(5) The grievance review committee may call any witnesses and hear any testimony needed to reach a prompt, fair resolution of the grievance. The proceedings before the committee shall not be considered a formal, trial-type hearing. However, where requested by the student and approved by the president, or where required by RCW 28B.19.110, a formal hearing (to be conducted in accordance with WAC 132D-120-120) may be granted.

(6) Within three working days of the conclusion of the hearing, the committee shall issue a written recommendation. All parties shall receive a copy of this recommendation.

(7) In the case of instructional grievances, the committee's recommendations shall be sent to the executive dean of educational services. In all other cases, the committee's recommendations shall be forwarded to the dean of administrative and student services. The appropriate dean shall, within three working days, accept, modify, or reject the recommendations of the grievance review committee.

(8) All parties shall be notified of the dean's decision within five working days.

WAC 132D-120-290 Final decision regarding the appeal procedure—Extra-institutional appeals. (1) Where the student is not satisfied by the dean's decision, he or she may appeal that decision to the president of the college provided that such appeal is made within five working days of the student's receipt of notice of the decision. (2) The president will review the record of the case prepared by the committee together with any appeal statement and will deliver a written acceptance of the registrar's decision or directions as to what other course of action shall be taken, within ten instructional days after receiving the appeal.

(2) This decision shall constitute final agency action by the college.

(3) A student who was granted a formal hearing by the president of the college and who feels aggrieved by the institution's final decision, may petition for judicial review of that decision according to the provisions of RCW 28B.19.150.

(4) For further review in sexual or handicapped discrimination cases, the grievant may send appeals or inquiries to:

(a) Regional Director, Office of Civil Rights, HEW; 29011-3rd Avenue, M.S. 510, Seattle, WA 98121;
(b) The Equal Opportunity Commission; 1321-2nd Avenue, Seattle, WA 98101;
(c) Human Rights Commission; 402 Evergreen Plaza Building, 7th and Capitol Way, Olympia, WA 98504.

WAC 132D-120-300 Nature of grievance proceedings. All hearings growing out of a student-initiated grievance, including appeals to the office of the president, shall remain closed unless all parties to the grievance agree on an open hearing.

WAC 132D-120-310 Withdrawal of grievance. (1) At any time during the grievance procedure, the grievant may officially withdraw the grievance in writing.

(2) In the event the grievant or appellant fails to appear for any scheduled hearing without prior notification or evidence of extenuating circumstances, this shall be considered to constitute withdrawal of the grievance or appeal.

WAC 132D-120-320 Administrative, faculty and staff grievances. Any administrator, faculty member or staff member who is the subject of a student's grievance and who is dissatisfied with the results of any level of the student grievance proceedings shall file a grievance under the appropriate grievance procedure established by Skagit Valley College.

WAC 132D-120-330 Prior rules. The rules contained within this chapter supersede all former rules relating to student conduct and student grievances.

WAC 132D-120-340 Severability. If any provision of this chapter is adjudged by a court to be unconstitutional, the remaining provisions shall continue in effect.

WAC 132D-120-350 Effective date of the rules of conduct. The rules contained within this chapter shall become effective January 1, 1989.

Title 132E WAC

COMMUNITY COLLEGES—EVERETT COMMUNITY COLLEGE

Chapters

132E-12 Uniform personnel rules for the classified staff service of Everett and Edmonds Community Colleges.

132E-112 Procedures for administering the professional negotiations law for Community College District V.

132E-120 Student conduct codes.

132E-121 College procedures on disclosure of student information.
Personnel Rules—Classified Staff
Chapter 132E-12

132E-12-003 Purpose. [Order 1-69, § 132E-12-003, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-009 Adoption of rules. [Order 1-69, § 132E-12-009, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-021 Compensation. [Order 1-69, § 132E-12-021, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-027 Meetings. [Order 1-69, § 132E-12-027, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.


132E-12-037 The appointing authority. [Order 1-69, § 132E-12-037, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-039 Content. [Order 1-69, § 132E-12-039 (codified as WAC 132E-12-039), filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-042 Amendment. [Order 1-69, § 132E-12-042, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-044 Allocation. [Order 1-69, § 132E-12-044 (codified as WAC 132E-12-045), filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-057 Statements of general qualifications. [Order 1-69, § 132E-12-057, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-060 Authority. [Order 1-69, § 132E-12-060, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-066 General policies. [Order 1-69, § 132E-12-066, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-069 Content. [Order 1-69, § 132E-12-069 (codified as WAC 132E-12-069), filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-072 Amendment. [Order 1-69, § 132E-12-072, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-075 Payroll certification. [Order 1-69, § 132E-12-075, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-078 Hours of work. [Order 1-69, § 132E-12-078, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-084 Rest periods. [Order 1-69, § 132E-12-084, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-087 Holidays. [Order 1-69, § 132E-12-087, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-096 Annual leave. [Order 1-69, § 132E-12-096, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-120 Sick leave. [Order 1-69, § 132E-12-120, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

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Chapter 132E-12

Title 132E WAC: Everett Community College

Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-201 Noncompetitive examinations. [Order 1-69, § 132E-12-201, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

132E-12-204 Open-continuous examinations. [Order 1-69, § 132E-12-204, filed 1/3/69.] Repealed by 88-17-083 (Order 88-8-2, Resolution No. 88-8-1), filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.


[1988 WAC Supp—page 220]
Personnel Rules—Classified Staff

Chapter 132E-12

320 Filing—Conflict with Civil Service Act. [Order 1-69, § 132E-12-380, filed 1/3/69.] Repealed by 88-17-083, Resolution No. 88-8-1, filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.

320 Payroll deduction. [Order 1-69, § 132E-12-374, filed 8/17-083, Resolution No. 88-8-2, filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.


320 Payroll deduction. [Order 1-69, § 132E-12-374, filed 8/17-083, Resolution No. 88-8-2, filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.


320 Payroll deduction. [Order 1-69, § 132E-12-374, filed 8/17-083, Resolution No. 88-8-2, filed 8/22/88. Statutory Authority: Chapters 28B.16 and 28B.19 RCW.


WAC 132E-12-003 through 132E-12-434 Repealed. See Disposition Table at beginning of this chapter.

Chapter 132E-112 WAC

PROCEDURES FOR ADMINISTERING THE PROFESSIONAL NEGOTIATIONS LAW FOR COMMUNITY COLLEGE DISTRICT V

WAC 132E-112-010 through 132E-112-230 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


132E-112-110 Privacy for voter—Equipment. [Order 72-1, § 132E-112-110, filed 2/1/73, effective 3/9/73.] Repealed by 88-10-014 (Order 88-4-2, Resolution No. 88-4-
Chapter 132E-120 WAC

STUDENT CONDUCT CODES

WAC 132E-120-050 Repealed.

Chapter 132E-121 WAC

COLLEGE PROCEDURES ON DISCLOSURE OF STUDENT INFORMATION

WAC 132E-121-010 Disclosure of student information.

WAC 132E-121-010 Disclosure of student information. Unless the student specifically requests otherwise, designated officials of the college will routinely respond to requests for the following directory information about a student:

Student's name.

Major field of study.

Extracurricular activities.

Height and weight of athletic team members.

Dates of attendance.

Degrees and awards received.

Other institutions attended.

No other information is to be given without the consent of the student involved (if eighteen years of age or...
older). The dean of student services will be responsible for reviewing unusual requests for information and assisting in the interpretation of the provisions of the Buckley Amendment.

* Designated officials of the college are those employees with routine access to the information.

[Statutory Authority: Chapter 28B.19 RCW. 88-18-028 (Order 88-5-3), filed 5/19/88. Statutory Authority: Chapter 28B.19 RCW.

Chapter 132E-124 WAC

CONDUCT POLICIES ON COLLEGE CAMPUSES

WAC

132E-124-030 Repealed.

132E-124-040 Repealed.

132E-124-050 Repealed.

132E-124-060 Repealed.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER


WAC 132E-124-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 132E-124-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 132E-124-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 132E-124-060 Repealed. See Disposition Table at beginning of this chapter.

Chapter 132E-136 WAC

POLICIES ON USE OF COLLEGE FACILITIES

WAC


DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132E-136-010 Everett Community College public use of college facilities. [Order 72-1, § 132E-136-010, filed 2/1/73, effective 3/9/73.] Repealed by 87-14-002 (Order 87-6-5, Resolution No. 87-6-5), filed 6/18/87. Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW.

132E-136-020 Everett Community College public use of college facilities—Permit granted by president. [Order 72-1, § 132E-136-020, filed 2/1/73, effective 3/9/73.] Repealed by 87-14-002 (Order 87-6-5, Resolution No. 87-6-5), filed 6/18/87. Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW.


Reviser’s note: Later promulgation, see chapter 132E-137 WAC.

Chapter 132E-137 WAC

COLLEGE FACILITY USE AGREEMENT

(Formerly chapter 132E-136 WAC)

WAC

132E-137-010 General policy covering the use of the facilities.

132E-137-020 Licensee’s responsibility.

132E-137-030 Attendees needed.

132E-137-040 Restrictions.

132E-137-050 Nonassignment and cancellation.

132E-137-060 Release of claims/bolds harmless.

132E-137-070 Use fees.

WAC 132E-137-010 General policy covering the use of the facilities. (1) The parties to this agreement are the Washington State Community College District 5, acting under specific authority granted to its board of trustees by the laws of the state of Washington, to contract for the use of the facility at Everett Community College, hereinafter referred to as the college and the organization contracting to use the college facilities, hereinafter referred to as the licensee.

(2) Before a college facility may be used, this college facility use agreement must be completed and signed by the college president or his designee. Forms may be obtained from the college president’s office or college student activities office. All information received on agreements not completed at least fourteen school days prior to the date of intended use may be denied. A single use agreement should be made for a series of similar activities ongoing during the same time frame.

(3) The building and grounds of the college are permitted to interfere with the primary purpose for which these facilities are intended. Facilities shall not be made available for any use which might result in any...
undue damage or wear. The college reserves the right to reject any application for use of college facilities.

(4) Every possible opportunity will be provided for the use of college facilities by citizens of the district community college service area, provided that the purpose of the meeting is in harmony with public interest and welfare, subject to the laws of the state of Washington and rules and regulations prescribed by the District 5 board of trustees for the operation of the college.

(5) It is the present policy of the college to permit organizations considered closely affiliated with college-related educational purposes to use facilities of the college at the lowest possible charge.

(6) College facilities may be used by other public or private educational institutions only insofar as they meet a community educational need not being fulfilled by the community college district.

(7) The college does not wish to compete with private enterprise. Therefore, the use of buildings for commercial-type entertainment, banquets, luncheons, and money-raising events is discouraged.

(8) The college reserves the right to prohibit the use of college facilities by groups, or activities, which are secret, which are of a private nature, or which restrict membership or attendance, in a manner inconsistent with the public and nondiscriminatory character of the college set forth in its written policies and commitments. Subversive organizations as defined and listed by the Attorney General of the United States shall not be eligible to use college facilities.

(9) Use agreements shall not be entered into for any use which, in the judgment of the college may be in any way prejudicial to the best interest of the college or the educational program, or for which satisfactory sponsorship or adequate adult supervision is not provided. Proper police and fire protection shall be provided by the organization when required by the college.

[Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW. 87-14-001 (Order 87-6-5, Resolution No. 87-6-5), § 132E-137-020, filed 6/18/87.]

**WAC 132E-137-030 Attendants needed.** (1) The college reserves the right to require that college staff member(s) be present at any meeting or event held in college facilities.

(2) A custodian or other authorized member of the college staff shall be available on campus at all times when college facilities are in use by any group. He/she should be contacted to correct problems in the operation of any facility in use. He/she will be alert to discover any damage or misuse of the premises and will report same immediately to the licensee and college. If custodial services beyond that normally scheduled is required as a result of any meeting, such time shall be paid by the licensee at the currently established rate, which may include overtime.

(3) When the use of special facilities or equipment makes it necessary that supervision or technical assistance be provided, a college-employed supervisor or technician shall be assigned as required by the college. Such services shall be paid for by the licensee at the currently established rate, which may include overtime.

(4) The college reserves the right to require a campus security officer to be present at a scheduled event.

(5) The college reserves the right to charge for costs incurred for providing these services.

[Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW. 87-14-001 (Order 87-6-5, Resolution No. 87-6-5), § 132E-137-030, filed 6/18/87.]

**WAC 132E-137-040 Restrictions.** (1) No decorations or the application of materials to walls, ceilings, or floors shall be permitted which will mar, deface, or injure these surfaces. The licensee is required to arrange for the disposal of decorations, materials, equipment, furnishings, or rubbish left after the use of college facilities; otherwise they will be billed for any expense involved.

(2) Profane or other improper language, or the use of intoxicating beverages, drugs, or other controlled substances, or any other conduct which is objectionable in the judgment of the college shall not be allowed. Smoking shall be limited to those areas which are specified by the college.

(3) Games of chance and lotteries shall not be permitted except as prescribed by law and with prior approval of the college.

(4) Standard approved gym shoes shall be required for all indoor activity type games such as basketball, volleyball, badminton, etc.

(5) Keys to buildings or facilities shall not be issued or loaned on any occasion to the licensee. Doors will be
opened and locked by custodians, or other authorized college personnel.

(6) College-owned equipment shall not be removed from buildings. Organizations wishing to use special equipment such as projectors may do so, if used on the campus, provided the college is satisfied that a competent operator is in charge. Charges for equipment rental and operation may be required.

(7) All shifting of furniture and equipment shall be done under supervision of a college custodian.

(8) Use of the facilities or premises shall be in full compliance with federal and state law, as well as county and city rules or ordinances; any use to the contrary shall be grounds for immediate cancellation of this agreement.

[Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW. 87-14-001 (Order 87-6-5, Resolution No. 87-6-5), § 132E-137-040, filed 6/18/87.]

WAC 132E-137-050 Nonassignment and cancellation. (1) This use agreement shall be nonassignable. Only the licensee as named in the use agreement shall use the facilities.

(2) The college reserves the right to cancel this agreement at any time and to refund any payment made to the college for the use of the college facilities and equipment when it deems such action advisable and in the best interests of the college.

(3) Events scheduled more than one academic quarter (3 months) in advance, may be cancelled by the college for scheduling of priority college events.

[Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW. 87-14-001 (Order 87-6-5, Resolution No. 87-6-5), § 132E-137-050, filed 6/18/87.]

WAC 132E-137-060 Release of claims/holds harmless. (1) In consideration of the permission granted to licensee and the minimal fee charged by the college for the use of its facilities, licensee hereby and forever releases the college and its agents, employees, or officers from all debts, claims, demands, damages, actions, and causes of action whatsoever, which licensee may now have or may hereafter have, as a result of the uses of said facility.

(2) The licensee further agrees to protect, indemnify, and hold harmless the district, college, and its agents, employees, and officers from any claims, demands, actions, damages, or causes of action directly or indirectly arising out of the use of the facilities or premises contemplated by this application.

[Statutory Authority: RCW 28B.19.020, 28B.50.140(13) and chapter 28B.50 RCW. 87-14-001 (Order 87-6-5, Resolution No. 87-6-5), § 132E-137-060, filed 6/18/87.]

WAC 132E-137-070 Use fees. (1) The use fee depends on the purpose of the activity and the nature of the group using the facility.

(2) Specialized areas such as laboratories, shops, or other specialized facilities require special arrangements. The rates and conditions will be based upon careful analysis by the college of the needs, experience, and capabilities of the licensee.

[1988 WAC Supp—page 226]
WAC 132E-168-010 through 132E-168-090 Repealed. See Disposition Table at beginning of this chapter.

Chapter 132E-276 WAC
GOVERNING ACCESS TO PUBLIC RECORDS

WAC
132E-276-030 Description of Community College District V.
132E-276-060 Records officer.
132E-276-070 Office hours.

WAC 132E-276-030 Description of Community College District V. Community College District V is organized under RCW 28B.50.040. The district operates at Everett Community College, 801 Wetmore Avenue, Everett, Washington 98201, and encompasses the following area:

All of Snohomish County except the Edmonds School District No. 15, and those portions of the Mukilteo School District No. 6, the Northshore School District No. 417, and the Everett School District No. 2 that lie south of 124th Street.

[Statutory Authority: RCW 28B.50.040. 88-12-005 (Order 88-5A-7, Resolution No. 88-5A-7), § 132E-276-060, filed 5/19/88; Order 4393, § 132E-276-060, filed 12/28/73, effective 1/30/74.]

WAC 132E-276-060 Records officer. For purposes of compliance with chapter 1, Laws of 1973, a records officer shall be designated by the president of the district. The duties of the records officer shall be as provided by the president of the district and may include, but not be limited to: 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. The person so designated shall be located in district headquarters.

[Statutory Authority: RCW 28B.50.140 and 42.17.250 et. seq. 88–14–013 (Order 88–6A–7, Resolution No. 88–6A–7), § 132E-276-060, filed 6/27/88; Order 4393, § 132E-276-060, filed 12/28/73, effective 1/30/74.]

WAC 132E-276-070 Office hours. For purposes of this chapter, the office hours of Community College District V shall be regular business hours, Monday through Friday, excluding legal holidays.


Title 132F WAC
COMMUNITY COLLEGES—SEATTLE COMMUNITY COLLEGE DISTRICT

Chapters
132F-104 Seattle community college district board of trustees—rules and regulations.
132F-120 Seattle Community College student policies and procedures.
132F-148 Affirmative action program.

Chapter 132F-104 WAC
SEATTLE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES—RULES AND REGULATIONS

WAC
132F-104-010 Regular meeting of the Community College District VI board of trustees.

WAC 132F-104-010 Regular meeting of the Community College District VI board of trustees. The board of trustees will hold a regular meeting on the first Tuesday of each month for eleven months of the year, unless that day is a legal holiday or otherwise modified by board action. In the event that the board of trustees is unable to meet on the regular meeting date, the chairman of the board may order that the meeting be rescheduled or that no regular meeting of the board be held that month. The board shall maintain and announce a tentative meeting schedule approximately six months in advance showing the date, time, and location of each meeting. Advance notice of meetings shall be given in accordance with the Open Public Meetings Act of 1971, as amended.


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.

[1988 WAC Supp—page 227]