104-110 Allocation of money.** (1) Each associated student body-sponsored activity shall submit a budget to the service and activity fee committee spring quarter. The committee shall then appropriate the amount they (service and activity fee committee) deem necessary for the club to function during the next year. They can then spend this money as the club and/or advisor see fit as long as state, college, and associated student body guidelines are followed. Complete monthly financial reports must be made to the student senate to keep them informed of group activities. All paper work regarding expenditures must be presented to the activities director for his signature well in advance of the event.

(2) Requests for money must be put in writing and presented to the business vice president, giving a detailed breakdown of what the money is to be spent for before any expenditures shall be authorized.

(3) Nonfunded activities and all other expenditures shall follow the prescribed associated student body procedures.

(4) The associated student body president and the business vice president may allocate expenditures of amounts up to twenty dollars.

(5) The executive council of the associated student body may authorize expenditures of amounts up to one hundred dollars.

(6) Authorizations for expenditures of amounts over one hundred dollars must come from the associated student senate with a two-thirds majority vote.

(7) Authorization for expenditures of amounts over one hundred dollars will be automatically tabled for one week. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056

(Resolution No. 82-6), § 132T-104-110, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-110, filed 8/23/78; Order 76-1, § 132T-104-110, filed 8/28/75; Order 73-4, § 132T-104-110, filed 1/4/73.]

**WAC 132T-104-120 Walla Walla Community College clubs and organizations.** (1) Each club, which has been approved by the associated student senate, shall have one voting seat in the associated student senate, providing the club has ten active members. Clubs having less than ten members must be approved yearly by student senate, by majority vote.

(2) Each club will be required to have a constitution/goals. A faculty advisor is required.

(3) Any new club wishing to have a voting seat in the student senate is required to have been in existence (active) for a minimum of five successive weeks, including attendance at five successive associated student senate meetings.

(4) All monies which have been allocated and spent by a club shall be accounted for in a written report to be submitted to the executive council no later than two weeks after the expenditures have occurred.

(5) Missing three associated student body student senate meetings in one quarter forfeits all voting rights, as well as ability to spend associated student body monies until five successive meetings have been attended. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-120, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-120, filed 8/23/78; Order 76-1, § 132T-104-120, filed 8/28/75; Order 73-4, § 132T-104-120, filed 1/4/73.]

**WAC 132T-104-121 Washington association of community college students.** (1) The executive vice president of Walla Walla Community College shall represent the associated students of Walla Walla Community College in Washington association of community college students. The associated student body president or president's appointee will be Walla Walla Community College's alternate representative.

(2) The executive council may appoint with student senate approval an individual to keep correspondence and/or generally abreast of what the organization is doing. The appointed individual may never vote or state what stand our campus has on any issue unless two-thirds of the student senate give their express approval. This may never be broad voting powers, but only on specific items to be decided on by the Washington association of community college students where our vote and/or opinion is desired. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-089 (Resolution No. 83-7), § 132T-104-121, filed 12/20/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-121, filed 8/23/78; Order 76-1, § 132T-104-121, filed 8/28/75.]

**WAC 132T-104-130 Compensation for officers of the Walla Walla Community College associated student body.** (1) The associated student body officers (executive council) shall receive a three hundred dollar scholarship per quarter.

(2) At the end of every quarter the executive council and the associated student body advisor shall meet to determine the job done by senators. This will be a closed meeting. The executive council may make the following recommendations.

(a) Changes in specific jobs.

(b) Having individuals switch jobs.

(c) Requesting that a student senator resign.

(d) Reimburse a student senator for one-half of the last quarter's in-state tuition.

(e) Recommend students or student for outstanding student for the past quarter.

(3) The executive council's recommendations shall be presented to the student senate meeting where action on said recommendation is to be taken. Students under section (d) must turn into the student senate a summary form of what they did the preceding quarter before they are eligible to receive money.

(4) Candidates that are selected by the executive council must be ratified by a vote of two-thirds majority of student senate. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-130, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-130, filed 8/23/78; Order 76-1, § 132T-104-130, filed 8/28/75; Order 73-4, § 132T-104-130, filed 1/4/73.]

**WAC 132T-104-200 Bylaws.** WAC 132T-104-210 through 132T-104-280 now or as hereafter amended are hereby declared to be the bylaws of this constitution. [Order 76-1, § 132T-104-200, filed 8/28/75; Order 73-4, § 132T-104-200, filed 1/4/73.]

**WAC 132T-104-210 Duties of officers of Walla Walla Community College associated student body.** (1) The associated student body president shall preside over all meetings of the executive council and joint meetings with the associated student senate. The president shall make all appointments subject to the approval of the executive council and/or student senate unless otherwise provided for in this constitution and its bylaws. He shall be an ex officio nonvoting member of the associated student senate and committees with the exception of executive council or in the occurrence of a tie. The president shall be the official representative of the associated student senate and the executive council. He is chairman of the service and activity fee budget committee.

(2) Executive vice president - he shall assist the president in his duties and shall assume the duties of the president in his absence. His most important duty is to get more people involved in student government. He is to keep up-to-date and precise records of clubs' officers and all people in student government (names and phone no. etc.). He is a student representative on all school

committees (example: Washington association of community college students, curriculum, graduation, etc.).

(3) Activities vice president – he shall be responsible for the activities program at Walla Walla Community College. He shall appoint all necessary activities committee members.

(4) Publicity vice president – he shall be responsible for promoting Walla Walla Community College. He is also responsible for promoting our school to the community, especially the high school seniors in our district. He is responsible for placing and taking down announcements on outside and inside reader boards and assisting clubs with their publicity.

(5) Business vice president – the associated student body business vice president shall be responsible for all financial matters of the associated student body of Walla Walla Community College, and shall act as financial advisor to all subsidiary organizations of the Walla Walla Community College associated student body. The business vice president shall maintain in an efficient manner all financial records of the Walla Walla Community College associated student body and shall submit a financial report to the executive council and the associated student senate at the termination of each academic quarter or at their request. The business vice president shall prepare the Walla Walla Community College associated student body budget with the aid of the service and activity fee committee. The business vice president must have qualifications such as bookkeeping and accounting, necessary to effectively manage the student budget.

(6) In addition to specific duties designated for the five elected officers, they shall assist with the following duties:

(a) Associated student body elections; staff the polling place and tabulate the results.

(b) Student orientation; assist in planning, organizing and presenting information at the student orientation fall quarter each year.

(c) Spring retreat; plan, organize and implement a spring retreat each year for the incoming associated student body officers.

(d) Student handbook; gather information, ideas and plan for the following year's student handbook.

(e) Service and activity fee budget; serve as a member of the service and activity fee committee, planning, [organization] [organizing] and implementing the budget process for all service and activity fees.

(7) Executive council, student senators, and representatives are required to pass a minimum of 12 credits per quarter.

(8) Executive council officers are required to be in the A.S.B. offices an average minimum of 1 hour a day. (It is recommended that they work a minimum of 10 hours a week for A.S.B.)

(9) Executive council, student senators, and representatives are required to attend all student senate meetings. Three unexcused absences per quarter may be grounds for impeachment or expulsion with [the] loss of all rights and monies.

(10) Executive council officers may not take more than 18 credit hours without the express approval of the student senate.

(11) Executive council officers attempting to get a grade for being an officer must submit to the director of student activities a summary report form of what they did for last quarter. The director of student activities determines the grade. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 83-01-089 (Resolution No. 83-7), § 132T-104-210, filed 12/20/82. Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-210, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-210, filed 8/23/78; Order 76-1, § 132T-104-210, filed 8/28/75; Order 73-4, § 132T-104-210, filed 1/4/73.]

**Reviser's note:** RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132T-104-240 Student senators.** (1) There shall be four senators appointed each year by the student senate.

(2) Persons interested in seeking those positions should contact the student activities director.

(3) Applicants will be screened by the executive council. The executive council recommends to the student senate those applicants they feel are qualified. The student senate then votes on those recommendations. It takes a two-thirds majority vote by the student senate before an applicant can become a senator.

(4) Compensation for student senators: See WAC 132T-104-130.

(5) Duties and responsibilities of student senators:

(a) Assist the A.S.B. executive council and student senate in the implementation of their goals and objectives.

(b) Assist in the planning, organizing and scheduling of activities, and publicity related to those activities. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-240, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-240, filed 8/23/78; Order 76-1, § 132T-104-240, filed 8/28/75; Order 73-4, § 132T-104-240, filed 1/4/73.]

**WAC 132T-104-250 Leadership awards.** (1) Five awards, consisting of \$20.00, may be awarded.

(2) Voting members of the executive council shall be excluded.

(3) Candidates shall exhibit enthusiasm and shall participate in school activities.

(4) Candidates shall have, at the time of the award, a 2.0 cumulative grade average.

(5) The candidates shall have exhibited a willingness to sacrifice their personal time to participate in the planning and organizing of school activities.



(6) Candidates will be selected by the executive council and ratified by a vote of two-thirds majority of student senate. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-250, filed 8/23/78; Order 76-1, § 132T-104-250, filed 8/28/75; Order 73-4, § 132T-104-250, filed 1/4/73.]

**WAC 132T-104-260 Elections.** (1) All registered students at Walla Walla Community College are eligible to vote provided they have a valid I.D. card or a current quarter's registration receipt. Faculty, administrators, and classified staff are also eligible to vote.

(2) The elections shall be held on Wednesday from 9:00 a.m. to 5:00 p.m. There shall be two persons at the place of polling at all times. One shall be a member of the executive council, the other to be appointed by the executive council.

(3) The ballots are to be counted the same day following the closure of the polling place. At least three members of the executive council are to be present during the counting.

(4) The newly elected officers and student body members will be notified of the results of the election no later than 24 hours following the closure of the polling place.

(5) No campaigning will be permitted within twenty-five feet of the polling place. Campaigning shall be defined to include posters and handbills.

(6) Except in the case of a handicapped individual, only one person at a time shall be admitted in the voting booth or machine.

(7) All voting shall be done by secret ballot.

(8) Any challenge of the tabulation or election procedure must be made within twenty-four hours of the posted results.

(9) All write-ins shall be permitted on both primary and general elections.

(10) A write-in vote will be acceptable and counted when it is recognizable as belonging to a certain person. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-260, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-260, filed 8/23/78; Order 76-1, § 132T-104-260, filed 8/28/75; Order 73-4, § 132T-104-260, filed 1/4/73.]

**WAC 132T-104-265 Committees.** 1. Standing committees. (1) Committee membership shall be filled by appointment of the executive council subject to ratification by the associated student senate by majority vote.

(2) Appointees to standing committees and the student membership of joint committees shall possess the same qualifications as set forth in WAC 132T-104-030(3), provided that the freshman members of the standing committees shall not be bound by such qualifications.

(3) The standing committees and the student membership of joint committees shall be responsible to the

student senate and shall be administered by the executive council.

(4) The purpose of the standing committee is to work toward solving goals that have been recognized by the executive council or the student senate. (Examples: Campus improvement, constitution review, community and campus projects, etc.)

2. Special committees. (1) The special committee shall consist of four members from the student population and three from the faculty/staff, who shall be selected by the executive council and director of student activities.

(2) The committee will choose one member to act as committee chairperson. The chairperson will report to the executive council.

(3) The committee will review the case in question and decide the results by majority vote. The decision will be presented to the executive council and director of student activities. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-265, filed 6/2/82.]

**WAC 132T-104-270 Initiative and referendum.** (1) If any legal voter or organization of legal voters of Walla Walla Community College desires to petition the associated student senate to enact a proposed measure, or to submit a proposed measure to the people, or to order that a referendum of any act, or any part thereof, passed by the associated student senate be submitted to the students, he or they shall file in the office of the executive council five printed or typewritten copies of the measure proposed, or of the act or part thereof on which a referendum is desired, accompanied by the name and address of the proposer, and by an affidavit that the proposer (if an individual) is, or that the members of the proposer (if an organization) are legal voters.

(2) Initiative measures proposed to be submitted to the students must be filed with the executive council within two months prior to the election at which they are to be submitted, and the petitions, therefore, must be filed with the executive council not less than one month before the next general election.

(3) Petitions ordering that acts or parts of acts passed by the associated student senate be referred to the students at the next ensuing election shall be[,] substantially in the following form:

Warning: Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or who signs this petition when he is not a legal voter, or who makes herein any false statement, shall nullify the petition.

Petition for Referendum

To the Honorable ----- President of the Associated Students of Walla Walla Community College: We, the undersigned legal voters of Walla Walla Community College residing at the address set opposite our names, respectfully order and direct that Referendum Measure No.

-----, entitled (here insert the established ballot title of the measure) being a (or part or parts of an) act passed by the student senate of Walla Walla Community College at the last special session of said legislature, shall be referred to the students of Walla Walla Community College for their approval or rejection at the special election to be held on the ----- day of -----, A.D., 19\_\_\_: and each of us for himself says: I have personally signed this petition: I am a legal voter of Walla Walla Community College, and my residence is correctly stated.

Petitioner's Signature

Address

1.

2.

etc.

(4) The person or organization proposing any initiative measure shall secure upon any such initiative petition the signatures of legal voters equal in number to or exceeding eight per cent of the whole number of legal voters.

(5) The time for submitting initiative or referendum petitions to the executive council for filing is as follows:

(a) A referendum petition ordering and directing that the whole or some part or parts of an act passed by the student senate be referred to the students for their approval or rejection at the next ensuing general election or a special election ordered by the student senate, must be submitted not more than ninety days after the final adjournment of the session of the student senate which passed the act.

(b) An initiative petition proposing a measure to be submitted to the students for their approval or rejection at the next ensuing general election must be submitted not less than two months before the date of such election.

(6) Upon any initiative or referendum petition being submitted to the executive council for filing, they may refuse to file it upon any of the following grounds:

(a) That the petition is not in proper form.

(b) That the petition clearly bears insufficient signatures.

(c) That the time within which the petition may be filed has expired.

(7) In case of refusal, the executive council shall endorse on the petition the word "submitted" and the date, and retain the petition pending appeal. If none of the grounds for refusal exists, the executive council must accept and file the petition. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-270, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-270, filed 8/23/78; Order 76-1, § 132T-104-270, filed 8/28/75; Order 73-4, § 132T-104-270, filed 1/4/73.]

**Reviser's note:** RCW 28B.19.077 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

**WAC 132T-104-280 The recall.** (1) Initiating recall proceedings—statement—contents—verification. Prior to initiating a recall petition of any elective public officer of Walla Walla Community College the student person, committee or organization intending to initiate the recall shall first contact the director of student activities and notify him/her of the intent, and provide him with a printed or typewritten charge, reciting that such officer, naming him/her and giving the title of the office, has committed an act or acts of malfeasance while in office. The charge shall state the act or acts in concise language, without unnecessary repetition.

(a) The director of student activities, together with the executive council of the associated student body, shall within five working days select a special committee to investigate the validity of the charges.

(b) This committee shall follow the guidelines set forth in section WAC 132T-104-265, special committee, and within five working days report to the executive council and the director of student activities its findings.

(c) That within five days from the time the special committee submits its findings to the executive council and the director of student activities, the director of student activities shall notify the student person, committee or organization intending to initiate the recall the findings of the special committee as to the validity of the charges.

(2) Should the special committee determine the charges on the proposed recall petition to be invalid, then the student person, committee, or organization may still pursue the recall provided the special committee's findings are published and distributed, together with the petition for recall, within five days following the date the executive council and the director of student activities have received the committee's report.

(3) Should the legal voter or committee or organization of Walla Walla Community College determine to pursue the recall petition, he/she or they shall then prepare a printed or typewritten charge reciting that such officer, naming him/her and giving the title of the office, has committed an act of malfeasance while in office. The charge shall state the act or acts complained of in concise language, without unnecessary repetition. The charges must remain the same as those filed with the director of student activities and the executive council and referred to the special committee. The charges shall be signed by the person or persons making the same, who shall give their respective addresses and shall be verified under oath that he/she or they believe the charge or charges to be true. The special committee's findings on each charge alleged in the recall petition shall be included in the signed recall petition.

(4) Upon being notified of the language of the ballot synopsis of the charge, the persons filing the charge shall cause to be printed for the recall and discharge of an officer a petition substantially in the following form:

Warning: Every person who signs this petition with any other than his true name, or who knowingly signs more than one of these petitions, or who signs this petition when he is not a legal voter of Walla

Walla Community College, or herein makes a false statement, shall nullify the recall petition.

Petition for the recall of  
(here insert name of the person  
whose recall is petitioned for)

To the Honorable President and Executive Vice-President of the Associated Students of Walla Walla Community College:

We, the undersigned students of Walla Walla Community College residing at the address set opposite our respective names, respectfully direct that a special election be called to determine whether or not (here insert the name of the person charged and the office which he holds) be recalled and discharged from his office for and on account of his having committed the act or acts of malfeasance or misfeasance while in office, in the following particulars: (here insert the synopsis of the charge); and each of us for himself says: I have personally signed this petition; I am a legal voter of Walla Walla Community College; and my residence address is correctly stated.

Petitioner's Signature	Address
1.	
2.	
etc.	

(5) The recall petition shall be filed in the office of the director of student activities and executive council.

(6) The petition shall be filed with both the president and the executive vice president of the associated student body, with a copy provided to the director of student activities.

(7) When the person, committee, or organization demanding the recall of a public officer has secured sufficient signatures upon the recall petition he or it may submit the same to the officer with whom the charge was filed for filing in his office. The number of signatures required shall be as follows: In the case of a member of the associated student senate, signatures of legal voters equal to twenty-five per cent of the total number of votes cast for all candidates for the office when the officer whose recall is demanded was elected at the preceding election.

(8) Upon the filing of a recall petition in his office, the officer with whom the charge was filed shall stamp on each petition the date of filing, and shall notify the persons filing them and the officer whose recall is demanded of the date when the petitions will be canvassed, which date shall be not less than five or more than ten days from the date of its filing.

(9) The special election to be called for the recall of officers shall be conducted in the same manner as primary or general elections, as the case may be, are conducted. The ballots at any recall election shall contain a full, true, and correct copy of the ballot synopsis of the charge, and shall be so arranged that any voter can, by making one cross (x) express his desire to have the officer charged recalled from his office, or retained therein.

(10) Upon the completion of the canvass of the returns of any recall election, the result shall be published

in the manner required by law for the publication of the results of general elections. If a majority of all votes cast at the recall election is for the recall of the officer charged, he shall be dismissed from his office, and the office shall thereupon become and be vacant. [Statutory Authority: Chapters 34.04, 34.08, 28B.19 RCW and chapter 1-13 WAC. 82-12-056 (Resolution No. 82-6), § 132T-104-280, filed 6/2/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-09-058 (Order 35, Resolution 79-1), § 132T-104-280, filed 8/23/78; Order 76-1, § 132T-104-280, filed 8/28/75; Order 73-4, § 132T-104-280, filed 1/4/73.]

**Chapter 132T-113 WAC  
LEGISLATIVE LIAISON**

WAC  
132T-113-010 Designation of legislative liaisons.  
132T-113-020 Responsibility.

**WAC 132T-113-010 Designation of legislative liaisons.** In accordance with the implementation of Initiative 276, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions within Community College District No. 20 are designated legislative liaisons for Community College District No. 20:

- (1) Members of the board of trustees;
- (2) College president; and
- (3) All those persons designated in writing by the president of Community College District No. 20, which writing shall be made available among the records maintained by the office of the president of Community College District No. 20. [Order 73-8, § 132T-113-010, filed 3/23/73.]

**WAC 132T-113-020 Responsibility.** Such persons designated in WAC 132T-113-010 shall be responsible for making available through official channels requests for legislation or seeking such appropriations as the college may deem necessary for the official conduct of its business. [Order 73-8, § 132T-113-020, filed 3/23/73.]

**Chapter 132T-116 WAC  
PARKING AND TRAFFIC RULES**

WAC  
132T-116-010 Introduction.  
132T-116-015 Objectives of traffic rules and regulations.  
132T-116-020 Applicable traffic rules and regulations—Areas affected.  
132T-116-025 Speed.  
132T-116-030 Regulatory signs and directions.  
132T-116-035 Pedestrians' right of way.  
132T-116-040 Impounding—Illegal parking—Disabled or inoperative or abandoned vehicles.  
132T-116-045 Special traffic and parking regulations and restrictions authorized.  
132T-116-050 Delegation of authority.

**WAC 132T-116-010 Introduction.** Walla Walla Community College District No. 20 hereby establishes

these regulations to govern pedestrian and vehicular traffic and parking upon state lands devoted mainly to the educational activities of Walla Walla Community College. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-010, filed 10/2/79.]

**WAC 132T-116-015 Objectives of traffic rules and regulations.** The objectives of these traffic regulations are:

- (1) To protect and control pedestrian and vehicular traffic,
- (2) To assure access at all times of emergency equipment,
- (3) To minimize traffic disturbances during class hours,
- (4) To facilitate the work of the college by assuring access to its vehicles and by assigning the limited parking space for the most efficient use. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-015, filed 10/2/79.]

**WAC 132T-116-020 Applicable traffic rules and regulations--Areas affected.** The traffic regulations which are applicable upon state lands devoted mainly to the educational activities of the college are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.
- (2) The traffic code of Walla Walla County, Washington, shall be applicable upon all lands located within Walla Walla County, Washington.
- (3) The traffic code of the city of Walla Walla, Washington, shall be applicable upon all lands located within the city of Walla Walla, Washington.
- (4) These regulations shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, research, recreational, or parking activities of the college. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-020, filed 10/2/79.]

**WAC 132T-116-025 Speed.** No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour unless otherwise posted or such lower speed as is reasonable and prudent in the circumstances. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-025, filed 10/2/79.]

**WAC 132T-116-030 Regulatory signs and directions.** Drivers of vehicles shall obey regulatory signs posted by the college. Drivers of vehicles shall also comply with directions given them by officers of the college in the control and regulation of traffic. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-030, filed 10/2/79.]

**WAC 132T-116-035 Pedestrians' right of way.** (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

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

(3) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-035, filed 10/2/79.]

**WAC 132T-116-040 Impounding--Illegal parking--Disabled or inoperative or abandoned vehicles.** (1) Vehicles which have been disabled, inoperative or abandoned may be impounded and stored following 24 hours notice posted at a conspicuous place on the vehicle.

(2) Impoundment without notice: A vehicle may be impounded without notice to the owner or operator in the following circumstances:

- (a) When in the judgment of the president of the college the vehicle is obstructing or may impede the flow of traffic; or
- (b) When in the judgment of the president of the college the vehicle poses an immediate threat to public safety; or
- (c) When a nonhandicapped operator parks the vehicle in a designated area reserved for the handicapped.

(3) Impounding may be implemented by mechanical restraints to vehicles or by towing to an approved impounding agency or to another designated area of the college's parking lot.

(4) Towing companies and/or impounding agencies will be selected on the basis of criteria developed by the college.

(5) Any vehicle impounded shall be at the owner's and/or the operator's risk an expense.

(6) Neither the college nor its employees shall be liable for loss or damage of any kind resulting from impounding and storage. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-040, filed 10/2/79.]

**WAC 132T-116-045 Special traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional heavy traffic and during emergencies, the president of the college is authorized to impose additional traffic and parking regulations and restrictions for the achievement of the objectives in WAC 132T-116-015. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-045, filed 10/2/79.]

**WAC 132T-116-050 Delegation of authority.** The authority and powers conferred upon the president by these regulations shall be subject to delegation by him to

his subordinates. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-128 (Resolution 80-3), § 132T-116-050, filed 10/2/79.]

**Chapter 132T-128 WAC**  
**REDUCTION IN FORCE FOR CLASSIFIED**  
**PERSONNEL**

**WAC**

- 132T-128-010 Purpose of rules.
- 132T-128-020 Definitions.
- 132T-128-030 Initial procedures for reduction in force.
- 132T-128-040 Initial order of layoff.
- 132T-128-050 Options in lieu of layoff.
- 132T-128-060 Procedures for establishing order of layoff and notice of requirements.
- 132T-128-070 Distribution of layoff notice.
- 132T-128-080 Reemployment rights of laid off employees.
- 132T-128-090 Special employment programs.

**WAC 132T-128-010 Purpose of rules.** Pursuant to the direction of the higher education personnel board of the state of Washington, the board of trustees for Washington state Community College District No. 20 hereby establishes the procedures for reduction in force for the layoff of classified employees when such reductions or layoffs are required by lack of funds, or lack of work, or when an incumbent must be separated due to the salary or longevity mandates of Public Law 95-524. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-24-020 (Resolution No. 83-3), § 132T-128-010, filed 11/22/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-010, filed 9/27/79. Formerly WAC 132T-38-010.]

**WAC 132T-128-020 Definitions.** As used in this chapter 132T-128 WAC, the following words and phrases are defined;

(1) "Appointing authority" shall mean the president of Walla Walla Community College.

(2) All other terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020 and chapter 251-10 WAC as promulgated by the Washington state higher education personnel board.

(3) Words and phrases used herein in the masculine gender shall include the masculine and feminine genders. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-020, filed 9/27/79. Formerly WAC 132T-38-020.]

**WAC 132T-128-030 Initial procedures for reduction in force.** (1) When a reduction in force is required due to lack of funds, or lack of work, or when an incumbent must be separated due to the salary or longevity mandates of Public Law 95-524, the appointing authority shall determine the number of positions, by classification, which shall be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institution-wide basis. The classified staff of Walla Walla Community College is divided into two layoff units — regular workforce unit and special programs unit. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-24-020 (Resolution No. 83-3), § 132T-128-030, filed 11/22/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-030, filed 9/27/79. Formerly WAC 132T-38-030.]

**WAC 132T-128-040 Initial order of layoff.** The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

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

(2) Emergency, temporary or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of layoff seniority. The employee having the least amount of such layoff seniority shall be separated first and the employee having the greatest amount of layoff seniority shall be separated last.

(3) Permanent status employees shall be laid off in inverse order of their layoff seniority. The employee having the least amount of such layoff seniority shall be separated first and the employee having the greatest amount of layoff seniority shall be separated last. Layoff seniority shall include the last period of unbroken service in the classified service of the college. Authorized leave of absence or leave without pay shall not constitute a break in service; however, the time spent on such leave shall not be included in computing seniority except where required by statute and except in the case of positions established on the basis of an instructional year.

(4) The retention rights of veterans shall be determined in accordance with WAC 251-10-045. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-040, filed 9/27/79. Formerly WAC 132T-38-040.]

**WAC 132T-128-050 Options in lieu of layoff.** (1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030.

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

(3) Except as provided in WAC 251-10-035, a permanent employee scheduled for layoff who has no options available under (2) above shall be offered positions as follows: The personnel officer will offer in writing not

less than three positions from among the highest available classes (unless the total available is less than three), provided that any positions offered must be at the same level or lower than the class from which the employee is being laid off; are vacant or held by a provisional, temporary, or probationary employee; and in a class for which the employee being laid off meets the minimum qualifications and can pass the appropriate qualifying examination, as provided in WAC 251-10-030(6).

(4) Eligible veterans and their unmarried widows or widowers as defined in WAC 251-10-045 shall be provided veterans preference. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-24-020 (Resolution No. 83-3), § 132T-128-050, filed 11/22/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-050, filed 9/27/79. Formerly WAC 132T-38-050.]

**WAC 132T-128-060 Procedures for establishing order of layoff and notice of requirements.** (1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.

(2) When it is determined that layoffs will occur within a unit, the personnel officer will:

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

(b) Provide each employee subject to layoff with a copy of the institutional reduction in force procedure and advise him/her in writing of available options in lieu of layoff; promptly discuss options with the employees concerned, who in turn, shall inform him in writing as quickly as possible but within three working days, whether they wish to exercise their option rights; promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off. This written notice shall be served on the person who is to be laid off at least 15 calendar days prior to the effective date of the layoff.

(c) Advise each employee in writing of the specific institution-wide layoff list(s) upon which he/she may be placed as required per WAC 251-10-055;

(d) Provide information relative to statewide layoff lists as required per WAC 251-10-060(7);

(e) Advise each employee of the right to appeal his/her layoff to the board per WAC 251-12-080. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-060, filed 9/27/79. Formerly WAC 132T-38-060.]

**WAC 132T-128-070 Distribution of layoff notice.** Copies of all layoff notices shall be distributed as follows:

- The original to the employee,
- One copy to the supervisor's department files,
- One copy to the personnel office,
- One copy to the employee's bargaining agent. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-

10-111 (Resolution 80-4), § 132T-128-070, filed 9/27/79. Formerly WAC 132T-38-070.]

**WAC 132T-128-080 Reemployment rights of laid off employees.** (1) Reduction in force lists are established by classification and maintained by the personnel officer. The names of permanent and probationary employees who are scheduled for layoff, who have been laid off from service within a class of service to the institution, or who have accepted a lower option in lieu of layoff shall be placed on the institution-wide layoff list(s) for those class(es) in which they have held permanent status, probationary (if within the same class series as the list), or trial service appointment status within the current period of employment at the institution provided that:

(a) The employee has requested placement on the list;

(b) The employee has not been rejected, reverted, demoted or dismissed from such class(es); and

(c) The class has the same or lower salary range maximum as the class from which laid off.

In addition, such employees shall be placed on institution-wide layoff list(s) for all lower class(es) in these same class series.

(2) Upon request, employees shall be placed on these lists at the completion of the three-day option period or upon selection of an option, whichever is sooner.

(3) Layoff lists shall be institution-wide, with eligibles ranked according to layoff seniority as defined in WAC 251-04-020.

(4) Eligibles shall be certified for reemployment from an institution-wide layoff list. The personnel officer shall certify four more names than there are vacancies to be filled by certification in strict order of standing on the institution-wide layoff list(s), except that if there are not sufficient eligible people on the institution-wide layoff list(s) for the class(es), the personnel officer shall certify to the employing officer four more names than there are vacancies to be filled by certification in strict order of standing on the eligible list(s), and with strict order of priority as follows:

- (a) Organizational unit promotion list.
  - (b) Institution-wide promotion list.
  - (c) Special employment program layoff list.
  - (d) Statewide layoff list.
  - (e) Open competitive or noncompetitive list.
- (5) Removal from the institution-wide layoff list shall be as provided below:

(a) Acceptance of a layoff option or appointment from a layoff list shall cause removal from the list(s) for all classes with the same or lower salary range maximum; except that unless the employee so requests, he/she may not be removed via this procedure from the layoff list or the class from which laid off.

(b) Retirement, resignation, or dismissal from the institution shall cause removal from the list(s).

Except as provided in (5) above, the duration of eligibility on the institution-wide layoff list is two years. Prior to the expiration date of the eligible, he/she shall be notified of the expiration date and given the opportunity to extend the eligibility for one additional year by

written request to the personnel officer. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-24-020 (Resolution No. 83-3), § 132T-128-080, filed 11/22/82. Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-080, filed 9/27/79. Formerly WAC 132T-38-080.]

**WAC 132T-128-090 Special employment programs.**

(1) A special employment program layoff unit for programs qualifying under the conditions identified in WAC 251-18-410, rules of the higher education personnel board, is established.

(2) Employment options of individuals being laid off from positions in special employment programs are limited to positions within the special employment program layoff unit and/or program for which the employee qualifies.

(3) Within the special employment program layoff unit, a permanent status employee schedule for layoff from service or from the class, except as provided in (4) of this section, shall be offered employment options in class(es) with the same or lower salary range maximum that are:

(a) Class(es) in which the employee has held permanent status;

(b) Lower class(es) in the same class series for which the employee is qualified.

The employee may exercise either option provided that the employee being replaced is the least senior in the class and has less layoff seniority than the employee replacing him/her.

(4) Employees who are being laid off due to the expiration of the maximum allowable period of subsidized employment as provided in Public Law 95-524 shall not be afforded layoff options.

(5) The provisions of WAC 251-10-030 (7) and (8) of the higher education personnel board relative to selective certification and bonafide occupational requirements shall apply to special employment program layoff actions.

(6) The names of employees scheduled for layoff or actually laid off from service within a class shall be placed on the special employment program layoff list as provided in WAC 251-18-180. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-111 (Resolution 80-4), § 132T-128-090, filed 9/27/79.]

**Chapter 132T-175 WAC  
PUBLIC RECORDS**

**WAC**

- 132T-175-010 Purpose.
- 132T-175-020 Definitions.
- 132T-175-030 Description of central and field organization of Community College District No. 20.
- 132T-175-040 Operations and procedures.
- 132T-175-050 Public records available.
- 132T-175-060 Public records officer.
- 132T-175-070 Office hours.
- 132T-175-080 Requests for public records.

- 132T-175-090 Copying.
- 132T-175-100 Exemptions.
- 132T-175-110 Review of denials of public records requests.
- 132T-175-120 Protection of public records.
- 132T-175-130 Records index.
- 132T-175-140 District's address.
- 132T-175-150 Adoption of form.
- 132T-175-990 Appendix A—Request for public record.

**WAC 132T-175-010 Purpose.** The purpose of this chapter shall be to ensure compliance by the Community College District No. 20 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25-32 of that act, dealing with public records. [Order 73-7, § 132T-175-010, filed 3/23/73.]

**WAC 132T-175-020 Definitions.** (1) PUBLIC RECORDS

"Public record" indicates any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) WRITING

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

(3) COMMUNITY COLLEGE DISTRICT NO. 20

Community College District No. 20 was established pursuant to the Community College Act of 1967. Community College District No. 20 shall hereinafter be referred to as the "district." Where appropriate, the term Community College District No. 20 also refers to the staff and employees of the Community College District No. 20. [Order 73-7, § 132T-175-020, filed 3/23/73.]

**WAC 132T-175-030 Description of central and field organization of Community College District No. 20.**

(1) COMMUNITY COLLEGE DISTRICT NO. 20

The Community College District No. 20 is an institution of higher education. The administrative office of the district and its staff are located at Walla Walla, Washington. [Order 73-7, § 132T-175-030, filed 3/23/73.]

**WAC 132T-175-040 Operations and procedures.**

Community College District No. 20 is governed by a board of trustees consisting of five individuals appointed by the governor of the state of Washington and is operated in accordance with the provisions of the Community College Act of 1967 and amendments thereto; and the bylaws, policies and regulations adopted by the board of trustees of Community College District No. 20 and on file in the office of the president of Walla Walla Community College. [Order 73-7, § 132T-175-040, filed 3/23/73.]

**WAC 132T-175-050 Public records available.** All public records of the district, as defined in WAC 132T-175-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided in section 31, chapter 1, Laws of 1973 and chapter 132T-175 WAC. [Order 73-7, § 132T-175-050, filed 3/23/73.]

**WAC 132T-175-060 Public records officer.** The district's public records shall be in charge of the public records officer designated by the district. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. [Order 73-7, § 132T-175-060, filed 3/23/73.]

**WAC 132T-175-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays. [Order 73-7, § 132T-175-070, filed 3/23/73.]

**WAC 132T-175-080 Requests for public records.** In accordance with requirements of chapter 1, Laws of 1973 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

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

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

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is

made, to assist the member of the public in appropriately identifying the public record requested. [Order 73-7, § 132T-175-080, filed 3/23/73.]

**WAC 132T-175-090 Copying.** No fee shall be charged for the inspection of public records. The district shall charge a fee of five cents per page of copy for providing copies of public records and for use of the district copy equipment. This charge is the amount necessary to reimburse the district for its actual costs incident to such copying. [Order 73-7, § 132T-175-090, filed 3/23/73.]

**WAC 132T-175-100 Exemptions.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132T-175-080 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

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

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. [Order 73-7, § 132T-175-100, filed 3/23/73.]

**WAC 132T-175-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decisions by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the president of the college. The president shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the district as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the district has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order 73-7, § 132T-175-110, filed 3/23/73.]

**WAC 132T-175-120 Protection of public records.** That the location of the public records officer appointed pursuant to WAC 132T-175-060 shall be in the office of the business manager. That the public records officer



shall establish a central district index which shall be the district's master index to be coordinated with subsidiary indexes established in each major administrative area of the college, specifically:

- (1) The office of the secretary to the board of trustees of the district (which is the office of the president of Walla Walla Community College);
- (2) The office of the president of Walla Walla Community College;
- (3) The office of the dean of instruction;
- (4) The office of the dean of student services;
- (5) The business office; and/or
- (6) Any subdivision of each major administrative area mutually agreed upon by the administrator of the area involved and the public records officer.

That upon receiving requests for public records in the manner prescribed in WAC 132T-175-080, it shall be the duty of the public records officer to immediately act upon the request. If it is determined the item requested is a public record as defined in WAC 132T-175-020 it shall be the duty of the public records officer to locate the public record in the office in which it is filed and make it available for inspection. That should, in the judgment of the public records officer, there be a possibility of the destruction of the public record, then the public records officer shall make available a copy of the record.

That upon request the public records officer shall make available copies of public records in accordance with WAC 132T-175-090. [Order 75-3, § 132T-175-120, filed 2/27/75; Order 73-7, § 132T-175-120, filed 3/23/73.]

**WAC 132T-175-130 Records index. (1) INDEX**

The district shall make available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

- (a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- (b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;
- (c) Administrative staff manuals and instructions to staff that affect a member of the public;
- (d) Planning policies and goals, and interim and final planning decisions;
- (e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
- (f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

**(2) AVAILABILITY**

The current index promulgated by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order 73-7, § 132T-175-130, filed 3/23/73.]

**WAC 132T-175-140 District's address.** All communications with the district including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the district's decisions and other matters, shall be addressed as follows: Walla Walla Community College, Community College District No. 20, c/o Public Records Officer, 500 Tausick Way, Walla Walla, Washington 99362. [Order 75-3, § 132T-175-140, filed 2/27/75; Order 73-7, § 132T-175-140, filed 3/23/73.]

**WAC 132T-175-150 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "request for public record." [Order 73-7, § 132T-175-150, filed 3/23/73.]

**WAC 132T-175-990 Appendix A--Request for public record.**

APPENDIX "A"

COMMUNITY COLLEGE DISTRICT NO. 20  
WALLA WALLA COMMUNITY COLLEGE  
**REQUEST FOR PUBLIC RECORD**

-----, the undersigned, hereby requests that he be permitted to inspect and/or copy the public record of Community College District No. 20 (Walla Walla Community College) pertaining to

Subject: -----  
-----

Dated on or about -----

Dated this ----- day ----- 19...

-----  
(Signed)

Address: -----  
-----

Request received -----  
Public Records Officer

Request granted ----- Date -----

Index No. and Title -----

Inspection ----- Date -----

Copy provided ----- Date -----

Request not granted ----- Date -----

Reason not granted and disposition of matter -----  
-----  
-----

(Signed) -----  
Public Records Officer

[Order 73-7, Appendix A (codified as WAC 132T-175-990), filed 3/23/73.]

**Chapter 132T-180 WAC**  
**COLLEGE PROFESSIONAL NEGOTIATIONS ACT**

**WAC**

- 132T-180-010 Purpose.
- 132T-180-020 Definitions.
- 132T-180-030 Communications with employees' representatives.
- 132T-180-040 Operating procedures.
- 132T-180-050 Requests for information.
- 132T-180-060 Action taken.

**WAC 132T-180-010 Purpose.** The following rules and regulations are hereby adopted by the board of trustees of Walla Walla Community College pursuant to RCW 28B.52.080 which directs the board of trustees to adopt reasonable rules and regulations for the administration of employer-employee relations under chapter 28B.52 RCW as now existing or hereafter amended. [Order 73-14, § 132T-180-010, filed 8/30/73.]

**WAC 132T-180-020 Definitions.** (1) "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by any community college district, with the exception of the chief administrative officer of, and any administrator in, each community college district. Negotiated policies shall apply to all such employees and they shall be represented in negotiations with the board by the Walla Walla Community College education association or any authorized organization duly elected as provided for in RCW 28B.52.030. Nothing in this chapter however shall prohibit any academic employee from appearing in his own behalf on matters relating to his employment relations with the community college district.

(2) "Administrator" means any person employed either full or part time by the community college district and who performs administrative functions as at least fifty percent or more of his assignments, and has responsibilities to hire, dismiss, or discipline other employees. Policies negotiated by Walla Walla Community College education association or any authorized organization duly elected to represent academic employees, as provided for in RCW 28B.52.030, shall not apply to any such personnel and they shall not be represented in negotiations with the board of Walla Walla Community College education association or any authorized organization duly elected to represent academic employees as provided for in RCW 28B.52.030 unless they elect to

join the association and the association elects to represent said administrators. [Order 73-14, § 132T-180-020, filed 8/30/73.]

**WAC 132T-180-030 Communications with employees' representatives.** The board of trustees of Community College District No. 20 recognizes that it is necessary to communicate effectively with its academic employees in the course of exercising its authority, duties and responsibilities imposed by law. Now, therefore, it is the intent of District No. 20 to comply with chapter 28B.52 RCW as now existing or hereafter amended, and meet, confer, and negotiate pursuant to these rules at the request of Walla Walla Community College education association (hereafter called the organization) prior to the adoption of policies proposed by the college relating, but not limited to curriculum, textbook selection, inservice training, student teaching programs, personnel, hiring and assignment practices, leaves of absence, salaries and salary schedules and noninstructional duties. Following such negotiations as are initiated by the organization on proposed policies the board may adopt appropriate policies thereon as provided for in WAC 132T-180-060. [Order 73-14, § 132T-180-030, filed 8/30/73.]

**WAC 132T-180-040 Operating procedures.** Procedures for the conduct of negotiations meetings, the exchange of proposals and related data, and all other matters concerning the negotiating process shall be as determined mutually by the organization and the board negotiating teams unless otherwise provided for by Title 132T WAC as now existing or hereafter amended. [Order 73-14, § 132T-180-040, filed 8/30/73.]

**WAC 132T-180-050 Requests for information.** The chairman of the organization's negotiation team shall be furnished, upon written request, a copy of all regularly and routinely prepared information concerning the financial condition of the college district including annual financial statement and adopted budget. In addition, the district will grant written requests for any other reasonably available information of public record which may be relevant to negotiations. The organization shall grant written requests for any reasonably available information which may be relevant to negotiations. Nothing herein shall require either the district or organization to research or assemble information on behalf of the other and the cost of duplication of any materials shall be paid for by the association. [Order 73-14, § 132T-180-050, filed 8/30/73.]

**WAC 132T-180-060 Action taken.** The district hereby notifies the organization that it reserves the right to take action consistent with the exercise of its duties and responsibilities respecting the operation and maintenance of the district: *Provided*, That, the district shall, with the exception of emergencies, defer such action on proposed matters upon which the organization has a right to negotiate, but has not been afforded the opportunity to do so. With the exception of emergencies, in

which case the time period will be shortened, seven calendar days prior to the final adoption of any rule, regulation or policy which is negotiable under RCW 28B.52.030, the district shall submit such proposed rule, regulation or policy to the organization. Such submission shall be deemed an invitation to negotiate the proposed rule, regulation or policy. Failure of the association to request negotiations on the proposed rule, regulation or policy, in writing to the district within twenty-four hours from the time of receipt of the proposed rule, regulation or policy, shall be deemed a waiver of such right to negotiate. [Order 73-14, § 132T-180-060, filed 8/30/73.]

**Chapter 132T-190 WAC**  
**POLICY ON THE USE OF THE COLLEGE**  
**FACILITIES**

**WAC**

- 132T-190-010 Use of college facilities.
- 132T-190-020 Limitation of use to school activities.
- 132T-190-030 Limitation of use.
- 132T-190-040 Administrative control.
- 132T-190-050 Trespass.

**WAC 132T-190-010 Use of college facilities.** Because the Walla Walla Community College is an educational institution provided and maintained by the people of the state, its campus, buildings, properties, and facilities shall be reserved at all times for those activities which either are related directly to its educational mission or are justifiable on the basis of their contributions to the cultural, social or economic development of the state. [Order 78-6, § 132T-190-010, filed 10/24/77.]

**WAC 132T-190-020 Limitation of use to school activities.** The college buildings, properties and facilities, including those of the associated student body, may be used only for:

- (1) The regularly established teaching, research or public service activities of the college and its departments or related agencies.
- (2) Cultural, educational or recreational activities of the students or of the faculty or staff.
- (3) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.
- (4) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation.
- (5) Activities or programs sponsored by educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college. [Order 78-6, § 132T-190-020, filed 10/24/77.]

**WAC 132T-190-030 Limitation of use.** (1) Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, research or public service programs.

(2) In general, the facilities of the college shall not be rented to, or used by, private or commercial organizations or associations, nor shall the facilities be rented to persons or organizations conducting programs for private gain.

(3) College facilities may not be used for commercial sales, advertising or promotional activities except when such activities clearly serve educational objectives (as in display of books of interest to the academic community or in the display or demonstration of technical or research equipment) and when they are conducted under the sponsorship or at the request of a college department or office or of the associated student body.

(4) College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities. Rules, regulations, policies, procedures and practices regarding the use of college facilities shall not discriminate or promote discrimination among political parties, groups or candidates solely on the basis of their particular political viewpoint.

(5) Activities of commercial or political nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples outside rooms or facilities to which access-by be granted.

(6) Because of limitations imposed by the constitution of the state of Washington, the facilities of the college may not be used for the purpose of religious worship, exercise or instruction, except as provided in WAC 132T-190-030(7).

(7) College facilities are available to all recognized student groups and faculty or staff organizations, subject to these general policies, except as provided in WAC 132T-190-030(6), and to the rules and regulations of the college governing student, faculty and staff affairs.

(8) Handbills, leaflets and similar materials, except those which are commercial, obscene, or unlawful in character, may be distributed on the campus by regularly enrolled students, members of recognized student organizations or college personnel. Materials may be distributed only in designated areas on the campus where, and at times when, such distribution shall not interfere with the orderly administration of the college affairs or the free flow of traffic. Persons and organizations not connected with the college may not distribute handbills and similar materials.

(9) Exterior audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs.

(10) No person or group may use or enter onto college facilities having in their possession firearms, even though licensed to do so, except commissioned police officers as prescribed by law. [Statutory Authority: RCW 28B.50-.140 and chapter 28B.19 RCW. 82-24-021 (Resolution

No. 83-4); § 132T-190-030, filed 11/22/82; Order 78-6, § 132T-190-030, filed 10/24/77.]

**WAC 132T-190-040 Administrative control.** The board hereby delegates to the president authority to set up administrative procedures for proper review of the use of college facilities; to establish, within the framework of these policies, regulations governing such use; and to establish rental schedules where appropriate. [Order 78-6, § 132T-190-040, filed 10/24/77.]

**WAC 132T-190-050 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these regulations will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the campus president, or his designee, to leave the college property. Such a request will be deemed to prohibit the entry of, withdraw the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave, and subject such individuals to arrest under the provisions of RCW 9.88.080.

(2) Members of the college community (students, faculty and staff) who do not comply with these regulations will be reported to the appropriate college office or agency for action in accord with established college policies.

(3) Any person who violates or is in violation of a district policy may have the license or privilege to be on district property revoked and ordered to withdraw from and refrain from entering upon any district property. Remaining on or reentering district property after one's license or privilege to be on district property has been revoked shall constitute trespass and such individual shall be subject to arrest for criminal trespass. [Order 78-6, § 132T-190-050, filed 10/24/77.]