

# Title 132Z WAC

## COMMUNITY COLLEGES—CASCADIA COMMUNITY COLLEGE

### Chapters

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### Chapter 132Z-104 WAC BOARD OF TRUSTEES

#### WAC

132Z-104-010	Time and place of board meetings.
132Z-104-020	Request for items to be placed on board agenda.
132Z-104-030	Delegation to district president.

**WAC 132Z-104-010 Time and place of board meetings.** The board of trustees shall hold one regular meeting on the second Monday of each month and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law.

All regular and special meetings of the board of trustees shall be held at the Shoreline Community College Northshore Center, 22002 26th Ave. SE, Suite 101, Bothell, WA 98021, unless scheduled elsewhere, and are open to the general public, except for lawful executive sessions.

No official business may be conducted by the board of trustees except during a regular or special meeting.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-104-020 Request for items to be placed on board agenda.** Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon fourteen business days before the next scheduled meeting of the board. The secretary will relate the request to the chair of the board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-104-030 Delegation to district president.** The board of trustees delegates to the district president its authority and responsibility to administer Cascadia Community College District 30 in accordance with laws, policies, and rules approved by the board of trustees. At the operational level, the president has final administrative authority over all matters affecting the college district.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-030, filed 7/2/96, effective 8/2/96.]

### Chapter 132Z-108 WAC PRACTICE AND PROCEDURE

#### WAC

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

**WAC 132Z-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 are adopted for use at this college. Those rules may be found in 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 previously adopted by this college, the model rules prevail.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-020 Appointment of presiding officers.** The president or designee 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 president or designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, the president or designee shall designate one person to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the presiding officer, among those available under the model rules of procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. An application shall include the signature of the applicant, the nature of the matter for which an adjudicative proceeding is sought, and an explanation of the facts involved.

Application forms are available at the following address:

Cascadia Community College  
c/o Shoreline Community College Northshore Center  
22002 26th Ave. SE, Suite 101  
Bothell, WA 98021

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

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-040, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are adopted by reference. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings;
- (4) Parking violations;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in college-sponsored events.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-050, filed 7/2/96, effective 8/2/96.]

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

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-060, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-070 Procedure for closing parts of the hearings.** Any party may apply for a protective order to close part 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 within ten working days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the

proceeding shall be closed, and state the reasons in writing within twenty working days of receiving the request.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-070, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-080 Recording devices.** No cameras or recording devices are allowed in those parts of proceedings that the presiding officer has determined shall be closed under WAC 132Z-108-070, except for the method of official recording selected by the college.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-080, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-122 WAC

### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

#### WAC

132Z-122-010	Policy.
132Z-122-020	Notification.
132Z-122-030	Procedure for brief adjudicative proceeding.

**WAC 132Z-122-010 Policy.** If any person, including any staff, student or former student, is indebted to the district for an outstanding overdue debt, the district need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by such person.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due to the district from the requesting person, the district shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due. The person shall be told that until the debt is satisfied, requested services will not be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the district. The proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the college. The hearing must be conducted within ten working days of the request for a hearing. After the informal hearing, a decision shall be rendered by the president or designee indicating whether in fact the college is correct in withholding services for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five working days after the hearing. This hearing

shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482 through 34.05.494.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-030, filed 7/2/96, effective 8/2/96.]

### Chapter 132Z-133 WAC ORGANIZATION

#### WAC

132Z-133-010 Organization—Operation—Information.

**WAC 132Z-133-010 Organization—Operation—Information.** (1) Organization. Cascadia Community College is established in Title 28B RCW as a public institution of higher education. The college is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the college. The president establishes the structure of the administration.

(2) Operation. The administrative office is located at the following address:

Cascadia Community College  
c/o Shoreline Community College Northshore Center  
22002 26th Ave. SE, Suite 101  
Bothell, WA 98021

The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays.

(3) Information. Additional information about Cascadia Community College District 30 may be obtained by calling (206) 402-3870, or by addressing a request to:

Cascadia Community College  
c/o Shoreline Community College Northshore Center  
22002 26th Ave. SE, Suite 101  
Bothell, WA 98021

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-133-010, filed 7/2/96, effective 8/2/96.]

### Chapter 132Z-134 WAC DESIGNATION OF RULES COORDINATOR

#### WAC

132Z-134-010 Rules coordinator.

**WAC 132Z-134-010 Rules coordinator.** The rules coordinator for Cascadia Community College as designated by the president is:

The Executive Assistant to the President  
Cascadia Community College  
c/o Shoreline Community College Northshore Center  
22002 26th Ave. SE, Suite 101  
Bothell, WA 98021

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-134-010, filed 7/2/96, effective 8/2/96.]

### Chapter 132Z-276 WAC ACCESS TO PUBLIC RECORDS

#### WAC

132Z-276-010	Purpose.
132Z-276-020	Definitions.
132Z-276-030	Description of central and field organization of Cascadia Community College District No. 30.
132Z-276-040	Operations and procedures.
132Z-276-050	Public records available.
132Z-276-060	Public records officer.
132Z-276-070	Office hours.
132Z-276-080	Requests for public records.
132Z-276-090	Copying.
132Z-276-100	Determination regarding exempt records.
132Z-276-110	Review of denials of public records requests.
132Z-276-120	Protection of public records.
132Z-276-130	Records index.
132Z-276-140	Adoption of form.

**WAC 132Z-276-010 Purpose.** The purpose of this chapter is to ensure that Cascadia Community College complies with the provisions of chapter 42.17 RCW and in particular with those sections of that chapter dealing with public records.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-020 Definitions.** (1) "Public record" includes any writing containing information relating to the conduct of government 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" 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, combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums and other documents.

(3) "Cascadia Community College" is an agency organized by statute pursuant to RCW 28B.50.040. Cascadia Community College shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-030 Description of central and field organization of Cascadia Community College District No. 30.** (1) Cascadia Community College is a state agency established and organized under the authority of chapter 28B.50 RCW for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The administrative office of the district is located on the college campus within the county of Snohomish, Washington. The college campus likewise comprises the central headquarters for all operations of the district.

(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provid-

ed in WAC 132Z-104-010. The board of trustees employs a president, an administrative staff, instructors, and other employees. The board of trustees takes such actions and promulgates such rules, and policies in harmony with the rules established by the state board for community and technical colleges, as are necessary to the administration and operation of the district.

(3) The president of the district is responsible to the board of trustees for the operation and administration of the district.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-040 Operations and procedures.**

Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-040, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-050 Public records available.**

All public records of the district, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 or other statutes.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-050, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-060 Public records officer.**

The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules regarding release of public records, coordinating district employees in this regard, and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.17 RCW.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-060, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-070 Office hours.**

Public records shall be available for inspection and copying during the customary office hours of the district. For purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays and holidays established by the college calendar.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-070, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-080 Requests for public records.**

In accordance with the requirements of RCW 42.17.290 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 are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district 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 public 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 current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-080, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-090 Copying.**

No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-090, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-100 Determination regarding exempt records.**

(1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132Z-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 or other statute. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.

(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy or impair a vital governmental interest: *Provided, however,* In each case, the justification for the deletion shall be explained fully in writing.

(3) Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the college, within five business days, either:

- (a) Provides the record;
  - (b) Acknowledges receipt of the request and provides a reasonable estimate of the time the college will require to respond to the request; or
  - (c) Denies the request.
- (4) All denials of request for public records must be accompanied by a written statement, signed by the public records officer or designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the public record withheld.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-100, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-110 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 which constituted or accompanied the denial.

(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the president or designee.

(3) Within two business days after receiving the written request by a person petitioning for a prompt review of a decision denying a public record, the president or designee, shall complete such review.

(4) During the course of the review the president or designee shall consider the obligations of the district to comply with the intent of chapter 42.17 RCW insofar as it requires providing full public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 or other pertinent statutes, and the provisions of the statute which require the district to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-110, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-120 Protection of public records.** Requests for public records shall be made at the administrative office of the district at Shoreline Community College Northshore Center, 22002 26th Ave. SE, Suite 101, Bothell, WA 98021. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 132Z-276-090.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-120, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-130 Records index.** (1) The district has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated by the district after January 10, 1994:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

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

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-130, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-140 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records the following form:

REQUEST FOR PUBLIC RECORD TO  
Cascadia Community College

(a) .....  
Name (please print)                      Signature

.....  
Name or Organization, if applicable

.....  
Mailing Address of Applicant              Phone Number

(b) .....  
Date Request Made      Time of Day Request Made

(c) Nature of Request .....

(d) Identification Reference on Current Index (Please describe)  
.....

(e) Description of Record, or Matter, Requested if not Identifiable by Reference to the  
.....

Request: APPROVED . . . DENIED . . . Date . . . . .

By . . . . .  
Name Title

Reasons for Denial: . . . . .  
. . . . .  
. . . . .

Referred to . . . . Date . . . . .

By . . . . .  
Name Title

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-140, filed 7/2/96, effective 8/2/96.]

**Chapter 132Z-300 WAC  
GRIEVANCE RULES—TITLE IX**

**WAC**

- 132Z-300-010 Preamble.
- 132Z-300-020 Informal procedure.
- 132Z-300-030 Formal procedure.
- 132Z-300-040 Other remedies.

**WAC 132Z-300-010 Preamble.** Cascadia Community College is covered by Title IX of the Civil Rights Act of 1964 prohibiting sex discrimination in education. Applicants for admission, enrolled students, applicants for employment, or employees of Cascadia Community College who believe they have been discriminated against on the basis of sex may lodge an institutional grievance by following the procedures contained in this chapter.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the district's affirmative action officer or designee without making a formal written complaint. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any district official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The district official shall arrange for the complainant to receive a copy of the complaint procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence only to the extent allowed under Washington's public disclosure law, chapter 42.17 RCW. Formal action against the person accused may not be taken on behalf of the complainant

unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) The complainant may bring a person of his or her choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the district upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an outside state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-040 Other remedies.** These procedures outlined in WAC 132Z-300-010 through 132Z-300-030, are internal district procedures and, as such, serve to resolve complaints within the district's administrative framework. These procedures do not replace an individual's right to timely file a complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-040, filed 7/2/96, effective 8/2/96.]

**Chapter 132Z-310 WAC  
GRIEVANCE PROCEDURES—DISABILITY**

**WAC**

- 132Z-310-010 Preamble.
- 132Z-310-020 Informal procedure.
- 132Z-310-030 Formal procedure.
- 132Z-310-040 Other remedies.

**WAC 132Z-310-010 Preamble.** Cascadia Community College is covered by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibiting discrimination on the basis of handicap/disability in education. Applicants for admission, enrolled students, applicants for employment, or employees of Cascadia Community College who believe they have been discriminated against on the basis of handicap/disability may lodge an institutional grievance by following the procedures contained in this chapter.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the district's affirmative action officer or designee without making a formal written complaint. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any district official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The district official shall arrange for the complainant to receive a copy of the grievance procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence only to the extent allowed by Washington's public disclosure law, chapter 42.17 RCW. Formal action against the person accused may not be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) Complainants may bring persons of their choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the district upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student

disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an outside state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-040 Other remedies.** These procedures, outlined in WAC 132Z-310-010 through 132Z-310-030, are internal district procedures and, as such, serve to resolve complaints within the district's administrative framework. These procedures do not replace an individual's right to timely file a complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-040, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-325 WAC

### STATE ENVIRONMENTAL POLICY ACT RULES

#### WAC

132Z-325-010 Implementation of State Environmental Policy Act.

**WAC 132Z-325-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Cascadia Community College that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 132-24 WAC.

(2) The president of the district or designee shall be responsible for administering and implementing this policy.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-325-010, filed 7/2/96, effective 8/2/96.]