

Title 132X WAC

COMMUNITY COLLEGES--SOUTH PUGET SOUND COMMUNITY COLLEGE

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DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132X-12

RULES AND PROCEDURES FOR FACULTY TENURE AND PROBATIONARY EMPLOYMENT AT OLYMPIA VOCATIONAL TECHNICAL INSTITUTE

- 132X-12-010 Purpose. [Order 71-36, § 132X-12-010, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-020 Definitions. [Order 71-36, § 132X-12-020, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-030 Duties and responsibilities of probationary review committees. [Order 71-36, § 132X-12-030, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-040 Policy relating to the dismissal of tenured and probationary faculty members. [Order 71-36, § 132X-12-040, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-050 Duties and responsibilities of the dismissal review committee. [Order 71-36, § 132X-12-050, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-060 Procedure relating to the dismissal of a tenured or probationary faculty member. [Order 71-36, § 132X-12-060, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-070 Designation of administrative appointments. [Order 71-36, § 132X-12-070, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-080 Confidentiality of reports. [Order 71-36, § 132X-12-080, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.
- 132X-12-090 Policy relating to the terms of employment and tenured faculty members. [Order 71-36, § 132X-12-090, filed 7/14/71.] Repealed by Order 74-47, filed 8/9/74.

Chapter 132X-10 WAC PUBLIC RECORDS

WAC

- 132X-10-010 Purpose.
- 132X-10-020 Definitions.
- 132X-10-030 Description of central and field organization of South Puget Sound Community College District 24.
- 132X-10-040 Operations and procedures.
- 132X-10-050 Public records available.
- 132X-10-060 Public records officer.
- 132X-10-070 Office hours.

WAC 132X-10-010 Purpose. The purpose of this chapter shall be to ensure compliance by the South Puget Sound Community College District 24 with the provisions of chapter 42.17 RCW, Disclosure--Campaign finances--Lobbying--Records; and in particular with RCW 42.17.250 through 42.17.320, dealing with public records.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-010, filed 10/18/88.]

WAC 132X-10-020 Definitions. (1) Public records. "Public record" includes 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) South Puget Sound Community College District 24. The South Puget Sound Community College District 24 is an agency organized by statute pursuant to RCW 28B.50.040. Where appropriate, the term college also refers to the staff, the board of trustees, and the employees of the college.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-020, filed 10/18/88.]

WAC 132X-10-030 Description of central and field organization of South Puget Sound Community College District 24. South Puget Sound is a community college district organized under RCW 28B.50.040. The district administrative office and its staff are located at South Puget Sound Community College, 2011 Mottman Road, S.W., Olympia, Washington 98502.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-030, filed 10/18/88.]

WAC 132X-10-040 Operations and procedures. The college is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college is operated under the supervision and control of a board of trustees. The board of trustees is made up of five members each appointed by the governor to a term of five years. The trustees meet on the South Puget Sound Community College campus in accordance with public notice and hold such special meetings as are announced by public notice. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-040, filed 10/18/88.]

WAC 132X-10-050 Public records available. All public records of the college, as defined in WAC 132X-10-020, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973 and WAC 132X-10-100.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-050, filed 10/18/88.]

WAC 132X-10-060 Public records officer. The college's public records shall be in the charge of the public records officer designated by the president. The public records officer shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally ensuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-060, filed 10/18/88.]

WAC 132X-10-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the college. For the purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-070, filed 10/18/88.]

WAC 132X-10-080 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 college which shall be available at its administrative office. The form shall be presented to the public records officer and/or his/her designees, at the administrative office during customary office hours. The request shall include the following information:

(a) The name of the person requesting the record;

(b) The time of day and calendar date on which the request was made;

(c) The nature of the request;

(d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;

(e) If the requested matter is not identifiable by reference to the college's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer and/or his/her designees, to assist the member of the public in appropriately identifying the public record requested.

(3) The public records officer and/or his/her designee to whom the request is presented shall, by the close of three business days:

(a) Make the requested document available; or

(b) State that such a document does not exist; or

(c) Ask for clarification of the document requested; or

(d) Deny access because the document is exempt from public inspection under WAC 132X-10-050.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-080, filed 10/18/88.]

WAC 132X-10-090 Copying. No fee shall be charged for the inspection of public records. The college shall charge a fee of 15¢ per page of copy for providing copies of public records and for use of the college's copy equipment. This charge is the amount necessary to reimburse the college for its actual costs incident to such copying. If a particular request for copies requires an unusually large amount of time, or the use of any equipment not readily available, the college will provide copies at a rate sufficient to cover any additional cost. All fees must be paid by money order, cashier's check or cash in advance.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-090, filed 10/18/88.]

WAC 132X-10-100 Exemptions. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132X-10-080 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 college reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer and/or his/her designee 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.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-100, filed 10/18/88.]

WAC 132X-10-110 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 decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer and/or his/her designees 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 and/or his/her designee denying the request shall refer it to the president. The president or his/her designee shall immediately consider the matter and either affirm or reverse such denial or consult with the attorney general to review the denial. In any case, the request shall be returned with a final decision, within three business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the college has returned the petition with a decision or until the close of the third business day following denial of inspection, whichever occurs first.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-110, filed 10/18/88.]

WAC 132X-10-120 Protection of public records. Requests for public records shall be to the public records officer and/or his/her designees in the appropriate location. Public records and a facility for their inspection will be provided by the public records officer and/or his/her designees. Such records shall not be removed from the place designated for their inspection. Copies shall be made at South Puget Sound Community College. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132X-10-090.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-120, filed 10/18/88.]

WAC 132X-10-130 Records index. (1) Index. The public records officer and/or his/her designees have available to all persons a current index which provides identifying information as to those records adopted or promulgated and indexed since June 30, 1972, in the following areas:

(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;

(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;

(g) Financial records and budgets; and

(h) Board of trustees' minutes and reports.

(2) Availability. The current index promulgated by the college shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-130, filed 10/18/88.]

WAC 132X-10-140 Adoption of form. The college hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form in WAC 132X-10-150, entitled "Request for public records to South Puget Sound Community College."

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-140, filed 10/18/88.]

WAC 132X-10-150 Request for public records to South Puget Sound Community College.

Name (Please Print) _____ Signature _____

Name of Organization (If Applicable) _____

Mailing Address of Applicant _____ Telephone Number _____

Date Request Made at South Puget Sound Community College _____ Time of Day Request Made _____

Nature of Request _____

Identification Reference on Current Index (Please Describe): _____

Description of Record, or Matter, Requested if not Identifiable by Reference to South Puget Sound's Current Index: _____

Request Approved: _____ Date _____ By: _____ Public Records Officer and/or his/her designee

Denied Date: _____

Reasons for Denial: _____

Referred to: _____ By: _____

Public Records Officer
and/or his/her designee

Date: _____

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-10-150, filed 10/18/88.]

Chapter 132X-20 WAC EMERGENCY PROCEDURES

WAC

- 132X-20-010 Authority to suspend operations.
- 132X-20-020 Remuneration for classified employees.
- 132X-20-030 Authority to staff campus—Limitations.
- 132X-20-040 Employee notification—Time.
- 132X-20-050 Voluntary staffing.
- 132X-20-060 Mandatory staffing.
- 132X-20-070 Temporary duties.
- 132X-20-080 Suspended operation procedures after fifteen days.
- 132X-20-090 Layoffs—Conditions.
- 132X-20-100 Closure notification plan—Recall plan.
- 132X-20-110 Option to recover time loss.
- 132X-20-120 Hazardous duty.
- 132X-20-130 Suspended operations—Not a lock-out.

WAC 132X-20-010 Authority to suspend operations. The president of South Puget Sound Community College is authorized to suspend the operation of his/her college in his/her opinion if he/she determines an emergency condition beyond his/her control makes this closure advisable, and the public health, or property, or safety is jeopardized.

In accordance with WAC 251-22-240, as amended by the higher education personnel board, April 6, 1981, South Puget Sound Community College adopts the following suspended operation rules.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-010, filed 10/18/88.]

WAC 132X-20-020 Remuneration for classified employees: All compensation paid classified employees during a period of suspended operations shall be in accordance with the provisions of WAC 251-22-240, higher education personnel board rules.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-020, filed 10/18/88.]

WAC 132X-20-030 Authority to staff campus—Limitations. In the event of suspended operation, the president or his/her designee shall have the option to staff the college on the basis of need, by classification, according to the duties to be performed for the first five days of suspended operation.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-030, filed 10/18/88.]

WAC 132X-20-040 Employee notification—Time. If the president declares a condition of suspended operations, notification of this closure to employees will be given to local radio station transmission at least one hour prior to the employees' reporting time. The provision of WAC 251-22-240 which requires payment of four hours would not apply. Employees not notified prior to

their usual departure time from home would be covered by the provision of WAC 251-22-240 which requires payment of a minimum of four hours. Above notification must comply with the published closure notification plan.

Notification of closure will be given on each day of suspended operations. If no notification is given via local radio stations, employees should assume the college is operating as usual.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-040, filed 10/18/88.]

WAC 132X-20-050 Voluntary staffing. When the period of suspended operation is expected to exceed five working days, staffing shall be on a volunteer basis. Employees qualified to perform the task with the most layoff seniority shall be given the first option to work.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-050, filed 10/18/88.]

WAC 132X-20-060 Mandatory staffing. If sufficient volunteers cannot be found, the president shall have the authority to require employees to work. If the employees who are requested to work withhold their services, except for extenuating circumstances as determined by the president or legitimate circumstances which would allow for the employee's absence in compliance with the higher education personnel board rules, they shall not be allowed to use compensatory time, annual leave, a personal holiday, or make-up work time lost, but will not be subject to any further disciplinary action. Employees will be called in reverse seniority.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-060, filed 10/18/88.]

WAC 132X-20-070 Temporary duties. During periods of suspended operations, employees may be required to temporarily perform tasks above or below their assigned classifications.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-070, filed 10/18/88.]

WAC 132X-20-080 Suspended operation procedures after fifteen days. If the period of suspended operation is expected to exceed fifteen days, the director of personnel shall request an extension from the director of the higher education personnel board subject to confirmation by the board. If the period of suspended operation exceeds fifteen days and no extension is granted, the full classified personnel layoff provisions shall apply.

If the suspended operation exceeds the period for which an extension was granted, the full classified personnel layoff provisions shall apply.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-080, filed 10/18/88.]

WAC 132X-20-090 Layoffs—Conditions. Layoffs necessitated by conditions causing suspended operations shall be accomplished in accordance with WAC 251-10-030.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-090, filed 10/18/88.]

WAC 132X-20-100 Closure notification plan--Recall plan. The college will provide all employees with a copy of the closure notification plan and the recall plan.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-100, filed 10/18/88.]

WAC 132X-20-110 Option to recover time loss. The college shall have the option to make up lost time due to suspended operations by extending the calendar. Classified and administrative employees who lose regular work time as a result of suspended operation may request to work additional hours in accordance with WAC 251-22-240. The college president shall have the option to approve or deny such requests. This response must be made within fifteen days after receipt of the request. If the president denies the request(s), this denial may be challenged through the provision of any existing grievance procedure. Compensation for additional work hours shall be granted on a compensatory time basis at straight time if made up during the week that time was lost and hours worked do not exceed forty hours, or at time and one-half if made up during a subsequent week and hours worked exceed forty hours per week.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-110, filed 10/18/88.]

WAC 132X-20-120 Hazardous duty. The director of personnel shall petition the director of the higher education personnel board for approval of a special premium pay allowance for employee(s) required to work under hazardous conditions when the president determines that such hazardous conditions exist. When the president determines that such hazardous conditions do not exist, this determination may be challenged through the provisions of any existing grievance procedure.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-120, filed 10/18/88.]

WAC 132X-20-130 Suspended operations--Not a lock-out. Suspended operations shall not be interpreted as a lock-out by the college.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-20-130, filed 10/18/88.]

Chapter 132X-30 WAC USE OF COLLEGE FACILITIES

WAC

132X-30-010	General policy.
132X-30-020	Administrative control.
132X-30-030	Trespass regulations.
132X-30-040	Scheduling.
132X-30-050	Users.
132X-30-060	Limitations of use.
132X-30-070	Fees.

WAC 132X-30-010 General policy. South Puget Sound Community College District 24 is an educational institution provided and maintained by the people of the

state. Its campuses, buildings, properties and facilities shall be reserved at all times for those activities which are related to its broad educational objectives and goals. However, the facilities, when not required for scheduled college use, are available for rental by the public in accordance with specified fee schedules and other regulations and procedures for such use.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-010, filed 10/18/88.]

WAC 132X-30-020 Administrative control. The board of trustees delegates to the president authority to establish procedures for proper review and approval of the use of the college's facilities; to establish, within the framework of these policies, regulations governing such use; and to establish and revise fee schedules consistent with WAC 132X-30-070.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-020, filed 10/18/88.]

WAC 132X-30-030 Trespass regulations. (1) In order to safeguard the right of every citizen to criticize and to seek meaningful change, each individual has an obligation to respect the rights of all members of the college community.

(2) In order to assure those rights to all members of the college community and to maintain a peaceful atmosphere, the following types of conduct are hereby prohibited on or in college property:

(a) Conduct which intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the college campus;

(b) Physical abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on the college campus;

(c) Malicious damage to or malicious misuse of college property, or the property of any person where such property is located on the college campus;

(d) Refusal to comply with any order of the president, the president's designee, or a law enforcement officer to leave the college campus or any portion thereof;

(e) Intentionally inciting others to engage immediately in any of the conduct prohibited herein, which incitement leads directly to such conduct. (Inciting is that advocacy which prepares the group addressed for imminent action and steels it to the conduct prohibited herein.)

(3) Guests and visitors on college property who willfully refuse to obey an order of the president, the president's designee, or a law enforcement officer to desist from conduct prohibited by the above rules and regulations may be ejected from the premises.

Refusal to obey such an order will subject the person to arrest under the provisions of the Criminal Trespass Act, in addition to such other sanctions as may be applicable.

(4) Persons who repeatedly engage in any conduct prohibited above may be barred permanently from college property. Before being barred permanently, a person will be given the following:

(a) Written notice sent to the person's last known address specifying the charges against the person; and

(b) The opportunity to request a hearing with the president or the president's designee within two weeks from the date notice is sent.

The written notice shall inform the person that he or she may produce and question witnesses, and that failure to request a hearing within the time specified constitutes a waiver of the person's right to such hearing. The college shall have the burden of proving that the person repeatedly engaged in conduct prohibited by subsection (2) of this section. After the hearing, if one is requested, the president or the president's designee may decide to bar the person from college property permanently, to grant the person a limited license to enter onto college property, or to grant the person full access to college property. A copy of the decision will be sent to the person's last known address within two weeks after the hearing.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-030, filed 10/18/88.]

WAC 132X-30-040 Scheduling. The administrative regulations and procedures, schedule of fees, and application forms for use may be obtained at the office of the dean of administrative services or the college facilities rental coordinator. The scheduling of facilities by groups or organizations will be through these offices.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-040, filed 10/18/88.]

WAC 132X-30-050 Users. In order to assure appropriate scheduling of college facilities, the following priorities will serve as guidelines:

(1) College scheduled programs and activities.

(2) College related activities, recognized college organizations, and those public or private agencies, whose purpose relate to the advancement of college programs, and/or sponsored activities.

(3) Nonprofit organizations that are nonsectarian, nonpolitical, and noncommercial:

(a) Public education groups that would be engaging in activities serving public education goals and objectives; and

(b) Other than public education groups or organizations;

(i) That would be engaging in activities that serve governmentally supported objectives; or

(ii) That would be engaging in activities related to community improvement objectives; or

(iii) That would be engaging in activities related to the organization's goals and objectives.

(4) Private organizations and those organizations of a religious or sectarian, political or commercial nature requesting facilities on an emergency basis.

(5) Other organizations or groups.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-050, filed 10/18/88.]

WAC 132X-30-060 Limitations of use. (1) College facilities may not be used in ways which interfere with

or are detrimental to the college's own instructional and educational programs.

(2) College facilities may not be used for commercial sales, advertising, or promotional activities except when such activities serve educational purposes of the college and are conducted under the sponsorship of a college department or office.

(3) Each group or organization which uses college facilities must abide by the regulations and procedure of use as determined by the board of trustees and/or the president and shall be subject to revocation of their privilege to use the facilities for failing to do so.

(4) The administration reserves the right to deny or cancel the use of facilities when such use or meeting may in any way be prejudicial to the best interests of the college.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-060, filed 10/18/88.]

WAC 132X-30-070 Fees. Fees, when applicable, will be determined by the following categories and assessed accordingly:

(1) Direct charges: Will include charges for utilities (heat, light, etc.) and custodial services.

(2) Special charges: Will include charges for use of audio-visual or television equipment and operator; for campus security services, and/or any other similar kind of expenses incurred.

(3) Rental charges: Will include charges (depreciation, overhead costs, amortization, etc.) for use of facilities.

(4) Damage charges: Will include charges to defray any expense for the repair or replacement of damaged property or equipment incurred as a result of a rental agreement.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-30-070, filed 10/18/88.]

Chapter 132X-40 WAC ENVIRONMENTAL PROTECTION

WAC

132X-40-010 Environmental protection policy.

132X-40-020 Responsible officer.

132X-40-030 SEPA information center.

WAC 132X-40-010 Environmental protection policy. It shall be the policy of South Puget Sound Community College District 24 that capital projects proposed and developed by the college shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-11 WAC, SEPA rules; and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-40-010, filed 10/18/88.]

WAC 132X-40-020 Responsible officer. In compliance with WAC 197-10-820, the dean of administrative

services is designated to be the "responsible official" for carrying out this policy.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-40-020, filed 10/18/88.]

WAC 132X-40-030 SEPA information center. (1) In compliance with WAC 197-10-830, a SEPA public information center will be maintained which will be the repository for all required documents. This office shall, upon written request, make these documents available to the public. A reasonable charge shall be made for copying and for the cost of mailing such documents.

(2) In the event a regional SEPA public information office is established in Thurston County, the college SEPA public information office may be discontinued and all documents and registers forwarded to that regional office in accordance with WAC 197-10-835.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-40-030, filed 10/18/88.]

Chapter 132X-50 WAC

PARKING AND TRAFFIC REGULATIONS--SOUTH PUGET SOUND COMMUNITY COLLEGE

WAC

132X-50-010	Purpose for adopting parking and traffic regulations.
132X-50-020	Applicable parking and traffic regulations.
132X-50-030	Definitions.
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132X-50-280	Disabled and inoperative vehicles--Impounding.
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132X-50-300	Parking permit fees.

WAC 132X-50-010 Purpose for adopting parking and traffic regulations. Pursuant to the authority granted RCW 28B.50.140(10), the board of trustees of South Puget Sound Community College District 24, on behalf of the college is granted authority to adopt rules and regulations for pedestrian and vehicular traffic upon public lands devoted to, operated by or maintained by the college. The objectives of these regulations are:

- (1) To protect and control pedestrian and vehicular traffic.
- (2) To assure access at all times for emergency traffic.
- (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 limited parking space for the most efficient use by all.
- (5) To regulate the use of parking spaces.
- (6) To protect state owned property.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-010, filed 10/18/88.]

WAC 132X-50-020 Applicable parking and traffic regulations. (1) All regulations in this chapter and all motor vehicle and other traffic laws of the state of Washington shall apply on the campus.

(2) The traffic code of the city of Olympia shall apply upon all lands located within the city of Olympia.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-020, filed 10/18/88.]

WAC 132X-50-030 Definitions. As used in this chapter, the following words and phrases shall mean:

- (1) "Board": The board of trustees of South Puget Sound Community College, District 24.
- (2) "Campus": All lands and buildings devoted to, operated by, or maintained by South Puget Sound Community College, District 24.
- (3) "Campus security officer": Employee of the college who is responsible to the dean of administrative services for campus traffic control, parking, security, and safety.
- (4) "College": South Puget Sound Community College, District 24.
- (5) "Dean of administrative services": The dean of administrative services for South Puget Sound Community College, District 24.
- (6) "Safety and security supervisor": The college's safety and security supervisor.
- (7) "Employee": Any individual appointed to the faculty, staff, or administration of the college.
- (8) "Guests/visitors": Person or persons who come upon the campus as guests and person or persons who lawfully visit the campus.
- (9) "Annual permits": Permits which are valid from the date of issue until the first day of the following fall quarter. Annual permits are sold during fall quarter.
- (10) "Temporary permits": Permits which are valid for a specific period designated on the permit.
- (11) "Vehicle": Automobile, truck, motor-driven cycle, scooter or any vehicle otherwise powered.
- (12) "Full-time student": Any person who is enrolled on campus for ten credit hours or more at the college.
- (13) "Part-time student": Any person who is enrolled on campus for nine credit hours or less at the college.
- (14) "Full-time employee": An employee of the college employed twenty hours or more per week on a permanent regular basis.

(15) "Part-time employee": An employee of the college employed less than twenty hours per week.

(16) "Security office": The college's campus security office.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-030, filed 10/18/88.]

WAC 132X-50-040 Authorization for issuance of permits. The safety and security supervisor, or designee, is authorized to issue parking permits to students, administrators, faculty, staff, guests and visitors to the college, pursuant to the following regulations:

(1) A person may be issued a parking permit upon the proper registration of his/her vehicle with the college.

(2) The safety and security supervisor, or designee, may issue temporary, permanent or special parking permits when such permits are necessary to enhance the business or operation of the college.

(3) Additional permits are available at the current fee schedule to individuals who may be registered to drive any one of several vehicles. Only one vehicle registered to an individual under one permit fee shall be permitted to park on campus at any one time.

(4) Persons who pay the current fee for parking permits and who later request a refund shall receive refunds according to the refund policy published in the college catalogues and bulletins.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-040, filed 10/18/88.]

WAC 132X-50-050 Parking fees for vehicle permits. All part-time and full-time employees and students of the college shall obtain and display a currently valid parking permit on all vehicles parked or left standing unattended upon the college campus for both day and night classes, in accordance with WAC 132X-50-040.

All persons parking on the campus shall secure and display a currently valid parking permit within five academic days from date of registration or from the first day of employment.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-050, filed 10/18/88.]

WAC 132X-50-060 Parking fee exceptions. All guests/visitors (including salespersons, maintenance or service personnel) will park in appropriate parking areas without paying a fee after obtaining a temporary permit from the security office. These include but are not limited to:

(1) Federal, state, county, city, school district and similar governmental personnel on official business in vehicles with tax exempt licenses.

(2) Vehicles owned by contractors and their employees working on campus construction may be parked within available construction sites or areas.

(3) Members of the press, television, radio and wire services, on official business.

(4) Taxis and commercial delivery vehicles for the pick up and delivery of passengers, supplies and equipment.

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(5) Persons attending special college events.

(6) Guests/visitors invited to the campus for the purpose of rendering services to the college.

(7) Persons holding emeritus or similar appointments shall park in designated areas.

(8) Students and faculty participating in Friday evening (after 4:30 p.m.) and/or weekend classes only. Friday evening and weekend classes are not required to obtain temporary permits.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-060, filed 10/18/88.]

WAC 132X-50-070 Responsibility of person to whom permit is issued. The person to whom a parking permit is issued shall be responsible for all violations of said rules and regulations involving the vehicle; however, such responsibility shall not relieve said driver of the responsibility for violations of the regulations established by this chapter. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violations of the campus regulations.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-070, filed 10/18/88.]

WAC 132X-50-080 Display of permits. The parking permit issued by the college shall be visibly affixed on the outside of the rear window of the vehicle, for which the permit is issued, on the lower left hand corner of the window as viewed from the rear of the vehicle. If the vehicle is a convertible or has no rear window, the permit shall be affixed to the driver side rear bumper or driver side windshield lower corner. Motorcycle permits must be affixed in a conspicuous place.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-080, filed 10/18/88.]

WAC 132X-50-090 Transfer of permits. Parking permits are not transferable. If a vehicle is sold or traded, the new vehicle must be registered with the security office and the permit will be reissued or a new permit will be issued to the permit holder after paying the replacement cost.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-090, filed 10/18/88.]

WAC 132X-50-100 Permit revocation. Permits are licenses and the property of the college, and may be recalled for any of the following reasons:

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

(2) When a permit is used on an unregistered vehicle or by an unauthorized person.

(3) Falsification on a vehicle registration application.

(4) Continued violations of parking regulations.

(5) Counterfeiting or altering of permits.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-100, filed 10/18/88.]

WAC 132X-50-110 Right to refuse permit. The college dean of administrative services, or designee, reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked, or whose driving or parking record indicates a disregard for the rights or safety of others.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-110, filed 10/18/88.]

WAC 132X-50-120 Right to appeal permit revocation/refusal. When a parking permit has been recalled pursuant to WAC 132X-50-100 or has been refused in accordance with WAC 132X-50-110 or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the dean of administrative services, or designee, may be appealed in accordance with WAC 132X-50-180.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-120, filed 10/18/88.]

WAC 132X-50-130 Delegation of authority. The authority and powers conferred upon the dean of administrative services by these regulations shall be subject to delegation to that individual's subordinates.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-130, filed 10/18/88.]

WAC 132X-50-140 Enforcement. (1) Parking and traffic regulations will be enforced at all times.

(2) The dean of administrative services, or designee shall be responsible for the enforcement of the regulations contained in this chapter.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-140, filed 10/18/88.]

WAC 132X-50-150 Violation of parking and traffic regulations. (1) Operators of illegally operated or parked vehicles shall be warned or cited through an appropriate means that they are in violation of these regulations. All fines are payable at the cashier's office.

(2) In instances where violations are repeated, and in the judgment of the safety and security supervisor, with appropriate documented evidence, said vehicle(s) may be impounded.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-150, filed 10/18/88.]

WAC 132X-50-160 Issuance of traffic tickets or summons. (1) Upon probable cause to believe that a violation of these regulations has occurred, the safety and security supervisor or designee(s), may issue a warning or citation setting forth the date, the approximate time, permit number, license information and nature of violation.

(2) Such warning or citation may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-160, filed 10/18/88.]

WAC 132X-50-170 Fines and penalties. The safety and security supervisor, or designee, is authorized to impose the following fines and penalties for violation of the regulations contained in this chapter:

(1) Fines may be levied for all violations of the regulations contained in this chapter.

(2) Vehicles parking in a manner so as to obstruct traffic, including access to and from parking spaces and areas, may be subject to a fine and may be impounded and taken to such place for storage as the safety and security supervisor, or designee, selects. The expenses of such impounding and storage shall be the responsibility of the registered owner or driver of the vehicle.

(3) Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule.

(4) The college shall not be liable for loss or damage of any kind resulting from impounding and storage of vehicles.

(5) At the discretion of the dean of administrative services, or designee, an accumulation of citations by a staff, administrator, or faculty member may be turned over to a private collection agency for the collection of past due fines. Other appropriate collection procedures may be initiated as deemed necessary.

(6) Vehicles involved in violations of these regulations may be impounded as provided for in these regulations.

(7) A schedule of fines shall be set by the board of trustees. The schedule shall be published by the college in the parking and traffic regulations and on the traffic parking citation form.

(8) In the event a person fails or refuses to pay an uncontested fine which has been outstanding in excess of five days, the dean of administrative services or designee, may initiate the following actions:

(a) Student may not be able to obtain transcript of credits until all fines are paid.

(b) Student may not receive a degree/diploma until all fines are paid.

(c) Students will not be able to register for subsequent quarters until all fines are paid.

(9) The following violations will be assessed in accordance with the fees and fines schedules as established by the board of trustees:

(a) No valid permit displayed

(b) Visitor parking violations

(c) Occupying more than one parking space

(d) Occupying space/area not designated for parking

(e) Handicapped parking violation

(f) Parking in area not authorized by permit

(g) Parking in reserved staff

(h) Blocking or obstructing traffic (may be towed if creating a safety hazard)

(i) Parking adjacent to fire hydrant (may be towed if creating a safety hazard)

(j) Parking in fire lane (may be towed if creating a safety hazard)

(k) Parking in zone or area marked no parking

(l) Driving wrong way on a one-way roadway

(m) Failure to yield right-of-way

(n) Exceeding the posted speed limit or a condition warrant

(o) Failure to stop at sign or signal

(p) Improper lane change

(q) Reckless or negligent driving

(r) Other violations of college parking/traffic regulations and its objectives.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-170, filed 10/18/88.]

WAC 132X-50-180 Grievance proceedings—Appeal of fines and penalties. (1) The alleged violator must submit the grievance in writing, giving full particulars, listing witnesses, evidence, etc.

(2) Grievance must be submitted to the dean of students within five days from date of citation.

(3) If grievance is not resolved to the satisfaction of the alleged violator, he/she shall have five additional days from receipt of decision by the dean of students to appeal to the parking advisory committee.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-180, filed 10/18/88.]

WAC 132X-50-190 Parking advisory committee. The parking advisory committee shall be structured and responsible for the following purposes:

(1) To review and recommend necessary changes to the college parking and traffic regulations annually.

(2) To receive and hear appeals related to parking grievances. All decisions made by the parking advisory committee relative to parking/traffic appeals shall be final.

(3) Membership shall consist of:

Four student representatives (two in student senate) appointed by the president of the associated students of South Puget Sound Community College

Two faculty representatives – appointed by faculty president of the college

One classified representative – elected by simple majority of voting classified staff

Dean of administrative services – ex officio.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-190, filed 10/18/88.]

WAC 132X-50-200 Liability of college. The college assumes no liability under any circumstances for vehicles on campus. No bailment of any sort is created by the purchase of a parking permit.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-200, filed 10/18/88.]

WAC 132X-50-210 Designation of parking. The parking space available on campus may be allocated and designated by the dean of administrative services in such a manner as will best achieve the objectives of these rules and regulations.

(1) Special provisions shall be made for physically disabled employees, visitors, students, or their designee. Physically disabled individuals utilizing handicapped parking spaces must display in that vehicle a valid state

issued disabled parking permit or license plate. Temporarily handicapped permits will be issued by the safety and security supervisor. In addition to the disabled permit, valid college parking permits must be purchased and displayed on the vehicle.

(2) Visitors parking shall be limited to spaces so designated.

(3) Parking spaces may be designated for special purposes as deemed necessary.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-210, filed 10/18/88.]

WAC 132X-50-220 Parking within designated spaces. (1) No vehicle shall be parked on the campus except in those areas set aside and designated for parking.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-220, filed 10/18/88.]

WAC 132X-50-230 Regulatory signs, markings, barricades, etc. The dean of administrative services, or designee, is authorized to make and erect signs, barricades, and other structures and to paint marks and other directions upon the streets, entry/exits, and roadways for the regulation of traffic and parking upon the various public lands devoted to, operated by, or maintained by the college. Drivers or vehicles shall observe and obey all the signs, barricades, structures, markings and directions given them by the campus security officer in the control and regulation of traffic and parking.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-230, filed 10/18/88.]

WAC 132X-50-240 Speed limit. No vehicle shall be operated on the campus at a speed in excess of twenty miles per hour, or such slower speed as is reasonable and prudent to the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities. Exceptions may be granted by the dean of administrative services.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-240, filed 10/18/88.]

WAC 132X-50-250 Pedestrian's right of way. (1) The operator of a vehicle shall yield right of way to any pedestrian. Pedestrians shall not leave a curb or other place of safety and walk or run into the path of an oncoming vehicle.

(2) When a sidewalk or crosswalk is provided, pedestrians shall proceed upon the sidewalk or crosswalk.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-250, filed 10/18/88.]

WAC 132X-50-260 Two-wheeled motorbikes or bicycles. (1) All two-wheeled vehicles powered by an engine shall park in areas designated for motorcycles only and will not use spaces assigned to automobiles or bicycles.

(2) Bicycles and other nonengine powered cycles are to be parked in bicycle racks where provided. No person shall park a bicycle inside a building, by a doorway, on a path, sidewalk, walkway, or in such a manner as to block or obstruct the normal flow of pedestrian traffic.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-260, filed 10/18/88.]

WAC 132X-50-270 Report of accidents. (1) The operator of any vehicle involved in an accident on campus resulting in injury or death of any person or claimed damage to either or both vehicles exceeding five hundred dollars shall immediately report such accident to the security office. Operator shall within twenty-four hours after such accident file a state of Washington motor vehicle report.

(2) Other minor accidents may be reported to the security office for insurance record purposes.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-270, filed 10/18/88.]

WAC 132X-50-280 Disabled and inoperative vehicles—Impounding. (1) Disabled or inoperative vehicles shall not be parked on the campus for a period exceeding seventy-two hours, without authorization from the dean of administrative services, or designee.

(2) Vehicles parked over seventy-two hours without authorization may be impounded and stored at the expense of either or both the owner and operator thereof.

(3) Notice of intent to impound will be posted on the vehicle and sent by registered mail to the legal owner forty-eight hours prior to impound.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-280, filed 10/18/88.]

WAC 132X-50-290 Authority to establish parking fee. The board shall set and review as necessary parking permit fees in accordance with WAC 132X-50-300 and a schedule of fines and penalties in accordance with WAC 132X-50-170.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-290, filed 10/18/88.]

WAC 132X-50-300 Parking permit fees. Fees shall be levied in accordance with the current published fee schedule.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-50-300, filed 10/18/88.]

Chapter 132X-60 WAC

SOUTH PUGET SOUND CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

WAC

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WAC 132X-60-010 Preamble. Unless otherwise limited by this chapter, students have the same fundamental rights as all citizens. These rules shall be liberally construed to eliminate procedural impediments to discipline.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-010, filed 10/18/88.]

WAC 132X-60-020 Jurisdiction. These rules apply to students engaged in or present at any on-campus or off-campus college-related activity. A student's off-campus conduct may be considered in determining discipline.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-020, filed 10/18/88.]

WAC 132X-60-030 Right to demand identification. College personnel may demand that any person on college facilities produce evidence of student enrollment.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-030, filed 10/18/88.]

WAC 132X-60-040 Freedom of association and organization. Students are free to organize and join associations to promote any legal purpose. Student organizations must be granted a charter by the associated students of South Puget Sound Community College senate before they may be officially recognized. Prior to becoming chartered, a student organization must submit to the associated students of South Puget Sound Community College senate a statement of purpose, criteria for membership, a statement of operating rules or procedure, and the names of college personnel who have agreed to serve as an advisor. All chartered student organizations must also submit to the associated students of South Puget Sound Community College senate a list of officers and keep that list updated when changes occur. In order to qualify for issuance of a charter, a student organization must be open to all students without respect to race, sex, creed, or national origin. Affiliation with a noncampus organization shall not be grounds for denial of charter provided that other conditions for charter issuance have been met.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-040, filed 10/18/88.]

WAC 132X-60-050 Student records. In compliance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and its implementing regulations, 45 CFR § 99, this policy has been created to insure confidentiality of student records at the college and govern the release of personally identifiable information contained within.

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(1) Education records. Education records are defined as those records, files, and documents containing information directly pertaining to a student. At South Puget Sound Community College these are:

(a) Records pertaining to admission, advisement, registration, grading and progress to a degree that are maintained by the registrar.

(b) Testing information used for advisement purposes by the counseling center.

(c) Information concerning payment of fees as maintained by the treasurer.

(d) Financial aid information as collected by the financial aid office.

(e) Information regarding students participating in student government or athletics that is maintained by the student programs office.

(2) Access to education records. Students who are or have attended the college have the right to examine or review their personal records, as defined above, by submitting to the registrar a written request indicating education records to which access is desired.

Note: Charges for reproduced copies of education records are found in the current catalog.

(3) Directory information. The following information is considered "directory information" and thus may be disclosed without consent of the student, unless otherwise directed by the student, at any time, to the registrar in writing: The student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

(4) Disclosure from education records. In addition to directory information the college will, at its discretion, make disclosures from education records of students with the student's prior written consent or to the following listed parties:

(a) College officials including college administrative and clerical staff, faculty, and students where officially elected or appointed to the ASSPSCC senate or employed by the college. Access or release of records to the above is permissible only when the information is required for the advisement, counseling, recordkeeping, reporting, or other legitimate educational interest consonant with their specific duties and responsibilities.

(b) To officials of another school in which the student seeks or intends to enroll.

(c) To authorized federal, state, or local officials as required by law.

(d) In connection with financial aid for which the student has applied or received.

(e) To accrediting organizations, or organizations conducting studies for or on behalf of the institution.

(f) To appropriate parties in a health or safety emergency.

(g) To persons in compliance with a judicial order or a lawfully issued subpoena, provided that the college first makes a reasonable effort to notify the student.

(h) To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954, upon receipt of a written affidavit stating that the student is a dependent for income tax purposes. This, however, will not affect the other rights of the student.

In cases where consent of the student is required for release of education records, the student shall in writing, signed and dated by the student, specify: The records to be disclosed, the purpose or purposes of the disclosure, and the name of the party or parties to whom the disclosure can be made.

When personally identifiable information is released without prior consent of the student, other than directory information and information released to college officials or the student, the college official in charge of these records will record the names of the parties who have requested information from educational records and the nature of the interest in that information.

Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third party disclosures to other parties listed in (a) through (h) of this subsection.

(5) Challenge of education records. Students who believe that information contained in their education records is inaccurate, misleading or violates the privacy or other rights of the student may request in writing to the appropriate college official that the college amend their record(s). The college official(s) will make every effort to settle disputes through informal meetings and discussion with the student.

In instances where disputes regarding contents of education records cannot be resolved by the parties concerned, the college official involved shall advise the student of the right to a hearing by the academic standards committee through a written request to the director of admissions and records. Should the academic standards committee deem that the education records in question are inaccurate or misleading, the committee can ask that the records be amended by the appropriate college official. If the education records are held to be accurate, the student shall be granted the opportunity to place within those records a personal statement commenting upon the information contained within.

Each eligible student is afforded the right to file a complaint concerning alleged failures by the college to comply with the requirements of the act. The address of the office designated to investigate, process, and review violations and complaints which are filed is:

The Family Educational Rights and
Privacy Act Office (FERPA)
Department of Health, Education
and Welfare
330 Independence Avenue S.W.
Washington, D.C. 20201

Copies of the Federal Register pertaining to the Family Education Rights and Privacy Act may be obtained from:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-050, filed 10/18/88.]

WAC 132X-60-060 Student publications. The college will establish a student publications policy relating to officially sponsored publications and create a student publications board charged with the enforcement of the policy. The publications board shall be composed of an administrator appointed by the college president, two faculty, and three students appointed by the associated student body president.

The student publications policy shall protect the students' freedom to deal with any ideas and to express any opinions in the student publications without fear of their censorship. Editors and managers of student publications are protected from arbitrary suspension and removal. Only for proper and stated causes, as outlined in the statement of purpose or philosophy adopted for each student publication, should editors and managers be subject to removal and then by orderly and prescribed procedures.

At the same time, the student publications policy shall charge the student editors and managers with corollary responsibilities to be governed by the canons of responsible journalism.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-060, filed 10/18/88.]

WAC 132X-60-070 Use of college facilities. Any recognized associated students of South Puget Sound Community College organization may request use of available college facilities for authorized activities. Facilities will be provided free of charge to the organization except when such use necessitates staffing and services beyond regular college requirements. Standard college fees will be charged in these cases.

Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-070, filed 10/18/88.]

WAC 132X-60-080 Student complaints. The purpose of these procedures is to establish a process where a student may express and resolve misunderstandings, complaints or grievances with any college employee in a fair and equitable manner. This procedure emphasizes an informal resolution.

A complaint is any expression of dissatisfaction with the performance of a college employee or procedure. The students who have a complaint about an action of a college employee should use the following procedure:

(1) Initiating a nonacademic complaint:

(a) The student and the college employee should make a good faith effort to resolve the grievance on a one to

one basis within fifteen instructional days from the date of the complaint. In the event of absence from campus by the employee, the student shall contact the organizational unit administrator for advice on how to proceed with the complaint. If the student feels that he/she cannot meet face-to-face with the employee he/she may directly contact the organizational unit administrator.

(b) If the student determines that a complaint cannot be resolved appropriately with the employee concerned, the student may contact the organizational unit administrator of the employee to facilitate a solution to the grievance.

(c) If a complaint filed with the appropriate organizational unit administrator has not been resolved, the student may proceed with a formal complaint.

(2) Proceeding with a formal complaint:

(a) Office to address: Complaints regarding an instructional employee or policy shall be addressed to the dean of instruction or designee. Complaints regarding an administrative services employee or policy shall be addressed to the dean of administrative services or designee. Complaints regarding student services employees or other college personnel shall be addressed to the dean of students or designee.

(b) The dean/designee shall discuss with the student the concerns and options available to resolve the concern. If the student should elect to proceed with the formal complaint the student must outline in writing the complaint, identifying dates and persons involved as accurately as possible.

(c) The dean shall also inform the student that the student may ask the dean of students or another person the student chooses to act as an advocate in assisting the student in the completion of the complaint process.

(d) The student's written complaint shall be forwarded to the employee concerned who shall provide a written response within ten instructional days.

(e) If the written response does not resolve the complaint to the satisfaction of the student, the dean shall convene a conference of all the involved parties within ten instructional days to (i) attempt to resolve to the satisfaction of all parties the complaint and/or (ii) hear the issue(s) and take appropriate action(s) to resolve the complaint.

(f) Action taken by the dean, if any, may be appealed to the president.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-080, filed 10/18/88.]

WAC 132X-60-090 Violations. Any student shall be subject to disciplinary action who, either as a principal actor or aider or abettor commits any of the following which are hereby prohibited:

(1) Abusive conduct: Physical and/or verbal abuse of any person or conduct which is intended unlawfully to threaten imminent bodily harm or to endanger the health or safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.

(2) Destroying or damaging property: Malicious damage to or malicious misuse of college property, or the

property of any person where such property is located on the college campus.

(3) **Dishonesty:** All forms of dishonesty including: Cheating; plagiarism; knowingly furnishing false information to the college; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency, on college premises or at any college-sponsored activity; forgery; alteration or use of college documents or instruments of identification with intent to defraud.

(4) **Disorderly conduct:** Materially and substantially interferes with the personal rights or privileges of others or the educational process of the college.

(5) **Drugs:** Using, possessing, furnishing, or selling any narcotic or dangerous drug as those terms are used in Washington statutes, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist.

(6) **Inciting others:** Intentionally inciting others to engage in any prohibited conduct as defined herein, which incitement directly leads to such conduct. Inciting is the advocacy which prepares the group or individual addressed for immediate action and compels that individual or group to engage in the prohibited conduct.

(7) **Insubordination:** Failure to comply with lawful directions of college personnel acting in performance of their lawful duties.

(8) **Liquor:** Possessing, consuming, or furnishing of alcoholic beverages on college-owned or controlled property or at college-sponsored or supervised functions where prohibited by law.

(9) **Theft:** Theft or conversion of college property or private property.

(10) **Trespass/Unauthorized presence:** Entering or remaining unlawfully, as defined by state law, or using college premises, facilities, or property, without authority.

(11) **Weapons:** Carrying, exhibiting, displaying or drawing any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrants alarm for the safety of other persons.

(12) **Other violations:** Students may be accountable to both civil authorities and to the college for acts which constitute violations of federal, state, or local law as well as college rules and policy. The college may refer any such violation to civilian authorities for disposition.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-090, filed 10/18/88.]

WAC 132X-60-100 Initial disciplinary proceedings.

(1) **Initiation of disciplinary action.** Anyone may report, orally or in writing, violations to the dean of students, or designee, who may initiate disciplinary action.

(2) **Notice requirements.** Any student charged with a violation shall receive written notice delivered to the student personally or by registered or certified mail to the student's last known address no later than two weeks

after a reported violation. The notice shall not be ineffective if presented later due to student's absence. Such notice shall:

(a) Inform the student that a report has been filed alleging that the student violated specific provisions of college policy and the date of the violation; and

(b) Set forth those provisions allegedly violated; and

(c) Specify the exact time and date the student is required to meet with the dean of students; and

(d) Specify the exact time, date, and location of the formal hearing with the student judicial board, if one is required; and

(e) Inform the student that he/she may question witnesses, that he/she may have anyone appear in his/her behalf to defend him/her, that he/she may have a maximum of three character witnesses appear in his/her behalf; and

(f) Inform the student that failure to appear at either of the appointed times at the dean of student's office or at the hearing may subject the student to suspension from the institution for a stated or indefinite period of time.

(3) **Meeting with the dean of students.**

(a) At the meeting with the dean of students the student shall be informed of the provision of the code of student rights and responsibilities that are involved, that the student may appeal any sanction imposed by the dean of students and that if a hearing with the student judicial board is required the student may have that hearing open to the public.

(b) After considering the evidence in the case and interviewing the student or students involved, the dean of students may take any of the following actions:

(i) Terminate the proceedings exonerating the student or students; or

(ii) Impose disciplinary sanctions as provided for in WAC 132X-60-120; or

(iii) Refer the matter to the student judicial board for appropriate action.

(c) A student accused of violating any provision of college policy shall be given immediate notification of any disciplinary action taken by the dean of students.

(d) No disciplinary action taken by the dean of students is final unless the student fails to exercise the right of appeal as provided for in these rules.

(4) **Student judicial board.**

(a) **Composition.** The college shall have a standing student judicial board composed of nine members, who shall be chosen and appointed to serve as a standing committee until their successors are appointed. The membership of the board shall consist of three members of the administration, excepting the dean of students, appointed by the president; three faculty members appointed by the faculty organization; and three students appointed by the associated students of South Puget Sound Community College senate. Any student entitled to a hearing before the student judicial board shall choose, in writing, five members of the board to hear and decide the appeal or disciplinary case, provided, the student must choose at least one student, one faculty member and one member of the administration from the

nine member board. In the event that unforeseen circumstances prevent a previously selected board member from attending the hearing, the student must choose a replacement from among the balance of the standing committee.

(b) Hearing procedures.

(i) The five members of the student judicial board will hear, de novo, all disciplinary cases appealed to the committee by the student or referred to it by the dean of students.

(ii) The five members of the student judicial board shall elect from among themselves a chairperson for the purpose of presiding at the disciplinary hearing.

(iii) The student shall be given written notice of the time, date, and location of the hearing; the specific charges against him/her; and shall be accorded reasonable access to the case file, which will be retained by the dean of students.

(iv) Hearings will be closed to the public except for the dean of students and/or designee, immediate members of the student's family, and the student's representative. An open hearing may be held, in the discretion of the chairperson, if requested by the student. All parties, the witnesses, and the public shall be excluded during the student judicial board's deliberations.

(v) The chairperson shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the chairperson or committee advisor may be excluded from the proceedings and may be subject to disciplinary action as set forth in this policy.

(vi) The student may question witnesses, bring an advocate to defend him/her, and have a maximum of three character witnesses appear on his/her behalf.

(vii) The burden of proof shall be on the dean of students who must establish the guilt of the student by a preponderance of the evidence.

(viii) Formal rules of evidence and procedure shall not be applicable in disciplinary proceedings conducted pursuant to this code. The chairperson shall admit all matters into evidence which reasonable persons would accept as having probative value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

(ix) The dean of students may appoint a special presiding officer to the student judicial board in complex cases or in any case in which the respondent is represented by legal counsel. Special presiding officers may participate in committee deliberations but shall not vote.

(x) In order that a complete record of the proceeding, including all evidence presented, can be made, hearings may be tape-recorded or transcribed. If a recording or a transcription is not made, the decision of the student judicial board must include a summary of the testimony and shall be sufficiently detailed to permit appellate review.

(xi) After considering the evidence in the case and interviewing the student or students involved, the student judicial board shall decide by majority vote whether to:

(A) Terminate the proceedings exonerating the student(s); or

(B) Impose disciplinary sanctions as provided in WAC 132X-60-120.

(xii) Final decisions of the student judicial board, including findings of fact or reasons for the decision, shall be delivered to the student personally or by registered or certified mail to the student's last known address and a copy filed with the office of the dean of students.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-100, filed 10/18/88.]

WAC 132X-60-110 Appeals of disciplinary action.

(1) Appeals of disciplinary action(s) shall be taken in the following order:

(a) Disciplinary action taken by or at the recommendation of the dean of students or designated representative may be appealed to the student judicial board.

(b) Disciplinary decisions and action taken by the student judicial board may be appealed by the student to the president.

(2) All appeals by a student must be made in writing to the dean of students within ten calendar days after the student has been notified of the action from which he/she has a right of appeal to the student judicial board or the president.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-110, filed 10/18/88.]

WAC 132X-60-120 Disciplinary sanctions. (1)

Warning. Notice to a student, either verbally or in writing, that the student has been in violation of college rules or regulations or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) Reprimand. Formal action censuring a student for violation of the college rules or regulations or has otherwise failed to meet the college's standards of conduct. Reprimands shall be made in writing to the student as appropriate by the dean of students or the student judicial board with copies filed in the office of the dean of students. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(3) Fines. The dean of students and/or the student judicial board may assess monetary fines up to a maximum of one hundred dollars per violation against individual students for violation of college rules and regulations or for the failure to meet the college's standards of conduct. Failure to pay such fines within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section, provided that a student may be reinstated upon payment of the fine.

(4) Restitution. An individual student may be required to make restitution for damage or loss to college or other property and for injury to persons. Failure to

make restitution within thirty days will result in suspension for an indefinite period of time as set forth in subsection (6) of this section, provided that a student may be reinstated upon payment.

(5) Disciplinary probation. Formal action placing conditions upon the student's continued attendance for violations of college rules or regulations or other failure to meet the college standards of conduct. Written notice of disciplinary probation will specify the period of probation and any condition, such as limiting the student's participation in extracurricular activities or access to specific areas of the college's facilities. Copies of the notice shall be kept on file in the office of the dean of students and in the student's official educational records. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(6) Suspension/dismissal. Temporary, indefinite, or permanent dismissal from the college of a student for violation of college rules and regulations. The notification suspending a student will indicate, in writing, the term of the suspension and any special conditions which must be met before readmission. Copies of the notification shall be kept on file in the office of the dean of students and in the student's official education record.

Refund of fees for the quarter in which disciplinary action is taken shall be in accord with the college's refund policy.

Students who are suspended from the college may be denied access to all or any part of the campus or other facility during the duration of the period of suspension.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-120, filed 10/18/88.]

WAC 132X-60-130 Readmission after suspension.

If the student has been suspended for an indefinite period, or feels that circumstances warrant reconsideration of the temporary suspension prior to its expiration, the student may be readmitted following approval of a written petition submitted to the dean of students. Such petitions must state reasons which support a reconsideration of the matter.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-130, filed 10/18/88.]

WAC 132X-60-140 Summary suspension procedures. (1) Initiation of summary suspension procedures. The dean of students, or designee, may suspend any student of the college for not more than ten academic calendar days pending investigation, action or prosecution on charges of alleged violation or violations of college policy, if the dean of students has reason to believe the student's physical or emotional safety and well-being, or the safety and well-being of other college community members, or the safety and well-being of the college property requires such suspension.

(2) Permission to enter or remain on campus. During the period of summary suspension, the suspended student shall not enter the campus of the college or any facility under the operation of the college other than to

meet with the dean of students or to attend the hearing. However, the dean of students may grant the student special permission to enter a campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

(3) Notice of summary suspension proceedings.

(a) If the dean of students or designee finds it necessary to exercise the authority to summarily suspend a student, he/she shall give the student notice, orally or in writing, stating: The time, date, place, and nature of the alleged misconduct; the evidence in support of the charge(s); the corrective action or punishment which may be imposed against the student; that anything the student says to the dean may be used against the student; and that the student may either accept the disciplinary action or, within forty-eight hours or two work days following receipt of this notification, file at the office of the dean of students, a written request for a hearing by the student judicial board. If the request is not filed within the prescribed time, it will be deemed as waived.

(b) Appeal and hearing. If oral notice is given, it shall be followed by written notice within forty-eight hours or two working days. The hearing shall be accomplished according to the procedures set forth in WAC 132X-60-100. Failure by the student to appear at the hearing with the student judicial board shall result in the dean of students or designee suspending the student from the college.

(c) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students or of college property or where the student's conduct materially and substantially disrupts the educational process.

Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days. Any summary action may be appealed to the dean of students for an informal hearing.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), § 132X-60-140, filed 10/18/88.]

WAC 132X-60-150 Emergency procedures. In the event of activities which interfere with the orderly operation of the college, the dean of students or the president, or their designees shall determine the course of action which appears to offer the best possibility for resolution of the problem. The emergency procedures outlined below will be followed if deemed essential:

(1) Inform those involved in such activities that they are in violation of college and/or civil regulations.

(2) Inform them that they should cease and desist. Indicate an area on campus where they are able to conduct their activities without interfering with the operation of the college, if such an area is available.

(3) If they do not respond within a reasonable time, call the civil authorities.

[Statutory Authority: RCW 28B.50.140. 88-21-071 (Order 88-1), §
132X-60-150, filed 10/18/88.]