

responsible for advising the college safety/security department on security and parking operations. Examples of committee activity include:

- Reviewing parking regulations and fees and recommending their adoption.

- Considering appeals of citations for violations of these parking and traffic rules and regulations, and making written notification of each decision of the committee to the appellant and the safety/security department.

- Reviewing and recommending suggested changes to parking lot configuration and use to improve quality and quantity of parking on campus.

- Reviewing provisions for security on campus and recommending practices and procedures for the enhancement of security.

The security/parking advisory committee meets as needed when the college is in session. The security/parking advisory committee consists of the dean of administrative services (chair), the safety/security supervisor, two faculty, two classified employees, and one student member.

[Statutory Authority: RCW 28B.50.140(10) and chapters 28B.50 and 28B.10 RCW. 91-21-022, § 132N-156-740, filed 10/7/91, effective 11/7/91. Statutory Authority: Chapters 28B.50 and 28B.10 RCW. 87-19-103 (Order 87-02, Resolution No. 87-02), § 132N-156-740, filed 9/18/87.]

**WAC 132N-156-750 Unpaid fines.** If any fine remains unpaid after fifteen days, any of the following actions may be taken by the college safety/security department.

- A hold may be placed on transcripts.
- A delay of registration for the following quarter.
- Revocation of parking privileges.
- Fines due and payable will be withheld from paychecks of all college employees including faculty, staff, and students.
- All fines outstanding may be turned over to a collection agency.

If a violator has two or more unpaid fines, his/her vehicle will be impounded or immobilized and held until all outstanding fines are paid.

These procedures will be applicable to all students, faculty, and staff or other persons utilizing college facilities receiving fines for violations of these parking and traffic rules and regulations.

[Statutory Authority: RCW 28B.50.140(10) and chapters 28B.50 and 28B.10 RCW. 91-21-022, § 132N-156-750, filed 10/7/91, effective 11/7/91. Statutory Authority: Chapters 28B.50 and 28B.10 RCW. 87-19-103 (Order 87-02, Resolution No. 87-02), § 132N-156-750, filed 9/18/87.]

**WAC 132N-156-760 Special circumstances.** During special occasions causing additional heavy traffic and during emergencies, the college safety/security department is authorized to impose additional traffic and parking regulations and instructions in order to lessen the chance of personal injury or property damage. Whenever possible, prior notice of these regulations or restriction changes shall be made known and posted. This authorization is of a temporary nature and should

last only as long as the situation continues.

[Statutory Authority: RCW 28B.50.140(10) and chapters 28B.50 and 28B.10 RCW. 91-21-022, § 132N-156-760, filed 10/7/91, effective 11/7/91. Statutory Authority: Chapters 28B.50 and 28B.10 RCW. 87-19-103 (Order 87-02, Resolution No. 87-02), § 132N-156-760, filed 9/18/87.]

## Chapter 132N-168 WAC SUSPENDED OPERATIONS

WAC

132N-168-010 through 132N-168-020 Repealed.

### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132N-168-010 Board policy statement—Suspended operations—Civil service employees. [Order 77-3-a, § 132N-168-010, filed 8/29/77.] Repealed by 91-19-018, filed 9/9/91, effective 10/10/91. Statutory Authority: Chapters 28B.50 and 28B.10 RCW.

132N-168-020 Administrative procedures—Suspended operations—Civil service employees. [Order 77-3-a, § 132N-168-020, filed 8/29/77.] Repealed by 91-19-018, filed 9/9/91, effective 10/10/91. Statutory Authority: Chapters 28B.50 and 28B.10 RCW.

**WAC 132N-168-010 through 132N-168-020 Repealed.** See Disposition Table at beginning of this chapter.

## Title 132Q WAC COMMUNITY COLLEGES—SPOKANE COMMUNITY COLLEGE—SPOKANE FALLS COMMUNITY COLLEGE

### Chapters

- 132Q-03 Student athletic participation.
- 132Q-06 Student confidential student records.
- 132Q-108 Rules of practice.
- 132Q-135 Environmental policy.

### Chapter 132Q-03 WAC STUDENT ATHLETIC PARTICIPATION

WAC

- 132Q-03-005 Grounds for ineligibility.
- 132Q-03-010 Right to brief adjudicative procedure.
- 132Q-03-020 Brief adjudicative procedure.
- 132Q-03-030 Decision.

**WAC 132Q-03-005 Grounds for ineligibility.** Any student found by Washington Community College District 17 to have violated chapter 69.41 RCW by virtue of a criminal conviction or otherwise insofar as it prohibits the possession, use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any college sponsored athletic event or activity.

[Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-005, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-03-010 Right to brief adjudicative pro-**

**cedure.** Any student notified of a claimed violation of WAC 132Q-03-005 shall have the right to a brief adjudicative hearing if a written request for such a hearing is received by the appropriate college vice president of student services within three days of receipt of a declaration of further athletic ineligibility. If no written request is received within three days after receipt of the declaration of athletic ineligibility, the student will be deemed to have waived any right to a brief adjudication hearing and will be declared ineligible from further participation in college sponsored athletic events or activities.

[Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-010, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-03-020 Brief adjudicative procedure.** If a timely written request for a hearing is made, the vice president of student services shall designate a presiding officer who shall be a college administrator who is not involved with the athletic program to conduct the brief adjudicative proceeding. The presiding officer shall promptly conduct the hearing and permit affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, RCW 34.05.482.

[Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-020, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-03-030 Decision.** The college administrator who acts as presiding officer shall issue a written decision which shall include a brief statement of the reasons for the decision and a notice that judicial review may be available. All documents presented, considered or prepared by the presiding officer shall be maintained as the official record of the brief administrative proceeding. A decision must be promptly rendered after the conclusion of the brief adjudicative proceeding and in no event later than 20 days after the request for a brief adjudicative proceeding is received by the vice president of student services.

[Statutory Authority: RCW 28B.50.140. 91-17-075, § 132Q-03-030, filed 8/21/91, effective 9/21/91.]

## Chapter 132Q-06 WAC

### STUDENT CONFIDENTIAL STUDENT RECORDS

#### WAC

132Q-06-016 Definition of personally identifiable information.

**WAC 132Q-06-016 Definition of personally identifiable information.** Personally identifiable information refers to that information which includes either (a) the name of the student, the student's parent, or other family member, (b) the address of the student's family, (c) a personal identifier such as the student's social security number or student number, (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or (e) other information which would make it possible to identify the student with reasonable certainty.

[Statutory Authority: RCW 28B.50.140. 91-17-078, § 132Q-06-016, filed 8/21/91, effective 9/21/91.]

## Chapter 132Q-108 WAC RULES OF PRACTICE

#### WAC

- 132Q-108-010 Adoption of model rules of procedure.
- 132Q-108-020 Appointment of presiding officers.
- 132Q-108-030 Method of recording.
- 132Q-108-040 Application for adjudicative proceeding.
- 132Q-108-050 Brief adjudicative procedures.
- 132Q-108-060 Discovery.
- 132Q-108-070 Procedure for closing parts of the hearings.
- 132Q-108-080 Recording devices.
- 132Q-108-090 Petitions for stay of effectiveness.
- 132Q-108-100 Informal settlements.

**WAC 132Q-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05-.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-010, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-020 Appointment of presiding officers.** The chief executive officer or a designee of the chief executive officer shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the chief executive officer or a designee of the chief executive officer, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the chief executive officer or the designee of the chief executive officer to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-020, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-030, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. Application forms are available at the following address: Community Colleges of Spokane, North 2000 Greene Street, Room 01-0119A, Spokane,

Washington, 99207. Written application for an adjudicative proceeding should be submitted to the above address within 20 days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-040, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.95.482-494 [34.05.482-494], the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Disputes concerning educational records;
- (3) Student conduct proceedings. The procedural rules in chapter 132Q-04 WAC apply to these procedures;
- (4) Parking violations. The procedural rules in chapter 132Q-20 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution-sponsored athletic events, pursuant to WAC 132Q-03-005.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-050, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-060, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-070 Procedure for closing parts of the hearings.** All adjudicative proceedings shall be open to public observation except that a party may apply for a protective order to close part or all of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-070, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-080 Recording devices.** No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132Q-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-080, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-090 Petitions for stay of effectiveness.** Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-090, filed 8/21/91, effective 9/21/91.]

**WAC 132Q-108-100 Informal settlements.** It is the intent of this district to resolve all disputes by informal settlements utilizing the normal internal grievance procedures or applicable collective bargaining agreements pursuant to RCW 34.05.060.

[Statutory Authority: RCW 28B.50.140. 91-17-076, § 132Q-108-100, filed 8/21/91, effective 9/21/91.]

## Chapter 132Q-135 WAC ENVIRONMENTAL POLICY

WAC

132Q-135-050 State Environmental Policy Act (SEPA).

**WAC 132Q-135-050 State Environmental Policy Act (SEPA).** It is the policy of the Community Colleges of Spokane that capital projects shall be accomplished in compliance with chapter 43.21C RCW, the State Environmental Policy Act (SEPA), and in accordance with chapter 197-11 WAC and all subsequent amendments thereto, and WAC 131-24-030.

In compliance with chapter 197-11 WAC, the chief executive officer or a duly appointed administrator designee shall be the responsible official for implementing this policy.

[Statutory Authority: RCW 28B.50.140. 91-17-077, § 132Q-135-050, filed 8/21/91, effective 9/21/91.]

## Title 132S WAC COMMUNITY COLLEGES—COLUMBIA BASIN COLLEGE

**Chapter  
132S-30 Faculty and staff.**

### Chapter 132S-30 WAC FACULTY AND STAFF

WAC

132S-30-036 Grievance procedures—Sex discrimination.

**WAC 132S-30-036 Grievance procedures—Sex discrimination.** Any applicant for admission, enrolled student, applicant for employment or employee of Columbia Basin College who believes he/she has been discriminated against on the basis of sex may lodge a formal institutional grievance by utilizing the following steps:

- (1) **Step 1. Informal meeting.** Requesting an informal meeting with the individual believed to have committed