

- 120-06-050 Office hours. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-050, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-060 Requests for public records. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-060, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-070 Copying. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-070, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-080 Exemptions. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-080, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-090 Review of denials of public records requests. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-090, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-100 Protection of public records. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-100, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-110 Records index. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-03, § 120-06-110, filed 1/30/74; Order 73-OCD-01, § 120-06-110, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-06-120 Address for communications. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-06-120, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

**WAC 120-06-010 through 120-06-120 Repealed.**  
See Disposition Table at beginning of this chapter.

**Chapter 120-08 WAC  
UNIFORM PROCEDURAL RULES**

WAC  
120-08-010 Repealed.

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

- 120-08-010 Uniform procedural rules. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-01, § 120-08-010, filed 9/12/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

**WAC 120-08-010 Repealed.** See Disposition Table at beginning of this chapter.

**Chapter 120-52 WAC**

**FUNDING OF LEGAL SERVICES PROGRAMS**

WAC  
120-52-010 through 120-52-090 Repealed.

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

- 120-52-010 General purpose. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-02, § 120-52-010, filed 10/29/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-52-030 Eligibility of applicants. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-02, § 120-52-030, filed 10/29/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-52-050 Application process. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-02, § 120-52-050, filed 10/29/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-52-070 Application requirements. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-02, § 120-52-070, filed 10/29/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.
- 120-52-090 Funding process. [Assumed and reaffirmed by the department of community development in WSR 84-14-064, filed 6/30/84. Order 73-OCD-02, § 120-52-090, filed 10/29/73.] Repealed by 85-15-013 (Order 85-08), filed 7/8/85. Statutory Authority: RCW 43.63A.060.

**WAC 120-52-010 through 120-52-090 Repealed.**  
See Disposition Table at beginning of this chapter.

**Title 131 WAC  
COMMUNITY COLLEGE EDUCATION,  
BOARD FOR**

**Chapters**

- 131-16** Faculty and staff personnel.
- 131-24** Capital projects.
- 131-28** Tuition and fee charges.

**Chapter 131-16 WAC  
FACULTY AND STAFF PERSONNEL**

- WAC  
131-16-005 Mandatory retirement age defined.
- 131-16-093 Types of vocational education certificates.

**WAC 131-16-005 Mandatory retirement age defined.** The mandatory retirement age for employees of community college districts or the state board for community college education shall be defined as the end of the academic year in which an employee attains age seventy; however, when officially approved by the district board of trustees, or by the state board in the case

of its employees, extension of service beyond the mandatory retirement age may be made pursuant to the provisions of RCW 28B.10.420. [Statutory Authority: RCW 28B.10.400, 85-19-056 (Order 103, Resolution No. 85-25), § 131-16-005, filed 9/16/85. Statutory Authority: 1979 ex.s. c 159, 79-10-020 (Order 77, Resolution 79-30), § 131-16-005, filed 9/10/79; Order 28, § 131-16-005, filed 7/1/74.]

**WAC 131-16-093 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 improvement plan. In issuing certificates for vocational education personnel, the college district 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 131-16-091(5).

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

(3) Three-year certificate. (Optional with the local district.)

(4) Five-year certificate (initial).

(a) Instructional personnel shall be issued a five-year certificate upon completion of two years of teaching service, who have, 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 who have completed a minimum of three additional professional improvement units in accordance with the individual's improvement plan.

(b) Counseling personnel shall be issued a five-year certificate upon completion of two years of counseling service, who provide 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 who have completed a minimum of six additional professional improvement units in accordance with the individual's improvement plan.

(5) Five-year certificate (renewal). A five-year renewable certificate shall be issued to professional personnel who have completed a minimum of fifteen professional improvement units during the previous five-year period in accordance with the individual's improvement plan. Professional improvement plans initiated after July 1, 1980, shall, if deemed appropriate, include work experience as defined in WAC 131-16-094(1), and no more than ten professional units in any one category as defined in WAC 131-16-094 shall apply.

(6) The vocational director shall be responsible for the designation of approved course equivalents. [Statutory Authority: RCW 28B.50.090 (7)(a), 84-06-052 (Order 97, Resolution No. 84-7), § 131-16-093, filed 3/7/84; 80-13-011 (Order 82, Resolution No. 80-14), § 131-16-093, filed 9/8/80; Order 22, § 131-16-093, filed 11/27/73.]

## Chapter 131-24 WAC CAPITAL PROJECTS

### WAC

131-24-040 Capital projects funded on the basis of voluntary student fees.

**WAC 131-24-040 Capital projects funded on the basis of voluntary student fees.** (1) A request for approval of a capital project proposed to be funded from revenue derived from fees that students voluntarily maintain upon themselves pursuant to RCW 28B.15.610 must be supported by evidence that:

(a) The student fee was approved by a majority vote, as defined by the constitution or governing policies of the student government, at a general election of the student body.

(b) The college district has identified an alternative source of funding in the event the fee is discontinued or revenues fall below the required level. The alternative funding source is sufficient to cover the full costs of the project, including debt service in the case of borrowed funds.

(2) When a capital project is to be financed by borrowed funds repayable from revenue derived from fees that students voluntarily maintain upon themselves, the following criteria shall be met:

(a) For at least two quarters prior to consideration of the project proposal by the state board, the revenue from the student fee must have been placed in reserve for use in the project.

(b) The duration of the terms of the loan shall not exceed ten years.

(c) Preliminary notification to the state board of the approval of the voluntary fee and the general nature and scope of the proposed project shall be made prior to collection of the fee.

(d) Final approval shall be based on presentation of details of the terms of the anticipated loan. [Statutory Authority: RCW 28B.50.090(8), 85-20-045 (Order 104, Resolution No. 85-26), § 131-24-040, filed 9/25/85.]

### Chapter 131-28 WAC TUITION AND FEE CHARGES

#### WAC

131-28-027	Costs and special fees for contracted educational services.
131-28-085	Tuition and fee waivers for full-time community college employees.
131-28-090	Tuition and fee waivers for unemployed and underemployed resident students.

**WAC 131-28-027 Costs and special fees for contracted educational services.** (1) College districts that choose to offer contractual educational courses or services, as authorized by RCW 28B.50.140(16), to private or governmental entities shall establish a special fee for the service or course to be paid by the entity involved. Such special fee shall be set forth in the contractual agreement establishing such courses or services.

(2) Contractual educational courses or services may be offered when a district makes a determination that it is not reasonably feasible for financial or other reasons, to offer such courses or services as a part of the regular curriculum. Upon making such determination, the district may offer such courses or services and shall limit participation therein to employees, agents, or members of the particular entity.

(3) Contractual educational courses or services are those instructional courses which may be provided to meet special instructional needs of military, corporate, or other governmental or private entities where enrollments will be limited to the membership of the entity and includes administrative, organizational, research, public service or program development services of the college district.

(4) Any enrollments generated through contracts for educational courses or services developed pursuant to this regulation shall be excluded from the official enrollment level of the college so that there will not be any state funding for such courses or services.

(5) The special fee charged for any such contractual educational course or service shall be retained by the college district to defray the cost of such course or service and may be used for the general operations and maintenance of the college district.

(6) The special fees charged pursuant to this regulation shall be sufficient to offset the full instructional costs of offering the course or service. Calculation of the full instructional cost level shall include all direct and indirect costs such as those for salaries and related benefits; supplies, public information; business services for budgeting, auditing, financial reporting, purchasing, payroll, and cashing; mail service, postage, telephone; admissions; registration; data processing; and maintenance of any public facilities used.

(7) If the instructor for any course performs such services as a paid employee or personal services contractor of another state agency, the course shall be considered a contract course subject to the provisions of this section, except when reimbursement for such services is made to the other agency by the college district. [Statutory Authority: RCW 28B.50.140(16), 84-21-111 (Order 101, Resolution No. 84-58), § 131-28-027, filed 10/23/84. Statutory Authority: Chapter 34.04 RCW and WAC 1-12-065, 78-07-064 (Order 71, Resolution No. 78-29), § 131-28-027, filed 6/30/78; Order 65, § 131-28-027, filed 9/13/77.]

**WAC 131-28-085 Tuition and fee waivers for full-time community college employees.** Pursuant to the authority granted by RCW 28B.15.535, community college districts are authorized to and may waive tuition, operating, and service and activities fees for full-time employees at their respective institutions of higher education enrolled in courses at said institutions under the following conditions:

(1) Enrollment shall be on a space-available basis after opportunity has been given for other students to register for courses offered by the college,

(2) No new or additional courses or course sections shall be created for the purpose of accommodating enrollments of students enrolled on the basis of waivers under this section,

(3) Enrollment information on employees enrolled on a space-available basis shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor shall persons enrolled pursuant to the provisions of this section be considered in any enrollment statistics which would affect budgetary determinations,

(4) Computations of enrollment levels, student-faculty ratio, or other similar enrollment related statistics must exclude student credit hours generated by enrollments for which waivers have been granted under this section,

(5) Employees enrolling on a space-available basis shall be charged a registration fee of not less than five dollars per quarter,

(6) Community college districts may limit the number of courses per quarter for which an employee may enroll pursuant to this section,

(7) Districts may enroll full-time intercollegiate center for nursing education, cooperative extension service and agricultural research employees of Washington State University if such employees are stationed off-campus provided that (a) the employee's work station is

situated within the district where he enrolls and (b) such a waiver of tuition and fees complies with conditions listed in subsections (1) through (6) of this section,

(8) Districts may recognize completion of such courses for salary improvement or vocational certification provided such courses are an approved part of the professional improvement plan of the individual,

(9) Prior to implementing any program for tuition and fee waivers for full-time employees, the college district shall adopt a written rule regarding such program and definitively set forth rules and procedures related to:

(a) Whether or not employees may take tuition free courses on released time and under what circumstances;

(b) Whether or not courses taken on a tuition free basis shall be allowed to apply toward an advancement on the salary schedule of the institution;

(c) Whether or not there will be a limit on the number of courses per quarter an employee may take; what that limitation is and any other constraints;

(d) The definition of a full-time employee, professional and classified, for purposes of this act;

(10) The individual community college district shall submit a copy of its adopted rule relating to the above to the state director. [Statutory Authority: RCW 28B.15-.535, 85-01-040 (Order 102, Resolution No. 84-67), § 131-28-085, filed 12/13/84. Statutory Authority: 1979 c 82, 79-10-021 (Order 76, Resolution No. 79-29), § 131-28-085, filed 9/10/79.]

**WAC 131-28-090 Tuition and fee waivers for un-employed and underemployed resident students.** (1) The purpose of this section is to carry out the intent of the legislature to provide tuition-free educational opportunities for unemployed and underemployed individuals who wish to attend a Washington community college on a space-available basis.

(2) Pursuant to authority granted by chapter 50, Laws of 1984, community college districts may waive, in whole or in part, tuition, operating fees, and services and activities fees for any individual who:

(a) Is a resident student as defined by RCW 28B.15.012(2);

(b) Will have attained age twenty-one prior to the first day of instruction on the basis of such waiver;

(c) Has not attended an institution of higher education during the six-month period immediately prior to the first day of instruction, other than pursuant to this section;

(d) Is not receiving or eligible to receive unemployment compensation funded by federal, state matching, or trade readjustment benefit sources;

(e) Has a monthly household income below four hundred sixty-five dollars for a single person and an additional one hundred thirty dollars for each additional household member or the successor values to these amounts as may be subsequently established by the department of social and health services as need standards for assistance determination purposes;

(f) Has been or will have been unemployed for at least six months prior to the first day of instruction or is underemployed as evidenced by monthly income for the

preceding six-month period below the level established in (e) of this subsection.

(3) Enrollments made pursuant to this section shall be on a space available basis.

(4) No new course sections shall be created as a result of enrollments based on waivers authorized by this section.

(5) Enrollment information on students registered pursuant to this section shall be maintained separately from other enrollment information and shall not be included in official enrollment reports, nor be considered in any enrollment statistics which would affect budgetary determinations.

(6) Persons enrolled pursuant to this section shall have the same access to support services as do all other students and shall be subject to all course prerequisites and requirements. [Statutory Authority: 1984 c 50, 84-21-112 (Order 100, Resolution No. 84-57), § 131-28-090, filed 10/23/84.]

## Title 132A WAC

### COMMUNITY COLLEGES--PENINSULA COLLEGE

#### Chapters

132A-116 Motor vehicle regulations.

132A-136 Use of college facilities--Academic.

#### Chapter 132A-116 WAC

#### MOTOR VEHICLE REGULATIONS

##### WAC

132A-116-025 Enforcement.

**WAC 132A-116-025 Enforcement.** (1) Campus motor vehicle regulations are enforced by the Peninsula College employees and merchant police operating under the supervision of the college parking officer. Citations will be issued for traffic violations which include: Parking in "no parking" zones, parking in "visitors" area, parking in assigned staff areas, parking in "handicapped" areas without permission, parking in service areas, parking in the dormitory area, improper display of parking permit, back-in parking, violation of parking lanes.

(2) Citations issued for violations are payable at the business office. Penalty is \$1.00 per violation if paid within 48 hours and \$3.00 if paid after the first 48 hours.

(3) Failure by students to clear violation penalties may result in the withholding of transcripts, denial or cancellation of admission or registration, or withholding of degree awards.

(4) Vehicles in violation of the campus parking regulations may be impounded at the expense of the operator until all charges are cleared.

(5) In the event that a vehicle is impounded for a violation of these regulations, the owner of the impounded