

Title 132K WAC

COMMUNITY COLLEGES—PIERCE COLLEGE

(Formerly: Fort Steilacoom Community College)

Chapters

- 132K-04** **Board of trustees.**
- 132K-10** **State Environmental Policy Act (SEPA) rules.**
- 132K-24** **Continuing teaching excellence and professional improvement policy.**
- 132K-112** **Qualifications and personnel selection policy—Election rules.**
- 132K-116** **Parking and traffic rules.**
- 132K-122** **Students records release policy.**
- 132K-125** **Student rights and responsibilities.**
- 132K-130** **Tuition and fee waivers.**
- 132K-276** **Public records.**
- 132K-300** **Notice of intent to withhold services and/or offset wages for outstanding debts Community College District No. 11 Pierce College.**
- 132K-995** **Appendix—Policies and procedures manual.**

- 132K-12-100 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-110 Probationary period—Purpose. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-120 Probationary period—Duration. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-120 Removal during probationary period. [Order, § 132K-12-120, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-130 Demotion during probationary period. [Order, § 132K-12-130, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-140 Notification of end of probationary period. [Order, § 132K-12-140, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-150 Separation. [Order, § 132K-12-150, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-160 Retirement. [Order, § 132K-12-160, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-170 Reduction in force—Layoff—Dismissal. [Order, § 132K-12-170, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-180 Disciplinary action. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-12-180, filed 7/1/86; Order, § 132K-12-180, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-190 Appeals from disciplinary actions—Who may appeal. [Order, § 132K-12-190, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-200 Procedures for hearing appeals. [Order, § 132K-12-200, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-210 Employee representation. [D-2 (part), filed 9/20/67.] Repealed by Order, filed 5/5/69.
- 132K-12-220 Grievances. [Order, § 132K-12-220, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-230 Questions and inquiries. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-232 Agreement between agencies and employee organizations. [Order, § 132K-12-232, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-234 Notice of intent by bargaining unit. [Order, § 132K-12-234, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-236 Determination of bargaining unit. [Order, § 132K-12-236, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-238 Bargaining factors. [Order, § 132K-12-238, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-240 Certification of director—Notice of petition. [Order, § 132K-12-240, filed 5/5/69.] Repealed by 92-03-031,

**DISPOSITION OF CHAPTERS FORMERLY
CODIFIED IN THIS TITLE**

Chapter 132K-08

A CODE OF ETHICS FOR BOARDS OF TRUSTEES

- 132K-08-010 Code of ethics. [D-1, §§ 1700.00-1, 1700.00-2, filed 9/20/67.] Repealed by 97-12-070, filed 6/3/97, effective 7/4/97. Statutory Authority: RCW 28B.50.140.

Chapter 132K-12

PERSONNEL RULES

- 132K-12-001 Introduction. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-010 Hours of work. [Order, § 132K-12-010, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-020 Rest periods. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-030 Holidays. [Order, § 132K-12-030, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-040 Annual leave. [Order, § 132K-12-040, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-050 Sick leave. [Order, § 132K-12-050, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-060 Military leave of absence. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-070 Leave for civil duty. [D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-080 Leave of absence without pay. [Order, § 132K-12-080, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-090 Absence without authorized leave. [Order, § 132K-12-090, filed 5/5/69; D-2 (part), filed 9/20/67.] Repealed by

	filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.		effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-242	Election and bargaining rights. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-12-242, filed 7/11/86; Order, § 132K-12-242, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-340	Promotional examinations. [Order, § 132K-12-340, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-244	Personnel matters. [Order, § 132K-12-244, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-350	Forms of application. [Order, § 132K-12-350, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-246	Grievance procedure. [Order, § 132K-12-246, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-360	Freedom from bias. [Order, § 132K-12-360, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-248	Payroll deduction. [Order, § 132K-12-248, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-370	Admission to examination. [Order, § 132K-12-370, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-250	One-year duration. [Order, § 132K-12-250, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-380	Disqualification of applicants. [Order, § 132K-12-380, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-252	Filing—Conflict with Civil Service Act. [Order, § 132K-12-252, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-390	Original examinations. [Order, § 132K-12-390, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-254	Conference on disputes. [Order, § 132K-12-254, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-400	Promotional examinations. [Order, § 132K-12-400, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-256	Hearing on disputes. [Order, § 132K-12-256, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-410	Noncompetitive examinations. [Order, § 132K-12-410, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-258	Service ratings. [Order, § 132K-12-258, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-420	Open-continuous examinations. [Order, § 132K-12-420, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-268	Political activity. [Order, § 132K-12-268, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-430	Conduct of examinations. [Order, § 132K-12-430, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-270	Outside employment. [Order, § 132K-12-270, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-440	Anonymity of applicants. [Order, § 132K-12-440, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-272	Employment of more than one member of a family. [Order, § 132K-12-272, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-450	Merit lists. [Order, § 132K-12-450, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-274	False statements—Fraud. [Order, § 132K-12-274, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-460	Layoff lists. [Order, § 132K-12-460, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-276	Bribery. [Order, § 132K-12-276, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-470	Unranked lists. [Order, § 132K-12-470, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-278	Interference by officials. [Order, § 132K-12-278, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-480	Duration of eligible lists. [Order, § 132K-12-480, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-280	Penalties. [Order, § 132K-12-280, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-490	Removal of names from eligible lists. [Order, § 132K-12-490, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-282	Discrimination. [Order, § 132K-12-282, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-500	Comparable lists. [Order, § 132K-12-500, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-284	Personnel records. [Order, § 132K-12-284, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-510	Availability of eligibles. [Order, § 132K-12-510, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-286	Roster. [Order, § 132K-12-286, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-520	Request for employees. [Order, § 132K-12-520, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-288	Reports to the personnel director. [Order, § 132K-12-288, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-530	Method of certification. [Order, § 132K-12-530, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-290	Public records. [Order, § 132K-12-290, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-540	Ranked lists. [Order, § 132K-12-540, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-300	Selection by examination. [Order, § 132K-12-300, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-550	Related lists. [Order, § 132K-12-550, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-310	Content of announcements. [Order, § 132K-12-310, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-560	Selection. [Order, § 132K-12-560, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-320	Distribution of announcements. [Order, § 132K-12-320, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.	132K-12-570	Probationary appointments. [Order, § 132K-12-570, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
132K-12-330	Open competitive examinations. [Order, § 132K-12-330, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92,		

- 132K-12-580 Provisional appointments. [Order, § 132K-12-580, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-590 Transfer. [Order, § 132K-12-590, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-600 Demotion. [Order, § 132K-12-600, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-610 Purpose. [Order, § 132K-12-610, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-620 Positions covered by the rules. [Order, § 132K-12-620, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-630 Adoption of rules. [Order, § 132K-12-630, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-640 Amendment of rules. [Order, § 132K-12-640, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-650 Definitions. [Order, § 132K-12-650, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-660 Organization. [Order, § 132K-12-660, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-670 Compensation. [Order, § 132K-12-670, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-680 Election of officers. [Order, § 132K-12-680, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-690 Meetings. [Order, § 132K-12-690, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-700 Powers and duties. [Order, § 132K-12-700, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-710 Appointment. [Order, § 132K-12-710, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-720 Powers and duties. [Order, § 132K-12-720, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-725 The appointing authority. [Order, § 132K-12-725, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-730 Content. [Order, § 132K-12-730, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-740 Allocation. [Order, § 132K-12-740, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-750 Interpretation of specifications. [Order, § 132K-12-750, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-760 Use in allocation. [Order, § 132K-12-760, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-770 Use in examination. [Order, § 132K-12-770, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-780 Statements of general qualifications. [Order, § 132K-12-780, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-790 Authority. [Order, § 132K-12-790, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-800 Use of class titles. [Order, § 132K-12-800, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-810 General policies. [Order, § 132K-12-810, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-820 Content. [Order, § 132K-12-820, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-830 Amendment. [Order, § 132K-12-830, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.
- 132K-12-840 Payroll certification. [Order, § 132K-12-840, filed 5/5/69.] Repealed by 92-03-031, filed 1/8/92, effective 2/8/92. Statutory Authority: RCW 28B.50.140.

**Chapter 132K-16
STUDENT RIGHTS AND RESPONSIBILITIES**

- 132K-16-010 Introduction. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-16-010, filed 7/11/86; Order 4, § 132K-16-010, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-020 Policy and regulations regarding student conduct. [Order 4, § 132K-16-020, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-030 Discipline. [Order 4, § 132K-16-030, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-040 Rights and responsibilities. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-16-040, filed 7/11/86; Order 4, § 132K-16-040, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-050 Definitions. [Order 4, § 132K-16-050, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-060 Procedures. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-16-060, filed 7/11/86; Order 4, § 132K-16-060, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-070 Guidelines and safeguards. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-16-070, filed 7/11/86; Order 4, § 132K-16-070, filed 1/13/71.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-110 Introduction. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-110, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-120 Definitions. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-120, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-130 Jurisdiction. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-130, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-140 Student rights. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-140, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-150 Student responsibilities. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-150, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-160 Purpose of disciplinary action. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-160, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-170 Delegation of disciplinary authority. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-170, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].
- 132K-16-180 Disciplinary action. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-180, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].

Title 132K

Title 132K WAC: Pierce College

<p>132K-16-190</p> <p>132K-16-200</p> <p>132K-16-210</p> <p>132K-16-220</p> <p>132K-16-230</p> <p>132K-16-240</p> <p>132K-16-250</p> <p>132K-16-260</p> <p>132K-16-270</p> <p>132K-16-280</p> <p>132K-16-290</p> <p>132K-16-300</p> <p>132K-16-310</p> <p>132K-16-320</p> <p>132K-16-330</p> <p>132K-16-340</p>	<p>Initiation of disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-190, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Initial disciplinary proceedings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-200, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Notice to parties. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-210, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Appeals. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-220, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Failure to appear. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-230, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Composition of the college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-240, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Review by the college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-250, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Formal hearing procedures before the college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-260, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Conduct of hearings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-270, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Evidence admissible in hearings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-280, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Decision by the college disciplinary committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-290, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Final decision regarding disciplinary action. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-300, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Readmission after dismissal. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-310, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Reporting, recording and maintenance of records. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-320, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Summary suspension proceedings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-330, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>Notice of summary proceedings. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-</p>	<p>16-340, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-350 Procedures of summary suspension hearing. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-350, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-360 Suspension for failure to appear. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-360, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-370 Appeals from summary suspension. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-370, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-380 Student grievances—Generally. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-380, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-390 Matters not grievable. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-390, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-400 Administrative, faculty and student grievances. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-400, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-410 Types of grievances. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-410, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-420 Student grievance procedures—Informal. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-420, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-430 Student grievance procedures—Informal. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-430, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-440 Composition of grievance review committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-440, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-450 Hearing procedures before the grievance review committee. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-450, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-460 Review of committee's decision. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-460, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-470 Prior rules. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-470, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p> <p>132K-16-480 Severability. [Statutory Authority: RCW 28B.50.140. 91-09-027 (Order 91-003), § 132K-16-480, filed 4/10/91, effective 5/11/91.] Repealed by 99-10-046, filed 4/30/99, effective 5/31/99. Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)].</p>
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Reviser's note: Later promulgation, see chapter 132K-125 WAC.

Chapter 132K-20
TENURE POLICY

- 132K-20-010 Purpose. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-20-010, filed 7/11/86; Order 5, § 132K-20-010, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-020 Definitions. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-20-020, filed 7/11/86; Order 27, § 132K-20-020, filed 4/9/75; Order 5, § 132K-20-020, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-030 Composition of review committees. [Order 27, § 132K-20-030, filed 4/9/75; Order 5, § 132K-20-030, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-040 Duties and responsibilities of review committees. [Order 27, § 132K-20-040, filed 4/9/75; Order 5, § 132K-20-040, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-050 Policy relating to the dismissal of tenured and probationary faculty members. [Order 5, § 132K-20-050, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-060 Policy relating to continuing teaching excellence and professional improvement after tenure. [Order 5, § 132K-20-060, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-070 Procedure relating to the dismissal of a tenured or probationary faculty member for cause. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-20-070, filed 7/11/86; 81-07-025 (Order 43), § 132K-20-070, filed 3/12/81; Order 20, § 132K-20-070, filed 12/14/73; Order 5, § 132K-20-070, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-080 Designation of administrative appointments. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-20-080, filed 7/11/86. Statutory Authority: RCW 28B.50.140 and 28B.50.850 through 28B.50.870. 78-12-014 (Order 38), § 132K-20-080, filed 11/13/78; Order 5, § 132K-20-080, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-090 Confidentiality of reports. [Order 5, § 132K-20-090, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-100 Retention of tenure. [Order 5, § 132K-20-100, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.
- 132K-20-110 Rights of transferees. [Order 5, § 132K-20-110, filed 2/11/71.] Repealed by 96-22-002, filed 10/24/96, effective 11/24/96. Statutory Authority: RCW 28B.50.852.

Chapter 132K-28
POLICY ON EQUAL OPPORTUNITY AND
AFFIRMATIVE ACTION PROGRAM

- 132K-28-010 Policy. [Order 25, § 132K-28-010, filed 1/13/75; Order 7, § 132K-28-010, filed 2/18/72.] Repealed by 81-09-028 (Order 44), filed 4/13/81. Statutory Authority: RCW 28B.50.140.

Chapter 132K-104
BOARD OF TRUSTEES—BYLAWS

- 132K-104-001 Introduction. [Order 10, § 132K-104-001, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-005 Office of board. [Order 34, § 132K-104-005, filed 12/23/76; Order 24, § 132K-104-005, filed 12/10/74; Order 10, § 132K-104-005, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-010 Board meetings. [Order 34, § 132K-104-010, filed 12/23/76; Order 24, § 132K-104-010, filed 12/10/74; Order 10, § 132K-104-010, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.

- 132K-104-015 Information for board members. [Order 10, § 132K-104-015, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-020 Executive sessions. [Order 10, § 132K-104-020, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-025 Agenda. [Order 10, § 132K-104-025, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-030 Records of board action. [Order 10, § 132K-104-030, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-035 Parliamentary procedure. [Order 10, § 132K-104-035, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-040 Officers of the board. [Order 10, § 132K-104-040, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-045 Restriction of individual authority. [Order 10, § 132K-104-045, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-050 Fiscal year. [Order 10, § 132K-104-050, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-055 Official seal. [Order 10, § 132K-104-055, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-060 Revision of bylaws—Procedure. [Order 10, § 132K-104-060, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.
- 132K-104-065 Delegation of responsibility. [Order 10, § 132K-104-065, filed 11/14/72.] Repealed by 80-13-065 (Order 40), filed 9/17/80. Statutory Authority: RCW 28B.50.140.

Chapter 132K-120
STUDENT PUBLICATIONS CODE OF THE ASSOCIATED
STUDENTS OF PIERCE COLLEGE.

- 132K-120-005 Preamble. [Order 28, § 132K-120-005, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-010 Student publications board. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-010, filed 7/11/86; Order 28, § 132K-120-010, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-015 Student government authority and responsibility. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-015, filed 7/11/86; Order 28, § 132K-120-015, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-020 College authority and responsibility. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-020, filed 7/11/86; Order 28, § 132K-120-020, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-025 Student publications board membership and rules. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-025, filed 7/11/86; Order 28, § 132K-120-025, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-030 Board meetings. [Order 28, § 132K-120-030, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-035 Board decisions. [Order 28, § 132K-120-035, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-040 Role of student publications. [Order 28, § 132K-120-040, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-045 Student publications board responsibilities. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-045, filed 7/11/86; Order 28, § 132K-120-045, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.

- 132K-120-050 Student publications board authority. [Order 28, § 132K-120-050, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-055 Faculty advisors. [Order 28, § 132K-120-055, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-060 Student editors-in-chief. [Order 28, § 132K-120-060, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-065 Budgets and fiscal affairs. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-065, filed 7/11/86; Order 28, § 132K-120-065, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-070 Creation of student publications. [Order 28, § 132K-120-070, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-075 Staff handbook. [Order 28, § 132K-120-075, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-080 Operational directives. [Order 28, § 132K-120-080, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.
- 132K-120-085 Amendment procedures. [Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-120-085, filed 7/11/86; Order 28, § 132K-120-085, filed 11/10/75.] Repealed by 95-17-073, filed 8/17/95, effective 9/17/95. Statutory Authority: RCW 28B.50.140.

Chapter 132K-04 WAC BOARD OF TRUSTEES

WAC

- 132K-04-001 Introduction.
- 132K-04-010 Office of board.
- 132K-04-020 Board meetings.
- 132K-04-030 Board meetings—Information for board members.
- 132K-04-040 Board meetings—Executive sessions.
- 132K-04-050 Board meetings—Participation.
- 132K-04-060 Board meetings—Records of board action.
- 132K-04-080 Officers of board.
- 132K-04-090 Restriction of individual authority.
- 132K-04-100 Fiscal year.
- 132K-04-110 Official seal.
- 132K-04-120 Revision of bylaws—Procedure.
- 132K-04-130 Delegation of responsibility.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132K-04-070 Board meetings—Parliamentary procedure. [D-1, § 1525.00, filed 9/20/67.] Repealed by 97-12-071, filed 6/3/97, effective 7/4/97. Statutory Authority: RCW 28B.50.140.

WAC 132K-04-001 Introduction. The Pierce College board of trustees, under law, is charged with the responsibility of Community College District #11. It shall be the responsibility of the board of trustees to establish policy and to evaluate the total college program. The board of trustees shall appoint a district president to administer the college and shall delegate to him/her the authority and responsibility for implementation of board policy.

[Statutory Authority: RCW 28B.50.140. 97-12-071, § 132K-04-001, filed 6/3/97, effective 7/4/97; 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-04-001, filed 7/11/86; D-1, § 1500.00, filed 9/20/67.]

WAC 132K-04-010 Office of board. The board of trustees shall maintain an office at 9401 Farwest Dr. S.W.,

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Lakewood, Washington 98499-1999, where all records, minutes, and the official college seal shall be kept. This office shall be open during normal business hours.

Correspondence or other business for the board shall be sent to the secretary of the board, who is located in this office.

[Statutory Authority: RCW 28B.50.140. 97-12-071, § 132K-04-010, filed 6/3/97, effective 7/4/97; D-1, § 1510.00, filed 9/20/67.]

WAC 132K-04-020 Board meetings. The board of trustees customarily holds a regular meeting on the second Wednesday of each month at such time and place as it may designate. Special meetings may be requested by the chair of the board or by a majority of the members of the board.

All regular and special meetings of the board of trustees shall be publicly announced prior to the meeting and shall be open to the general public.

No official business shall be conducted by the board of trustees except during a regular or special meeting held at a preannounced time and place.

[Statutory Authority: RCW 28B.50.140. 97-12-071, § 132K-04-020, filed 6/3/97, effective 7/4/97; D-1, § 1520.00, filed 9/20/67.]

WAC 132K-04-030 Board meetings—Information for board members. Information and materials pertinent to the agenda of all regular meetings of the board shall be sent to the trustees prior to each meeting. Any matters of business or correspondence must be received by the secretary of the board by 12:00 noon three work days before the meeting in order to be included on the agenda. The chair or secretary may, however, present a matter of urgent business received too late for inclusion on the agenda if in his/her judgment the matter is of an emergency nature.

[Statutory Authority: RCW 28B.50.140. 97-12-071, § 132K-04-030, filed 6/3/97, effective 7/4/97; D-1, § 1521.00, filed 9/20/67.]

WAC 132K-04-040 Board meetings—Executive sessions. The board of trustees may convene in executive session whenever it is deemed necessary and in the interest of the college for the purpose of discussing personnel matters, confidential matters, and receiving briefing on agenda items.

No official business of the board of trustees shall be conducted in executive session.

[D-1, § 1522.00, filed 9/20/67.]

WAC 132K-04-050 Board meetings—Participation. The chair shall announce at the beginning of each meeting that members of the audience may speak to any item on the agenda at the time of its presentation to the board. The chair shall have the right to limit the length of time used by a speaker for the discussion of a subject.

[Statutory Authority: RCW 28B.50.140. 97-12-071, § 132K-04-050, filed 6/3/97, effective 7/4/97; 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-04-050, filed 7/11/86; D-1, § 1523.00, filed 9/20/67.]

WAC 132K-04-060 Board meetings—Records of board action. All business transacted in official board meetings shall be recorded in minutes and filed for reference.

[D-1, § 1524.00, filed 9/20/67.]

WAC 132K-04-080 Officers of board. Annually, normally during its September meeting, the board shall elect, from its membership, a chair and vice-chair to serve for the ensuing year. The district president shall serve as secretary to the board of trustees as specified by state law. The secretary may, at his/her discretion, appoint an appropriate college staff member to act as recording secretary for all regular and special meetings of the board.

The chair, in addition to any duties imposed by rules and regulations of the state board, shall preside at each regular or special meeting of the board, sign all legal and official documents recording actions of the board, and review the agenda prepared for each meeting of the board. The chair shall, while presiding at official meetings, have full right of discussion and vote.

The vice-chair, in addition to any duties imposed by rules and regulations of the state board shall act as chair of the board in the absence of the chair.

[Statutory Authority: RCW 28B.50.140, 97-12-071, § 132K-04-080, filed 6/3/97, effective 7/4/97; 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-04-080, filed 7/11/86; D-1, § 1530.00, filed 9/20/67.]

WAC 132K-04-090 Restriction of individual authority. Legal authority is vested in the board of trustees and may be exercised only by formal action of the board, taken in regular or special meetings. No individual member of the board may act on behalf of the board unless specifically instructed by action of the board.

[D-1, § 1540.00, filed 9/20/67.]

WAC 132K-04-100 Fiscal year. The fiscal year of the board shall conform to the fiscal year of the state of Washington and shall be from July 1 to June 30 inclusive.

[D-1, § 1550.00, filed 9/20/67.]

WAC 132K-04-110 Official seal. The board of trustees shall maintain an official seal for use upon any or all official documents of the board. The seal shall have inscribed upon it the name of the college which shall be:

COMMUNITY COLLEGE DISTRICT NO. 11

PIERCE COLLEGE

STATE OF WASHINGTON

[Statutory Authority: RCW 28B.50.140, 97-12-071, § 132K-04-110, filed 6/3/97, effective 7/4/97; 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-04-110, filed 7/11/86; D-1, § 1560.00, filed 9/20/67.]

WAC 132K-04-120 Revision of bylaws—Procedure. Bylaws of the board may be revised by majority vote of the board provided such changes are proposed at least one meeting prior to the meeting at which the vote is taken. Bylaws may be revised by unanimous vote of the board at the same meeting at which the revision is originally proposed.

[D-1, § 1570.00, filed 9/20/67.]

WAC 132K-04-130 Delegation of responsibility. It shall be the responsibility of the Pierce College board of trustees to establish policy and to evaluate the success of the

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college operation. To administer the college, the board of trustees shall employ a district president and hold him/her responsible for the interpretation of board policy into administrative action and for the administration of the college in general.

Specific policies and their administrative interpretation shall be described in detail in the several sections of the official policies and procedures manual of the district.

[Statutory Authority: RCW 28B.50.140, 97-12-071, § 132K-04-130, filed 6/3/97, effective 7/4/97; 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-04-130, filed 7/11/86; D-1, § 1600.00, filed 9/20/67.]

Chapter 132K-10 WAC

STATE ENVIRONMENTAL POLICY ACT (SEPA) RULES

WAC

132K-10-001 Capital projects to comply with SEPA.
132K-10-005 Responsible official.

WAC 132K-10-001 Capital projects to comply with SEPA. It shall be the policy of Community College District No. 11 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43.21C RCW, the State Environmental Policy Act (SEPA); chapter 197-10 WAC, guidelines for SEPA implementation, and WAC 131-24-030, SEPA implementation rules of the state board for community college education.

[Order 29, § 132K-10-000 (codified as WAC 132K-10-001), filed 6/16/76.]

WAC 132K-10-005 Responsible official. In compliance with WAC 197-10-020, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Order 29, § 132K-10-005, filed 6/16/76.]

Chapter 132K-24 WAC

CONTINUING TEACHING EXCELLENCE AND PROFESSIONAL IMPROVEMENT POLICY

WAC

132K-24-010 Purpose.
132K-24-020 Responsibilities.
132K-24-030 Criteria of teaching excellence and professional improvement.
132K-24-040 Procedures.

WAC 132K-24-010 Purpose. To facilitate the continuing evaluation of tenured faculty members, every year after the awarding of tenure to a faculty member, division chairman shall review the teaching excellence and professional improvement of each division faculty member. Such review shall be equal and consistent in each case to the review of every other faculty member.

(1) To provide guidelines for individual faculty members to plan a program of professional improvement and to pursue teaching excellence.

(2) To suggest criteria that the division chairmen, other administrative personnel, and/or other concerned personnel may use to carry out their assigned functions of evaluating instructional personnel.

(3) To establish procedures of monitoring and enforcing programs that are generated by division action for individuals.

[Order 6, § 132K-24-010, filed 9/17/71.]

WAC 132K-24-020 Responsibilities. (1) It is expected that each individual faculty member will provide for his continuing teaching excellence and professional improvement.

(2) Division chairmen may use the "criteria of teaching excellence and professional improvement," listed in section III, as one means of evaluating instructional personnel.

(3) The office of instruction will monitor the programs generated by the division for individual faculty members.

[Order 6, § 132K-24-020, filed 9/17/71.]

WAC 132K-24-030 Criteria of teaching excellence and professional improvement. It will be considered evidence that faculty members are in compliance with the intent of this policy if they are engaged in any combination of the following activities:

(1) Attendance at professional conferences, conventions, meetings, or workshops relevant to the instructor's area of concern.

(2) Completion of teacher education courses, specialized training, or college credit programs relevant to the instructor's area of concern.

(3) Educational travel or periods of employment in related work.

(4) Changing texts, course outlines, tests, and other class materials to reflect current advancements within the various subject areas.

(5) Developing new courses, expanding current programs and curriculum, to include such things as state or national level programs.

(6) Taking an active part in intracollege programs, councils and committees that are involved in professional improvement.

(7) Research activities and writing for publication.

(8) Establishing and maintaining an appropriate individual program of evaluating classroom effectiveness which should include at least a record of student evaluations and the faculty member's attempts to respond to these critiques.

(9) Involvement in community service activities involving college related activities that are consistent with college objectives.

(10) Carry out functions as outlined in the *Policies and Procedures Handbook* under "faculty responsibilities and guidelines."

[Order 6, § 132K-24-030, filed 9/17/71.]

WAC 132K-24-040 Procedures. When a division member is not continuing in his teaching effectiveness or professional improvement, the division chairman will initiate the following procedures:

(1) He will meet with this faculty member and develop a plan for professional improvement to be made during an agreed upon period.

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(2) A follow-up conference will be initiated between the division chairman and the concerned faculty member at the end of the agreed upon period.

(3) If the division chairman at that time is convinced that professional improvement is not apparent, the division chairman will convene a planning committee. This planning committee will be composed of the division chairman, a division member elected by the division, the concerned division member and the dean of instruction.

(4) The committee will review the evidence of the faculty member's professional development or teaching effectiveness. If the committee concurs with the division chairman's evaluation, the committee will establish a program of professional improvement for the faculty member together with a schedule for completion of the specific elements of the program.

(5) If, after the schedule for professional improvement has been completed, the committee considers the faculty member's professional improvement or teaching effectiveness to be unsatisfactory for the period, the committee may:

(a) Recommend to the college president that the individual's salary advancement for the ensuing year be withheld or

(b) Recommend to the college president that the faculty member's review committee be formally activated pursuant to WAC 132K-20-050 and 132K-20-060. (Community College District 11 tenure policy)

(6) Any professional staff member, with two professional staff cosigners, may petition for an evaluation of the teaching effectiveness and professional improvement of any division chairman. The evaluation will be initiated by the dean of instruction. If the dean's evaluation indicates that a division chairman's teaching record in this regard is inadequate, the dean will initiate steps one and two (paragraphs 1 and 2 above). If professional improvement is not apparent at the time of the follow-up conference, the dean will convene a planning committee, composed of the dean of instruction, a division member elected by the division, the most senior member of the division (other than the division chairman himself or the elected division member), and the concerned division chairman. The rest of the steps, paragraphs 4 and 5 above, will then become applicable.

[Order 6, § 132K-24-040, filed 9/17/71.]

Chapter 132K-112 WAC

QUALIFICATIONS AND PERSONNEL SELECTION POLICY—ELECTION RULES

WAC

132K-112-011	Employment of more than one member of a family.
132K-112-100	Purpose—Elections and recognition.
132K-112-105	Definitions.
132K-112-110	Request for election—Canvass of faculty employees by independent and neutral person or association.
132K-112-115	Notice of election—Organization to be included on ballot—Time for filing.
132K-112-120	Contents of notice of election—Designation of chief election officer—Duties.
132K-112-125	Lists of faculty employees—Posting of lists.
132K-112-130	Election inspectors—Duties—Right to challenge voter—Improper conduct.
132K-112-135	Ballots.
132K-112-140	Record of vote—Signature—Challenge.
132K-112-145	Incorrectly marked ballot.
132K-112-150	Privacy for voter—Equipment.
132K-112-155	Folding ballot—Ballot box.

132K-112-160	Challenged ballot—Procedure.
132K-112-165	Employees present entitled to vote—Sealing ballot box—Unused ballots.
132K-112-170	Election inspectors duties after voting has terminated.
132K-112-175	Disposition of challenged ballots—Tally sheets—Investigation by chief election officer.
132K-112-180	Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists.
132K-112-185	Electioneering within the polls forbidden.
132K-112-190	Contest of election—Time for filing objections—Investigation of objections.
132K-112-195	Persons eligible to vote.
132K-112-2001	Election determined by majority of valid votes cast calculated on a weighted basis—Run-off election.
132K-112-205	Inclusion of those holding administrative appointments except chief executive officer.
132K-112-210	Time lapse for new election.
132K-112-215	Certification of academic employees' representative.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

132K-112-010	Guidelines for selecting faculty and administrative personnel. [Order 16, § 132K-112-010, filed 5/11/73; Order 9, § 132K-112-010, filed 9/14/72.] Repealed by 84-01-051 (Order 46), filed 12/15/83. Statutory Authority: RCW 28B.50.140.
132K-112-015	Personnel selection practices governing professional personnel. [Statutory Authority: RCW 28B.50.140 and 28B.50.850 through 28B.50.870. 78-12-014 (Order 38), § 132K-112-015, filed 11/13/78; Order 33, § 132K-112-015, filed 12/23/76; Order 9, § 132K-112-015, filed 9/14/72.] Repealed by 84-01-051 (Order 46), filed 12/15/83. Statutory Authority: RCW 28B.50.140.
132K-112-020	General standards of qualifications for Community College District No. 11 personnel. [Order 9, § 132K-112-020, filed 9/14/72.] Repealed by 84-01-051 (Order 46), filed 12/15/83. Statutory Authority: RCW 28B.50.140.
132K-112-025	Additional qualifications in areas of specialization. [Order 9, § 132K-112-025, filed 9/14/72.] Repealed by 84-01-051 (Order 46), filed 12/15/83. Statutory Authority: RCW 28B.50.140.
132K-112-200	Reduction in force. [Order 35, § 132K-112-200, filed 12/23/76; Order 21, § 132K-112-200, filed 12/14/73.] Repealed by 81-10-022 (Order 42), filed 4/28/81. Statutory Authority: RCW 28B.50.140.

WAC 132K-112-011 Employment of more than one member of a family. The appointment of more than one member of a family in the same division or department as a permanent employee in the classified staff service requires special justification in terms of personnel requirements and the unusual qualifications of the individual. Such appointment must have the prior approval of the director and is subject to periodic review. Two persons who are related by blood ties or by marriage may not be appointed to positions where one might exert any influence or produce any consequence upon the employment of the other. In general, people who are so related may not be employed in the same division or department of the college.

[Order 12, § 132K-112-011, filed 1/8/73.]

WAC 132K-112-100 Purpose—Elections and recognition. The board of trustees of Community College District No. 11 proposes the adoption of policies for the administration of chapter 28B.52 RCW which has as its purpose the strengthening of methods of communication between faculty employees and the community college district by which they are employed. Therefore, the board of trustees of Community College District No. 11 adopts reasonable rules and regula-

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tions for the administration of employer-employee relations under this chapter.

[Order 23, § 132K-112-100, filed 9/9/74.]

WAC 132K-112-105 Definitions. (1) "Employee organization" means any organization which includes as members the faculty employees of Community College District No. 11 and which has as one of its purposes the representation of the employees in their employment relations with the community college district.

(2) "Faculty employee" means any teacher, counselor, librarian, or division head, who is employed by Community College District No. 11, with the exception of those holding administrative appointments as defined by the board of trustees unless included as specified in WAC 132K-112-205 and those employed exclusively in community service courses.

(3) "Full-time appointment" shall be one in which the academic employee receives a full-time contract and works a full-time load for three complete quarters in one academic year. (Fall, winter, spring.)

(4) "Part-time appointment" shall mean employment in a quarterly teaching agreement with specifically assigned duties usually based on contact hours for the two previous, consecutive quarters, exclusive of summer quarter. (For purpose of determining proportion of vote, a full-time load shall consist of a maximum of 25 contact hours, weekly, for high school completion; college level, 20 contact hours; learning labs such as mathematics, reading/individual progress center, counselors and librarians, 40 contact hours. In addition, all full-time faculty are required to have office hours as prescribed by the administration, committee assignments, advising and other assigned duties.)

[Order 23, § 132K-112-105, filed 9/9/74.]

WAC 132K-112-110 Request for election—Canvass of faculty employees by independent and neutral person or association. Any organization, which includes as members faculty employees of Community College District No. 11, desiring to be recognized as the majority organization representing such employees pursuant to chapter 28B.52 RCW shall request in writing to the board of trustees of Community College District No. 11 that an election be held to determine whether a majority of such employees desire to designate it as their representative for the purposes of the act. Upon the receipt of such a request the board of trustees of Community College District No. 11 will request some independent and neutral person or association to determine whether thirty percent or more, calculated on a weighted basis as specified in WAC 132K-112-125 and 132K-112-200, of the faculty employees of Community College District No. 11 have indicated that they desire to be represented by that organization for such purposes. The independent and neutral person or association shall make such determination upon the basis of records of dues-paying membership, signed authorizations to represent, or other reliable probative evidence.

[Order 23, § 132K-112-110, filed 9/9/74.]

WAC 132K-112-115 Notice of election—Organization to be included on ballot—Time for filing. If the independent and neutral person or association determines that thirty percent or more of the faculty employees of Community College District No. 11 have indicated that they desire to be represented by that organization for such purposes, the board of trustees of Community College District No. 11 will publish a notice that it will hold an election as soon as practical, during the regular academic year, to determine whether the faculty employees of Community College District No. 11 desire the requesting organization or any other organization to represent them for the purposes of chapter 28B.52 RCW. Any other organization of faculty employees desiring to be designated as the majority organization representing such employees shall, within seven days after publication of such notice by the board of trustees of Community College District No. 11, file with the board of trustees a request in writing that its name be included on the ballot in the election to be held. No organization shall be permitted to have its name placed on the ballot used in the election unless such a request has been received within seven days after the publication of the notice that an election will be held. Such organization must accompany the request for placement on the ballot by written proof of at least ten percent representation, calculated on a weighted basis as specified in WAC 132K-112-125 and 132K-112-200 of the faculty employees within the district.

[Order 23, § 132K-112-115, filed 9/9/74.]

WAC 132K-112-120 Contents of notice of election—Designation of chief election officer—Duties. The notice published by the board of trustees of Community College District No. 11 pursuant to WAC 132K-112-115 shall state the date, hours, and polling places for the election. The notice shall also designate a chief election officer of the election and charge him with the duty of preparing the ballots and promulgating instructions concerning the details of the election to be conducted pursuant to these rules.

[Order 23, § 132K-112-120, filed 9/9/74.]

WAC 132K-112-125 Lists of faculty employees—Posting of lists. In any election conducted pursuant to these rules, three lists of faculty employees eligible to vote shall be prepared by the board of trustees for each voting place. List one shall contain the name of faculty employees on full-time appointments and names of academic employees on part-time appointments whose assignment is equal to or greater than a full load. Faculty employees on list one shall be given the election ballot titled full vote as described in WAC 132K-112-135. List two shall contain the names of faculty employees on part-time appointments whose assignments are one-half of a full load or greater but less than full time. Faculty employees on list two shall be given the election ballot titled two-thirds vote as described in WAC 132K-112-135. List three shall contain the names of faculty employees on part-time appointments whose assignments are less than one-half of a full load. Faculty employees on list three shall be given the election ballot titled one-third vote as described in WAC 132K-112-135. Such lists shall be posted at least 24 hours before the election. Such lists shall be for informational purposes

and shall not be conclusive as to the right of a faculty employee to vote in the election.

[Order 23, § 132K-112-125, filed 9/9/74.]

WAC 132K-112-130 Election inspectors—Duties—Right to challenge voter—Improper conduct. The election officer shall designate at least one inspector for each polling place to observe the conduct of the election. Any organization whose name shall appear on the ballot in the election shall also be entitled to have one inspector present at each polling place to observe the conduct of the election. Each organization shall also be entitled to have an inspector present at the college district office for the counting of the ballots cast. Such inspectors must refrain from electioneering during the election. They may challenge the eligibility of any person to vote in the election, and, upon such challenge the ballot of that person shall be treated as provided in these rules. Any faculty employee may challenge his/her placement on the election lists by so indicating to the appropriate election inspector at the time of voting, and upon such challenge the ballot of that person shall be treated as provided in these rules. Inspectors shall also report in writing to the chief election officer any conduct which they observe in the course of balloting which they believe may have improperly affected the result of the voting at the polling place at which they serve as observers.

[Order 23, § 132K-112-130, filed 9/9/74.]

WAC 132K-112-135 Ballots. The ballots used in any election held pursuant to this part shall be in the following forms listing all eligible organizations along with a means of indicating no organization.

(1) Full Vote Ballot

FULL VOTE

To select for representation purposes pursuant to chapter 28B.52 RCW a majority organization to represent faculty employees of Community College District No. 11.

Vote for one

- ORGANIZATION X
- ORGANIZATION Y
- NO ORGANIZATION

Do not sign your name or put other identifying marks on this ballot. Should you incorrectly mark your ballot you may obtain a new ballot by returning the incorrectly marked ballot to the election inspector.

(2) Two-Thirds Vote Ballot

TWO-THIRDS VOTE

To select for representation purposes pursuant to chapter 28B.52 RCW a majority organization to represent faculty employees of Community College District No. 11.

Vote for one

- ORGANIZATION X
- ORGANIZATION Y
- NO ORGANIZATION

Do not sign your name or put other identifying marks on this ballot. Should you incorrectly mark your ballot you may obtain a new ballot by returning the incorrectly marked ballot to the election inspector.

(3) One-Third Vote Ballot

ONE-THIRD VOTE

To select for representation purposes pursuant to chapter 28B.52 RCW a majority organization to represent faculty employees of Community College District No. 11.

	Vote for one
ORGANIZATION X	<input type="checkbox"/>
ORGANIZATION Y	<input type="checkbox"/>
NO ORGANIZATION	<input type="checkbox"/>

Do not sign your name or put other identifying marks on this ballot. Should you incorrectly mark your ballot you may obtain a new ballot by returning the incorrectly marked ballot to the election inspector.

(4) The above ballots will be color coded by being prepared on the following paper: Blue for full vote, green for two-thirds vote, and white for one-third vote.

[Order 23, § 132K-112-135, filed 9/9/74.]

WAC 132K-112-140 Record of vote—Signature—Challenge. At the time of the election the name of each employee voting shall be recorded by his signature written beside his name on the voting lists for the polling place at which he votes. Each faculty employee may cast only one ballot in any election held pursuant to these rules, and the presence of a signature beside the name of an employee desiring to vote shall automatically constitute grounds for challenge of his right to cast a ballot in an election.

[Order 23, § 132K-112-140, filed 9/9/74.]

WAC 132K-112-145 Incorrectly marked ballot. Any voter who incorrectly marks his ballot may obtain a new ballot by returning the incorrectly marked ballot to the chief election officer's inspector. Such incorrectly marked ballot shall be marked void in the presence of the inspectors of organizations participating in the election before the new ballot is delivered to the voter.

[Order 23, § 132K-112-145, filed 9/9/74.]

WAC 132K-112-150 Privacy for voter—Equipment. Voters shall be provided with tables or desks so arranged that a voter may mark his ballot without making it possible for other persons to observe the manner in which he has marked it.

[Order 23, § 132K-112-150, filed 9/9/74.]

WAC 132K-112-155 Folding ballot—Ballot box. Each voter shall fold his ballot so that the manner in which he has marked it cannot be observed and shall then place it in the locked box provided at the designated voting place.

[Order 23, § 132K-112-155, filed 9/9/74.]

WAC 132K-112-160 Challenged ballot—Procedure. A challenged ballot shall be placed in an envelope bearing no identifying marks. It shall then be placed in another envelope upon which shall be written the name of the employee desiring to cast the ballot, the reasons for which the ballot was challenged, by whom it was challenged, and the polling place

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at which it was challenged, and the envelope shall be sealed and initialed by the election inspectors.

[Order 23, § 132K-112-160, filed 9/9/74.]

WAC 132K-112-165 Employees present entitled to vote—Sealing ballot box—Unused ballots. At the time for closing the polls, all employees present and waiting at the polling place shall be entitled to vote. The ballot box shall then be sealed. All unused ballots shall then be counted in the presence of election inspectors.

[Order 23, § 132K-112-165, filed 9/9/74.]

WAC 132K-112-170 Election inspectors duties after voting has terminated. When all voting has terminated at a polling place, the election inspectors will bring to the chief election officer at the community college district office the following: (1) Signed voting list of eligible faculty employees, (2) all unused ballots, (3) all challenged ballots, and (4) the sealed ballot box containing all ballots cast.

[Order 23, § 132K-112-170, filed 9/9/74.]

WAC 132K-112-175 Disposition of challenged ballots—Tally sheets—Investigation by chief election officer. The challenged ballots previously placed in separate envelopes shall be placed in a sealed envelope marked "challenged ballots" and sent along with the tally sheet to the chief election officer. The challenged ballots shall not be opened or counted unless the counting of such ballots might affect the results of the election. If the challenged ballots might affect the results of the election, the chief election officer shall conduct an investigation into, or if necessary a formal hearing on, the validity of the challenges made. If he concludes that the eligibility challenge was properly made, that ballot shall be excluded from the count. If he concludes that the listing error challenge was properly made, that ballot shall be counted in the appropriate category. Otherwise, such ballots shall be counted as cast.

[Order 23, § 132K-112-175, filed 9/9/74.]

WAC 132K-112-180 Counting of ballots—Procedure—Certification of results of election—Retention of ballots—Signed voting lists. When ballot boxes from all voting places have been received by the chief election officer's inspector, he shall open them and thoroughly mix all ballots cast so that it is impossible to identify the polling place from which any particular ballot came. The ballots cast shall be separated into the categories as they have been cast for organizations participating in the election, for no organization, and void ballots which are unintelligible or for an organization not participating in the election. The ballots in these categories shall be counted by the chief election officer with the assistance of such of his election inspectors as shall be necessary in the presence of the inspectors for the organizations participating in the election. After the ballots have been so counted the inspector designated by the organizations to serve at the community college district office shall indicate by his signature upon the tally sheet that he agrees with the count made, or in case of disagreement, he shall outline in

writing his grounds for disagreement with the count. The chief election officer shall certify to the board of trustees the results of the election within forty-eight hours after the polls have been closed. The used ballots, the unused ballots, the challenged ballots, and the signed voting lists of eligible faculty employees shall be kept by the chief election officer or some person designated by him for one year after the election.

[Order 23, § 132K-112-180, filed 9/9/74.]

WAC 132K-112-185 Electioneering within the polls forbidden. No election signs, banners, or buttons shall be permitted in the room in which the balloting takes place, nor shall any person in that room discuss the advantages or disadvantages of representation by an organization whether on the ballot or otherwise, nor shall any person in that room engage in any other form of electioneering.

[Order 23, § 132K-112-185, filed 9/9/74.]

WAC 132K-112-190 Contest of election—Time for filing objections—Investigation of objections. Any organization, the name of which appears on the ballot, or any faculty employee may within five days after the certification of the results of an election under the provisions of this part, file objections to the conduct of the election with the chief election officer designated by the board of trustees pursuant to WAC 132K-112-120 of this part. The election officer shall investigate such objections and, if necessary, hold formal hearings thereon. He shall report thereon to the board of trustees. If the board of trustees shall conclude that the conduct objected to may have improperly affected the results of the election, it shall order a new election. Otherwise, it shall overrule the objections and the results of the election shall be considered final. If the objection(s) of the organization or employee(s) concerns the placement of faculty employee(s) on appropriate voting lists, the board shall review the report of the election officer and shall order a new election only if they disagree with the resolution implemented by the election officer and find that the method used may have improperly affected the results of the election. Objections to the conduct of the election which are not filed in accordance with the provisions of this section shall be waived and of no effect.

[Order 23, § 132K-112-190, filed 9/9/74.]

WAC 132K-112-195 Persons eligible to vote. For the purposes of eligibility to vote, the term "faculty employee" means any full-time teacher, counselor, librarian, or division head, who is currently employed by Community College District No. 11 with the exception of those holding administrative appointments as defined by the board of trustees unless included as specified in WAC 132K-112-205. "Faculty employee" shall also mean any teacher, counselor, librarian, or division head who has been employed by the college less than fulltime for the previous two consecutive quarters, exclusive of summer quarters, except for those employed exclusively for community service courses.

[Order 23, § 132K-112-195, filed 9/9/74.]

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WAC 132K-112-2001 Election determined by majority of valid votes cast calculated on a weighted basis—Run-off election. An organization of faculty employees which receives a majority of the valid votes cast, calculated on a weighted basis, in an election held in accordance with the rules of this part shall be recognized as representing the faculty employees of Community College District No. 11 pursuant to chapter 28B.52 RCW. If more than one organization of faculty employees has participated in an election and a majority of the valid votes cast, calculated on a weighted basis, has not been either for representation by one of the organizations or for no representation, a run-off election shall be held. In such a run-off, only those two choices receiving the highest weighted number of valid votes cast in the election shall appear on the ballot.

[Order 23, § 132K-112-200 (codified as WAC 132K-112-2001), filed 9/9/74.]

WAC 132K-112-205 Inclusion of those holding administrative appointments except chief executive officer. Any three persons holding an administrative appointment as defined by the board of trustees of Community College District No. 11 desiring to be included in the faculty employee organization shall request in writing to the board of trustees of Community College District No. 11 that a two-stage election process be held to determine if a majority of those holding administrative appointments as defined by the board of trustees of Community College District No. 11, except the chief executive officer, desire to designate the faculty employee organization as their representative for the purpose of the act. Upon the receipt of such a request the board of trustees of Community College District No. 11 will request some independent and neutral person or association to determine whether thirty percent or more, calculated on a weighted basis as specified in WAC 132K-112-125 and 132K-112-200, of those holding administrative appointments have indicated they desire to be represented by the faculty employee organization for such purposes. The independent and neutral person or association shall make such determination upon the basis of records of dues-paying membership, signed authorizations to represent, or other reliable and probative evidence.

If the independent and neutral person or association determines that thirty percent of those holding administrative appointments, as determined by the board of trustees of Community College District No. 11 have indicated that they desire to be represented by the faculty employee organization for such purposes, the board of trustees of Community College District No. 11 will publish notice of the election, and conduct the election as specified in WAC 132K-112-115, through 132K-112-200 of these rules.

If the majority of those holding administrative appointments, calculated on a weighted basis as specified in WAC 132K-112-125 and 132K-112-200, desire to be represented by the faculty employee organization, the board of trustees of Community College District No. 11 will publish notice of the election to determine if a majority of all members of the faculty employee organization favor the inclusion of those holding administrative appointments in their organization. The board of trustees of Community College District No. 11 shall

conduct the election as specified in WAC 132K-112-115 through 132K-112-200 of these rules.

[Order 23, § 132K-112-205, filed 9/9/74.]

WAC 132K-112-210 Time lapse for new election. If no organization of faculty employees is selected as representative in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of the earlier election. If an organization of faculty employees is selected as the recognized employee organization in an election held pursuant to these rules, another election shall not be held until the lapse of one year from the date of the certification of the results of the earlier election.

[Order 23, § 132K-112-210, filed 9/9/74.]

WAC 132K-112-215 Certification of academic employees' representative. The employee organization which receives the majority of all votes cast in any election held pursuant to WAC 132K-112-100 through 132K-112-215 shall be certified as the representative of all academic employees as of the expiration or nonrenewal, whichever is sooner, of any collective bargaining agreement between the district and a certified academic employees' representative. In the absence of any such collective bargaining agreement, certification of the prevailing organization shall be effective concurrently with certification of the election results as provided in WAC 132K-112-180.

[Order 23, § 132K-112-215, filed 9/9/74.]

**Chapter 132K-116 WAC
PARKING AND TRAFFIC RULES**

WAC

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WAC 132K-116-010 Introduction. Section 1. Pierce College District Number Eleven hereby establishes these regulations to govern pedestrian and vehicular traffic and parking upon state lands devoted mainly to the educational activities of Pierce College.

[Statutory Authority: RCW 28B.50.140, 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-116-010, filed 7/11/86; Order 13, § 132K-116-010, filed 2/20/73.]

WAC 132K-116-015 Objectives of traffic rules and regulations. Section 2. The objectives of these traffic regulations are:

- (1) To protect and control pedestrian and vehicular traffic
- (2) To assure access at all times of emergency equipment
- (3) To minimize traffic disturbance during class hours
- (4) To facilitate the work of the college by assuring access to its vehicles and by assigning the limited parking space for the most efficient use.

[Order 13, § 132K-116-015, filed 2/20/73.]

WAC 132K-116-020 Applicable traffic rules and regulations—Areas affected. Section 3. The traffic regulations which are applicable upon state lands devoted mainly to the educational activities of the college are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington shall be applicable upon all lands located within the state of Washington.
- (2) The traffic code of Pierce County, Washington shall be applicable upon all lands located within Pierce County, Washington.
- (3) These regulations shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, research, recreational, or parking activities of the college.

[Order 13, § 132K-116-020, filed 2/20/73.]

WAC 132K-116-025 Permits required for vehicles on campus. Section 4. Except as provided in WAC 132K-116-030, no person shall drive any vehicle, nor shall any person stop, park, leave or abandon any vehicle, whether attended or unattended, upon the campus of the college without a permit issued by the parking office of the college.

Abandoned vehicle: For purposes of this chapter, "abandoned vehicle" shall mean any vehicle left on college property in violation of college parking rules and without the written consent of the college for a period of 24 hours or longer. Written consent shall be granted the owner or operator of an abandoned vehicle who is unable to remove the vehicle from the place where it is located and so notifies the physical plant director and requests assistance.

- (1) Permission to drive on campus or to park thereon will be shown by the display of a valid permit issued by the parking office of the college.
- (2) A valid permit is:

(a) An unexpired parking sticker properly registered and displayed in accordance with instructions, or

(b) A temporary permit authorized by the parking office of the college and displayed in accordance with instructions on the permit, or

(c) A parking permit issued by the college parking booth attendant, which permit must be displayed on the vehicle in accordance with instructions.

(3) Parking permits are not transferable.

(4) The college reserves the right to refuse the issuance of a parking permit.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-116-025, filed 7/11/86; Order 36, § 132K-116-025, filed 9/6/77; Order 31, § 132K-116-025, filed 9/17/76; Order 13, § 132K-116-025, filed 2/20/73.]

WAC 132K-116-030 Tourists and visitors—Exemption from permit requirements. Section 5. The college parking booth attendant will allow tourists and visitors to drive on the campus. A visitor's permit shall be issued without a fee at time of entrance.

[Order 31, § 132K-116-030, filed 9/17/76; Order 13, § 132K-116-030, filed 2/20/73.]

WAC 132K-116-035 Restrictions on use of vehicles with permits. Section 6. Decisions on the granting of permits for physically handicapped students will be made by the handicapped program coordinator of the college, or his/her designee.

[Order 31, § 132K-116-035, filed 9/17/76; Order 13, § 132K-116-035, filed 2/20/73.]

WAC 132K-116-040 Speed. Section 7. No vehicle shall be operated on the campus at a speed in excess of 20 miles per hour unless otherwise posted or such lower speed as is reasonable and prudent in the circumstances.

[Order 31, § 132K-116-040, filed 9/17/76; Order 13, § 132K-116-040, filed 2/20/73.]

WAC 132K-116-045 Regulatory signs and directions. Section 8. Drivers of vehicles shall obey regulatory signs and signs related to the collection of parking fees posted by the college. Drivers of vehicles shall also comply with directions given them by officers of the college parking office in the control and regulation of traffic.

[Order 31, § 132K-116-045, filed 9/17/76; Order 13, § 132K-116-045, filed 2/20/73.]

WAC 132K-116-050 Pedestrians—Right-of-way. Section 9. (1) The operator of a vehicle shall yield the right-of-way, slowing down or stopping, if need be, to so yield to any pedestrian crossing any street or roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger; but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

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(2) A pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the street or roadway.

(3) Pedestrians on a street or roadway where a sidewalk is provided shall proceed upon such sidewalk. Pedestrians upon a street or roadway where no sidewalk is provided shall proceed on the extreme left-hand side of the roadway and upon meeting an oncoming vehicle shall step to their left and clear off the street or roadway.

[Order 13, § 132K-116-050, filed 2/20/73.]

WAC 132K-116-055 Parking—Permits required. Section 10. (1) No vehicle shall be parked on the campus except in those areas set aside and designated as parking areas.

(2) No vehicle shall be parked in any parking area without a permit for that area.

[Order 13, § 132K-116-055, filed 2/20/73.]

WAC 132K-116-060 Parking within designated spaces. Section 11. No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

[Order 13, § 132K-116-060, filed 2/20/73.]

WAC 132K-116-065 Disabled and inoperative or abandoned vehicles—Impounding. Section 12. No disabled or inoperative or abandoned vehicle shall be parked on the campus without a permit to do so. Vehicles which have been disabled, inoperative or abandoned may be impounded and stored at the expense of either or both the owner and operator thereof following 24 hours notice posted at a conspicuous place on the vehicle. Neither the college nor its employees shall be liable for loss or damage of any kind resulting from such impounding and storage.

Impoundment without notice. A vehicle may be impounded without notice to the owner or operator in the following circumstances:

(1) When in the judgment of the physical plant director, the vehicle is obstructing or may impede the flow of traffic; or

(2) When in the judgment of the physical plant director, the vehicle poses an immediate threat to public safety.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-116-065, filed 7/11/86; Order 36, § 132K-116-065, filed 9/6/77; Order 31, § 132K-116-065, filed 9/17/76; Order 13, § 132K-116-065, filed 2/20/73.]

WAC 132K-116-070 Special traffic and parking regulations and restrictions authorized. Section 13. Upon special occasions causing additional heavy traffic and during emergencies, the college parking office is authorized to impose additional traffic and parking regulations and restrictions for the achievement of the objectives in section 1 [WAC 132K-116-015].

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[Order 31, § 132K-116-070, filed 9/17/76; Order 13, § 132K-116-070, filed 2/20/73.]

WAC 132K-116-075 Authorization for issuance of permits. Section 14. The college parking office is authorized to issue permits to drive or park upon the campus. Permits may be purchased during registration. The application for a permit must be accompanied by the applicant's vehicle registration. This will include second and third vehicle permits also. Late permits may be obtained at the parking office, Room 3014.

[Order 31, § 132K-116-075, filed 9/17/76; Order 13, § 132K-116-075, filed 2/20/73.]

WAC 132K-116-080 Numbering of parking areas. Section 15. The college physical plant director is authorized to designate and mark the various parking areas on the campus with numbers or letters by the posting of signs or by other means in those areas.

[Order 31, § 132K-116-080, filed 9/17/76; Order 13, § 132K-116-080, filed 2/20/73.]

WAC 132K-116-085 Allocation of parking space. Section 16. The parking space available on the campus shall be allocated by the college physical plant director or his designee among applicants for permits in such manner as will best effectuate the objectives of these regulations. Certain restricted parking areas on campus are marked as, "physically handicapped," "faculty," "staff," "service vehicles," "visitors," "motor pool," "loading zone," etc.

[Order 31, § 132K-116-085, filed 9/17/76; Order 13, § 132K-116-085, filed 2/20/73.]

WAC 132K-116-090 Visitors and guests. Section 17. (1) All visitors, guests, salesmen, maintenance or service personnel, and all other members of the public who are not college employees or students will park in available space as directed by the college parking booth attendant without paying a fee, including the following:

(a) Members of the board of trustees and other designated by the college may be given complimentary annual permits.

(b) Federal, state, county, city, and school district personnel on official business and in vehicles with tax exempt licenses will be admitted without charge.

(c) Vehicles owned by contractors and their employees working on campus construction will be parked in designated areas, if available, without charge.

(d) Visiting academic or administrative personnel from other colleges or universities and guest speakers will be parked without charge upon presentation of a guest permit. Responsibility for naming parking arrangements for guests will rest with the sponsoring college department or division.

(e) Members of the press, television, and radio on official business will park without charge.

(f) Taxis will be admitted without charge for pick-up and delivery but will not be given free parking privileges.

(g) No parking fee will be charged visitors and guests attending special college events such as commencement. No parking fees will be charged for college and departmental

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events such as open house, symposiums, social and cultural events.

(h) Those covered by section 5 [WAC 132K-116-030].

(2) Special permits:

(a) Temporary or part-time employees, salesmen, maintenance and service personnel, and other visitors who must frequently visit the campus on college business, may be issued parking permits at the regular annual or quarterly fee or at the rate based on the regular annual fee, subject to the approval of the college physical plant director.

(b) The college parking office will assist college departments and divisions which sponsor functions such as conferences, seminars, dinners and similar events in arranging parking without collecting parking fees, only if prearranged with the parking office.

(3) Athletics, concerts, plays and other special events: Parking fees will not be charged for vehicles parked at athletics, concerts, plays and other special events held on campus after hours or on weekends.

[Order 31, § 132K-116-090, filed 9/17/76; Order 13, § 132K-116-090, filed 2/20/73.]

WAC 132K-116-095 Permit revocations. Section 18. (1) Permits are the property of the college and may be recalled for any of the following reasons by the college physical plant director:

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

(b) When a permit is used by an unregistered vehicle or by an unauthorized individual

(c) Falsification on a parking permit application

(d) Continued violations or [of] parking regulations

(e) Counterfeiting or altering of stickers

(2) Vehicles displaying canceled permits will be subject to citation or impounding.

[Order 31, § 132K-116-095, filed 9/17/76; Order 13, § 132K-116-095, filed 2/20/73.]

WAC 132K-116-100 Duplicate permits for faculty, staff, and student personnel. Section 19. Faculty, staff, and student personnel of the college may apply on a separate application for a permit for a second vehicle owned and operated by that person for a minimum charge of \$.50. Vehicle registration must be presented for verification. If a permit is damaged, remove the portion that is left and a new permit will be issued free of charge. If a vehicle is traded, sold, or demolished, remove the permit (or at least the number portion) and a new permit will be issued at no charge.

[Order 31, § 132K-116-100, filed 9/17/76; Order 13, § 132K-116-100, filed 2/20/73.]

WAC 132K-116-105 Faculty and staff permit periods. Section 20. All faculty and staff will park on a permit basis, i.e., either annually, quarterly, or daily. Annual permits will be payable in full prior to the start of fall quarter of each year.

[Order 31, § 132K-116-105, filed 9/17/76; Order 13, § 132K-116-105, filed 2/20/73.]

WAC 132K-116-110 Fees for permits. Section 21. The fees charged by the college for the issuance of permits shall be those established from time to time by the board of trustees of the college.

[Order 13, § 132K-116-110, filed 2/20/73.]

WAC 132K-116-115 Annual parking fee payment. Section 22. Payment for an annual parking permit must be made by cash or check directly to the business office of the college or to the college cashier at the time of registration. Cash should not be sent by mail.

[Order 13, § 132K-116-115, filed 2/20/73.]

WAC 132K-116-120 Display of permits. Section 23. The permit issued by the college parking office shall be placed as per directions on the permit. Permits not displayed in accordance with the provisions of this section shall not be valid.

[Order 31, § 132K-116-120, filed 9/17/76; Order 13, § 132K-116-120, filed 2/20/73.]

WAC 132K-116-125 Responsibility of person to whom permit is issued. Section 24. The person to whom a permit is issued pursuant to these regulations shall be responsible for all violations of these rules and regulations involving the vehicle for which the permit was issued and to which it was affixed, provided, however, that such responsibility shall not relieve other persons who violate these rules and regulations.

[Order 13, § 132K-116-125, filed 2/20/73.]

WAC 132K-116-130 Refund of fees. Section 25. Parking fees are nonrefundable.

[Order 31, § 132K-116-130, filed 9/17/76; Order 13, § 132K-116-130, filed 2/20/73.]

WAC 132K-116-135 Procedure—Issuance of summons or traffic tickets. Section 26. Upon probable cause to believe that a violation of these regulations has occurred, an officer of the college parking office may issue a summons or traffic ticket setting forth the date, the approximate time, the locality, and the nature of the violation. Such summons may be served by attaching or affixing a copy thereof to the vehicle allegedly involved in such violation, or by placing a copy thereof in some prominent place outside such vehicle. Vehicles not displaying a valid permit may be towed after the third violation citation has been issued. (See section 32)

Questions pertaining to citations may be directed to the physical plant department, Room 3014.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-116-135, filed 7/11/86; Order 36, § 132K-116-135, filed 9/6/77; Order 31, § 132K-116-135, filed 9/17/76; Order 13, § 132K-116-135, filed 2/20/73.]

WAC 132K-116-140 Grievance proceedings—Bond for appearance—Date of hearing. Section 27.

(1) The summons or traffic ticket issued pursuant to WAC 132K-116-135 shall direct the alleged violator to appear before the college physical plant director within five

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school days. At that time, the alleged violator will be informed of the next meeting of the college parking committee which will convene on the last Thursday of each month.

(2) The alleged violator may then elect to waive his right to appear before the college parking committee and pay the appropriate fine or appeal the violation. If the alleged violator elects to appeal the violation, he/she will be informed that the appeal must be made in writing to the college physical plant director giving full particulars, listing witnesses, evidence, etc., within five school days following the issuance of summons or traffic ticket.

The college parking committee shall consist of the college dean of students as chairperson, the college dean of administrative services, and the physical plant director.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-116-140, filed 7/11/86; Order 36, § 132K-116-140, filed 9/6/77; Order 31, § 132K-116-140, filed 9/17/76; Order 15, § 132K-116-140, filed 4/6/73; Order 13, § 132K-116-140, filed 2/20/73.]

WAC 132K-116-145 Fines and penalties. Section 28. The fines or penalties to be assessed for violation of these regulations shall be as follows:

(1) Parking violations. \$2.00 if the five school day requirement of section 27 [WAC 132K-116-140] is not met.

(2) Exceeding speed limit. Not less than \$5.00 or more than \$25.00 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the college parking committee for appropriate disciplinary action.

(3) Any other violation of these regulations. Not less than \$2.00 or more than \$25.00 and/or loss of parking and driving privileges on campus for up to one year, and appearance before the college parking committee for appropriate disciplinary action.

[Order 31, § 132K-116-145, filed 9/17/76; Order 15, § 132K-116-145, filed 4/6/73; Order 13, § 132K-116-145, filed 2/20/73.]

WAC 132K-116-150 Mitigation and suspension of penalties. Section 29. Upon showing of good cause or mitigating circumstances, the college parking committee may impose any lesser fine or penalty than those established in section 28 and section 30 [WAC 132K-116-145 and 132K-116-155], or it may grant an extension of time within which to comply with its determination and sentence.

[Order 31, § 132K-116-150, filed 9/17/76; Order 15, § 132K-116-150, filed 4/6/73; Order 13, § 132K-116-150, filed 2/20/73.]

WAC 132K-116-155 Enforcement of determination of the parking committee. Section 30. In the event a student fails or refuses to comply with the determination of the college parking committee such alleged violator shall not be eligible to register for additional courses, or to obtain a transcript of his grades or credits, or to receive a degree; until he has paid or otherwise complied with the determination. Failure by employees to pay citations shall result in withholding of paychecks either for June or for the last month of an employment contract.

[Order 31, § 132K-116-155, filed 9/17/76; Order 13, § 132K-116-155, filed 2/20/73.]

WAC 132K-116-160 Regulatory signs, markings, barricades, etc. Section 31. The college parking office is authorized to erect signs, barricades, and other structures and to paint marks and other directions upon the streets and roadways for the regulation of traffic and parking upon state lands devoted mainly to the educational or research activities of the college. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the college physical plant director will best effectuate the objectives stated in section 2 [WAC 132K-116-015].

No person without authorization from the college physical plant director shall move, deface, or in any way change a sign, barricade, structure, marking, or direction so placed, or previously placed, for the purpose of regulating traffic or parking.

[Order 31, § 132K-116-160, filed 9/17/76; Order 13, § 132K-116-160, filed 2/20/73.]

WAC 132K-116-165 Impounding of vehicles. Section 32. Any vehicles parked upon state land devoted mainly to the educational purposes of the college in violation of these regulations including the motor vehicle and other traffic laws of the state of Washington and the traffic code of Pierce County, Washington as incorporated in section 3 [WAC 132K-116-020] may be impounded and taken to such place for storage as the college selects. The expenses of such impoundings and storage shall be charged to the owner or operator of the vehicle and paid by him prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

[Order 13, § 132K-116-165, filed 2/20/73.]

WAC 132K-116-170 Delegation of authority. Section 33. The authority and powers conferred upon the board of trustees, the president, the college dean of students, and the manager of business services by these regulations shall be subject to delegation by him to his subordinates.

[Order 13, § 132K-116-170, filed 2/20/73.]

WAC 132K-116-175 Liability of college. Section 34. The college assumes no liability under any circumstances for vehicles parked on campus. The college grants a license for use of a parking space to individuals desiring to park their vehicles on campus and who purchase a parking space or for those individuals described in section 17 [WAC 132K-116-090]. However, no bailment is created by the sale of a permit or for those individuals described in section 17 [WAC 132K-116-090].

[Order 15, § 132K-116-175, filed 4/6/73; Order 13, § 132K-116-175, filed 2/20/73.]

Chapter 132K-122 WAC

STUDENTS RECORDS RELEASE POLICY

WAC

132K-122-010	General policy.
132K-122-020	Definitions.
132K-122-030	Type and location of education records.
132K-122-040	The right to inspect and view records.

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132K-122-050	Limits on rights to review and inspect educational records.
132K-122-060	Hearing procedures.
132K-122-070	Disclosure of personally identifiable information contained in a student's education records.
132K-122-080	Prior consent to disclosure and waiver of student rights.
132K-122-090	Maintenance of records.
132K-122-100	Prevention of the disclosure of directory information.
132K-122-110	Fees for copies.
132K-122-120	Denial of copies of education records.
132K-122-130	Notice of rights.

WAC 132K-122-010 General policy. Pierce College desires to insure that information contained in the educational records of its students is treated responsibly with due regard for its personal nature, and for the students', college's, and the community's needs. This chapter implements this general policy and responds to the requirements of Public Law 93-380 (Family Educational Rights and Privacy Act of 1974).

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-010, filed 7/11/86; Order 37, § 132K-122-010, filed 9/2/77.]

WAC 132K-122-020 Definitions. For purposes of this chapter, the following terms shall have the definitions shown:

(1) A "student" is any person who is or has been in attendance at Pierce College with respect to whom Pierce College maintains educational records or other information personally-identifiable by name, identification number, or other means of recognition.

(2) The term "education records" means those records, files, documents, and other materials maintained by Pierce College which contain information directly related to the individual student. The term does not include:

(a) Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker, thereof and which are not accessible to or revealed to any other person except a person appointed to replace or assume responsibilities of the originator of the records on a temporary basis;

(b) Records made and maintained in the normal course of business which relates exclusively to the person's capacity as an employee and which are not available for any other purposes: Provided, That this exception does not extend to records relating to individuals in attendance at Pierce College who are employed as a result of their status as a student;

(c) Records of a student which are created or maintained by a physician, psychiatrist or other officially recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment: Provided, however, That such records can be personally reviewed by a physician or other appropriate professional of the student's choice;

(d) Records and/or documents of the Pierce College security office which are kept apart from the educational records and which are maintained solely for law enforcement purposes and which are not made available to persons other than law enforcement officials of the same jurisdiction;

(e) Records which contain only information relating to a person after that person was no longer a student at Pierce

College such as those dealing with activities of an alumni leaving Pierce College.

(3) The term "directory information" means the student's name, dates of attendance, and degrees received. Directory information may be disclosed at the discretion of the college and without the consent of the student unless he or she elects to prevent disclosure as provided for in WAC 132K-122-100.

(4) The term "personally identifiable" means data or information which includes: The name of the student, the student's parent(s), or other family members; the address of the student; a personal identifier such as the student's social security number or student number; a list of personal characteristics which would make the student's identity easily traceable; telephone number; date of birth; academic/occupational intent; information for participants in officially recognized athletic events; or other information which would make the student's identity easily traceable.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-020, filed 7/11/86; Order 37, § 132K-122-020, filed 9/2/77.]

WAC 132K-122-030 Type and location of education records. Pierce College maintains, as student education records, records of the following general types: Academic, financial, counseling, personnel and placement records. For purposes of this chapter, these records are under the control of the college registrar who is located in the administration building and whose telephone number is 552-3983.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-030, filed 7/11/86; Order 37, § 132K-122-030, filed 9/2/77.]

WAC 132K-122-040 The right to inspect and view records. (1) Pierce College students shall have the right to review and inspect their education records.

(2) A request by a student for a review of information contained in a student's education records should be made in writing to the Pierce College registrar who shall require presentation of proper identification including validation of identity by way of the student's identification card and/or signatures of the requesting student.

(3) The registrar must respond to a request for inspection and review of education records within a reasonable period of time but in no case more than 45 days after the request has been made.

(4) Pierce College shall respond within 30 days of receipt of a reasonable student request for explanation and interpretation of the student's education records provided that such requests are in writing and signed by the requesting student and specific as to the portion or portions of the education records thought to be interpreted and explained.

(5) After reviewing his or her records, a student may request an amendment of the records if the student believes them to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. The college shall, within 30 days after receipt of a written request for correction or deletion of information contained in the records signed by the student and specific as to the information to be deleted or corrected, inform the student of whether the request is

accepted or denied. If the request for correction or deletion of inaccurate or misleading or otherwise inappropriate data has been denied, the student may seek redress through the hearing procedures provided for below and may place a written statement of rebuttal in his or her records.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-040, filed 7/11/86; Order 37, § 132K-122-040, filed 9/2/77.]

WAC 132K-122-050 Limits on rights to review and inspect educational records. (1) There is no right to review and inspect a parent's confidential financial statements or records or any information contained therein;

(2) Confidential letters and confidential statements of recommendation shall be made available for inspection and review by the student except that:

(a) Inspection and review of such letters and statements placed in the education records prior to January 1, 1975, which were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and which are used only for their specifically intended purposes shall not be permitted;

(b) Inspection and review of such letters and statements placed in the education records after January 1, 1975, shall not be permitted where the letters and statements relate to

(i) Admission to an educational institution;

(ii) An application for employment;

(iii) The receipt of an honor or honorary recognition and where the student has waived his or her rights to inspection or review of such letters and statements as provided for in WAC [132K-122-040].

(3) Where requested records or data include information on more than one student, the student shall be entitled to receive or be informed of only that part of the record for data that pertains to that student.

(4) The registrar is the official custodian of academic records and therefore the only official who may issue the transcript of the student's official academic records or prepare other copies of student's records on file in the registrar's office.

(5) Student education records may be destroyed in accordance with routine retention schedules. In no case will any record which is requested by a student for review in accordance with WAC [132K-122-040] and [132K-122-090] be removed or destroyed prior to informing the student and if requested providing the student access.

[Order 37, § 132K-122-050, filed 9/2/77.]

WAC 132K-122-060 Hearing procedures. (1) A student whose request for amendment of his or her educational records has been denied may request a hearing by submitting a written request to the registrar within 10 days following the denial. The request shall be in writing, signed by the student, and shall indicate the reasons why the records should be amended. The registrar shall, within 30 days after receipt of a properly filed request, notify the student at least 10 days in advance of the date, time, and place of the hearing.

(2) The hearing shall be an informal proceeding as provided for by chapter 28B.19 RCW, the Higher Education Administrative Procedure Act and shall be conducted by the

dean of students (or his designee who shall be an official of the college who does not have a direct interest in the outcome of the hearing). At the hearing, the student shall be afforded an opportunity to present evidence relevant to the question of whether the educational records sought to be amended are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student.

(3) At the hearing, the student may be assisted or represented by individuals of his or her choice and at his or her own expense.

(4) The dean of students or his designee shall, within 30 days after the conclusion of the hearing, prepare a final written decision on this request based solely upon the evidence presented at the hearing. The decision shall include a summary of the evidence and the reasons for the decision. A copy of the final decision shall be made available to the student.

(5) If, as a result of the hearing, the dean of students or his designee decides that the information alleged by the student to be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student is in fact so inaccurate, misleading, and violative, he or she shall amend the education records accordingly and so inform the student in writing. If, on the other hand, the dean of students or his designee decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, he or she shall inform the student of his or her right to place in the education records a statement commenting upon the information and/or setting forth any reasons for disagreeing with the decisions of the college. A rebuttal statement inserted into the education records shall become a permanent part of the records and it shall be provided to all persons to whom the information which is subject of the rebuttal is thereafter disclosed.

[Order 37, § 132K-122-060, filed 9/2/77.]

WAC 132K-122-070 Disclosure of personally identifiable information contained in a student's education records.

(1) The college shall obtain written consent of a student prior to disclosing personally identifiable information other than directory information defined by this chapter from the student's education records: Provided, That consent shall not be required where the disclosure to the student himself or herself: And provided further, That consent shall not be required if the disclosure is

(a) To other officials and teachers within the college having a legitimate educational interest in the education records. For purposes of this section, a college official or teacher shall be said to have a legitimate educational interest whenever he or she

(i) Is acting pursuant to a lawfully established rule policy or procedure, or

(ii) Acting in the educational interest of the student, or

(iii) Requires disclosure in order to provide educational services to the student.

Those having a legitimate education interest shall include but not be limited to the following personnel when acting in their official capacity: The office of the registrar, the office of admissions, the office of financial aid, and the office of the controller.

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(b) To officials of another school or school system which the student is enrolled or from which he or she receives educational services or a school or school system in which the student seeks or intends to enroll provided that the records have been requested by officials of the other school or another student.

(2) Following the disclosure of information pursuant to this section, the college shall:

(a) Provide the student upon request with a copy of any educational records which are transferred to another school.

(b) Provide the student upon request with an opportunity for hearing as provided for in WAC [132K-122-060].

(c) To authorized representatives of the Comptroller General of the United States Secretary of the United States Department of Health, Education, and Welfare; the Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, or state educational authorities, wherever access to the education records is necessary in connection with the audit and evaluation of federally supported education programs or in connection with the enforcement of or in compliance with the federal legal requirements which related to these programs.

(3) In connection with financial aid for which a student has applied or which a student has received: Provided, That personally identifiable information from the education records of the student may be disclosed under this section only as may be necessary for such purposes as

(a) To determine the eligibility of the student for financial aid;

(b) To determine the amount of financial aid;

(c) To determine the conditions which will be imposed regarding the financial aid;

(d) To enforce the terms or conditions of the financial aid.

(4) To certain state and local agencies to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.

(5) To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing validating or administering predictive tests, administering student aid programs and improving instruction.

(6) To accrediting organization in order to carry out their accrediting function.

(7) To the parents of a dependent student as defined by section 152 of the Internal Revenue Code of 1954.

(8) To comply with the judicial order or lawfully issued subpoena.

(9) To appropriate parties in connection with a health or safety emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals.

[Order 37, § 132K-122-070, filed 9/2/77.]

WAC 132K-122-080 Prior consent to disclosure and waiver of student rights.

(1) The written consent required in WAC 132K-122-070 above shall be signed and dated by the student and shall include:

(a) A specification of the records to be disclosed;

(b) The purpose or purposes of the disclosure;

(c) The party or class of parties to whom the disclosure may be made.

(2) A student may waive any of his or her rights under this chapter by submitting a written, signed and dated waiver to the officer of the registrar. Such a waiver shall be specific as to the records and persons or institutions covered. A waiver shall continue in effect according to its terms unless revoked in writing which is signed and dated.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-080, filed 7/11/86; Order 37, § 132K-122-080, filed 9/2/77.]

WAC 132K-122-090 Maintenance of records. A record of requests for and disclosures of personally identifiable information shall be maintained in the education records of each student. Records maintained under this section shall be available for inspection and review as provided in WAC [132K-122-040].

[Order 37, § 132K-122-090, filed 9/2/77.]

WAC 132K-122-100 Prevention of the disclosure of directory information. A student may refuse to permit the disclosure of directory information as defined by WAC 132K-122-020(3) by filing a request to prevent disclosure of directory information with the office of the registrar by the end of the third week of the fall quarter of each academic year. A separate request to prevent disclosure of directory information must be filed for each academic year.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-100, filed 7/11/86; Order 37, § 132K-122-100, filed 9/2/77.]

WAC 132K-122-110 Fees for copies. Copies of student records shall be made at the expense of the requesting party at prevailing rates not to exceed \$1.00 per page.

[Order 37, § 132K-122-110, filed 9/2/77.]

WAC 132K-122-120 Denial of copies of education records. Pierce College reserves the right to deny a request for a copy of all or any portion of the student education records where the student is indebted to the institution for an outstanding or overdue debt.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-120, filed 7/11/86; Order 37, § 132K-122-120, filed 9/2/77.]

WAC 132K-122-130 Notice of rights. In order to insure that Pierce College students are fully apprised of their rights under this chapter, the college shall at the beginning of each academic year make available upon request to each student during the registration process a copy of this chapter. In addition, the college shall post at conspicuous places on the campus information the students of the existence of this chapter and of the availability of copies.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-122-130, filed 7/11/86; Order 37, § 132K-122-130, filed 9/2/77.]

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Chapter 132K-125 WAC STUDENT RIGHTS AND RESPONSIBILITIES (Formerly chapter 132K-16 WAC)

WAC

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SECTION I INTRODUCTION

WAC 132K-125-010 Title. This chapter shall be known as the Student Code of Community College District No. 11.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-010, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-020 Preamble. Pierce College, an agency of the state of Washington, exists for the development of students and the general well-being of society. To fulfill this purpose, the college provides a variety of continuing educational opportunities which include programs of

general education, including university-parallel transfer courses, developmental-remedial programs, vocational-technical curricula and the opportunities to examine the cultural, social and recreational aspects of society.

Students are encouraged through free inquiry and free expression to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The student is in the unique position of being a member of the community at large, having the rights and responsibilities of any citizen, and of being a member of the college community. Admissions to Pierce carries with it the presumption that students will conduct themselves as responsible members of such community. This includes an expectation that students will obey the law, will comply with rules and regulations of the college; will maintain a high standard of integrity and honesty; will respect the rights, privileges and property of other members of the college community; and will not interfere with legitimate college affairs.

Pierce College may take appropriate disciplinary action when student conduct unreasonably interferes with the college's educational responsibilities, its subsidiary responsibilities, or to protect the health and safety of persons on or in college facilities; to maintain and protect college property or private property on college facilities, to protect college records, to provide college services, and/or to sponsor non-classroom activities such as lectures, concerts, athletic events and social functions.

The responsibility and commitment to secure and to respect general conditions conducive to the freedom to learn and self-development is shared by the students, faculty and staff at Pierce College. The purpose of this statement is to enumerate the essential provisions to safeguard this freedom, the violations of which may constitute sufficient cause for disciplinary action as described in and in accordance with the procedures established in WAC 132K-125-170 through 132K-125-390.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-020, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-030 Procedural standards in disciplinary proceedings. (1) In assisting students to develop responsible behavior, the Student Conduct Code has been developed to play a complementary role to counseling, guidance, and other forms of student development actions. At the same time, Pierce College has a duty and the corollary disciplinary powers to protect its educational endeavors through the setting of standards of scholarship and conduct for its students and through the regulations of the use of its facilities.

(2) If these rules are broken, discipline will be administered so as to guarantee procedural fairness to an accused student. The regular disciplinary procedures, rules of conduct, including the student's right to appeal a decision will be clearly formulated and communicated in advance. Disciplinary procedures may vary in formality with the gravity of the offense and the sanctions that may be applied. Some Student

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Conduct Code violations may be adjudicated informally under prescribed procedures.

(3) Pierce College will adhere to procedural fairness by requiring that in all situations the student be informed of the nature of the charges against him or her, and that he or she be given a fair opportunity to refute them.

(4) If a student is charged with an off-campus violation of the law, the matter shall be of no disciplinary concern to the college unless the student is convicted in a court of law and unable to comply with academic requirements. If the violation of law occurs on campus and is also a violation of a published college regulation, the college may institute its own proceedings against the offender or may refer the violation to the appropriate civilian authorities for disposition. The college shall not proceed with a disciplinary action that duplicates punishment for the same offense unless the interests of the college are distinct and clearly involved by violation of law.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-030, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-040 Definitions. As used in this chapter, the following words and phrases shall be defined as follows:

(1) "Academic dishonesty" means plagiarism, cheating on examinations, fraudulent representation of student work product or other acts of academic dishonesty.

(2) "Alcoholic beverages" means liquor as defined in RCW 66.04.010(15) as now law or hereafter amended.

(3) "Assembly" means any overt activity engaged in by two or more persons, the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any person, persons or group of persons.

(4) "ASPCFS" means the associated students of Pierce College - Ft. Steilacoom as defined in the Constitution of that body.

(5) "ASPCP" means the associated students of Pierce College - Puyallup as defined in the Constitution of that body.

(6) "Board" means the board of trustees of Community College District No. 11, state of Washington.

(7) "President" means the chief executive officer of the college and of Community College District No. 11, state of Washington or in his or her absence, the acting chief executive officer.

(8) "College" means Pierce College and any other community college center or facilities established within Community College District No. 11.

(9) "Member of Pierce College community" includes any person who is a student, faculty member, Pierce College official, trustee, guest on a college owned or controlled facility or any other person employed by Pierce College. A person's status in a particular situation shall be determined by the executive dean of student services or director of human resources.

(10) "College facilities" means and includes any and all personal property and real property owned, rented, leased, or operated by or used on behalf of the college or associated students and the board of trustees of Community College

District No. 11 and shall include all buildings and appurtenances affixed thereon or attached thereto.

(11) "College official" includes any person employed by Pierce College performing assigned administrative professional or staff responsibilities.

(12) "Executive dean of student services" means the administrator responsible for student services or designee and that person designated by the college president to be responsible for the administration of this chapter.

(13) "Faculty" means any person hired by Pierce College to conduct one or a combination of instruction, counseling, or library services.

(14) "Student" includes all persons taking courses at Pierce College, both full time and part time. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with Pierce College are considered "students."

(15) "Disciplinary action" means and includes the warning, reprimand, probation, suspension, summary suspension, dismissal or expulsion of any student by the executive dean of student services or the college disciplinary committee, issued pursuant to this chapter for the violation of any law or designated rule or regulation of college policy or the rules and regulations of conduct for which a student is subject to disciplinary action.

(16) "College disciplinary committee" means the judicial body provided in this chapter.

(17) "Judicial body" means any person or persons authorized by the executive dean of student services to determine whether a student has violated the Student Conduct Code and to recommend imposition of sanctions.

(18) "Judicial advisor" means a Pierce College official authorized by the executive dean of student services to determine whether a student has violated the Student Conduct Code. The executive dean of student services may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. The executive dean of student services may authorize the same judicial advisor to impose sanctions in all cases.

(19) "Rules and regulations of conduct" means those rules contained within this chapter as now exist or which may be hereafter amended, the violation of which subjects a student to disciplinary action.

(20) "Drug" means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.

(21) "Cheating" includes, but is not limited to:

(a) Use of any unauthorized assistance in taking quizzes, tests, or examinations; writing papers, preparing reports, solving problems, or carrying out other assignments; or

(b) The acquisition, without permission, of tests or other academic material belonging to a member of Pierce College faculty or staff.

(22) "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

(23) "Organization" means any number of persons who have complied with the formal requirements for college or student government recognition.

(24) "Shall" is used in the imperative sense.

(25) "May" is used in the permissive sense.

(26) "Policy" is defined as the written regulations of Pierce College as found in, but not limited to, the student code, the *Student Handbook*, class schedules and college catalogs.

(27) "Hazing" means any method of initiation into a student organization or living group or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause - bodily danger or physical harm - or serious mental or emotional harm - to any student or other person attending any institution of higher education or post secondary institution. Excluded from this definition are "customary athletic events or other similar contests or competitions."

(28) "Trespass" means the definition of trespass as contained in chapter 9A.52 RCW as now law or hereafter amended.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)], 99-10-046, § 132K-125-040, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-050 Jurisdiction. (1) All rules herein adopted shall apply to every student whenever said student is present at or engaged in any college or student organization sponsored program, activity or function which is held on or off college facilities. It shall also mean for enforcement of the rules and regulations of conduct to include facilities in which students are engaged in official college training and/or activities including places of training internships, cooperative education, practicums or supervised work experiences.

(2) Faculty members, other college employees, students, and members of the public who breach or who aid or abet another in the breach of any provision of this chapter shall be subject to:

(a) Possible prosecution under the civil or criminal laws or regulations of Washington;

(b) Appropriate disciplinary action pursuant to the state of Washington higher education personnel board rules or the district's policies and regulations; or

(c) Any sanctions imposed pursuant to this chapter or in other college policies and regulations.

(3) Provisions of the Revised Code of Washington cited in this document are on file and available in the college library.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)], 99-10-046, § 132K-125-050, filed 4/30/99, effective 5/31/99.]

SECTION II STUDENT RIGHTS AND RESPONSIBILITIES

WAC 132K-125-060 Freedom of access to higher education. Pierce College is an open-door institution that, within the limits of its facilities and subject to the prevailing admissions policy, is open to all students. The facilities and services of the college are open to all of its enrolled students. Provisions allow that the executive dean of student services may deny admission to a prospective student, or continued

attendance to an enrolled student, if it reasonably appears that the student would not be competent to profit from the curriculum offerings of the college, or would, by the student's presence or conduct, create a disruptive atmosphere within the college or a substantial risk of actual harm to a member of the campus community.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-060, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-070 Right to demand identification.

(1) For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce identification and that students produce evidence of enrollment at the college.

(2) Refusal by any individual to produce identification as required shall be cause for disciplinary action.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-070, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-080 Academic freedom. (1) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.

(2) Students are free to pursue appropriate educational objectives from among the college's curricula, programs and services, subject to the provisions of this chapter and statutory limitations of RCW 28B.50.090 (3)(b).

(3) Students shall be protected against prejudice or arbitrary and capricious academic evaluation. At the same time, they are responsible for maintaining the standards of academic performance established by each of their instructors.

(4) Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(5) Students are protected against improper disclosure of information about their views, beliefs, and political associations that instructors acquire in the course of their work as instructors, advisers, and counselors. Such information is considered confidential. Students have the right to privacy of all student records according to the Family Education Rights and Privacy Act of 1974.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-080, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-090 Freedom of expression. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the campus community and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-090, filed 4/30/99, effective 5/31/99.]

(2001 Ed.)

WAC 132K-125-100 Freedom of assembly. (1) Students shall have the right of "assembly" as defined in WAC 132K-125-040 upon college facilities that are generally available to the public provided that such assembly shall:

(a) Be conducted in an orderly manner;

(b) Not unreasonably interfere with vehicular or pedestrian traffic;

(c) Not unreasonably interfere with classes, schedules, meetings, or ceremonies, or with educational and administrative functions of the college;

(d) Not unreasonably interfere with the regular activities of the college; and

(e) Not cause damage or destruction to college property or private property on college facilities.

(2) A student or student organization who conducts or participates in an assembly violative of any provision of this code shall be subject to disciplinary action.

(3) Nonstudents who participate in or aid or abet any assembly or assemblies in violation of this section shall be subject to possible prosecution under the state criminal trespass law and/or any other possible civil or criminal remedies available to the college.

(4) Assemblies which violate these rules may be ordered to disperse by the college in accordance with Washington state statutes.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-100, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-110 Freedom of association. (1) Students are free to organize and join associations to promote any legal purpose whether it be religious, cultural, political, educational, recreational or social. Student organizations must be granted a charter by the ASPCP or ASPCFS before they may be officially recognized. Procedures for becoming chartered are located in the student programs office.

(2) Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, religion, disability, gender, sexual preference, color, age, marital status, veteran status, ancestry or national origin. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition provided that other conditions for charter issuance have been met.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-110, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-120 Distribution and posting. Students may distribute or post material subject to official procedures printed and available in the office of student programs. The college may restrict distribution of any publications, where such distribution unreasonably interferes with college operations. Any person desiring to distribute such publications shall first register with the respective office of student programs so that reasonable areas and times can be assured and the activities of the institution will not be unduly interfered with. All handbills, leaflets, newspapers, and similarly related matter must bear identification as to the publishing agency and distributing organization and individual.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-120, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-130 Off-campus speaker policy. (1)

Student organizations officially recognized by the college shall have the right to invite outside speakers to speak on campus subject to the availability of campus facilities, funding and in compliance of college procedures available in the respective office of student programs. Speakers are subject to the legal restraints imposed by the laws of the United States and the state of Washington.

(2) The appearance of an invited speaker on college facilities does not represent an endorsement, either implicitly or explicitly, or views or opinions of the speaker by the college, its students, its faculty, its college personnel, its administration or its board.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-130, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-140 Incidental sales. Students have the right to engage in incidental sales of personal property in a private transaction provided college facilities are not explicitly used for this purpose.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-140, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-150 Commercial activities. (1) College facilities will not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve Community College District No. 11 educational objectives, including but not limited to display of books of interest to the academic community or the display or demonstration of technical or research equipment, and when such commercial activities relate to educational objectives and are conducted under the sponsorship or the request of a college department or the office of student programs of the college, provided that such solicitation does not interfere with or operate to the detriment of the conduct of college affairs or the free flow of pedestrian or vehicular traffic.

(2) For the purpose of this regulation, the term "commercial activities" does not include handbills, leaflets, newspapers, and similarly related materials as regulated in WAC 132K-125-120.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-150, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-160 Student participation in college governance. As members of the college community, students will be free, individually and collectively, to express their views on college policy, and on matters of general interest to the student body. The ASPCP and ASPCFS constitutions and the college's administrative procedures provide clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-160, filed 4/30/99, effective 5/31/99.]

[Title 132K WAC—p. 24]

SECTION III STUDENT CONDUCT CODE

WAC 132K-125-170 Rules and regulations. Any student may be subject to disciplinary action as described in this chapter if the student, whether as a principle actor, aider, abettor or accomplice as defined in RCW 9A.08.020 as now law or hereafter amended, interferes with the personal rights or privileges of others or with the college's educational process and violates any provision of this chapter. Grounds for disciplinary action include, but are not limited to, the following:

(1) Acts of dishonesty, including, but not limited to, the following:

(a) Cheating, plagiarism, or other forms of academic dishonesty.

(b) Furnishing false information to any Pierce College official, faculty member, or office.

(c) Forgery, alteration, or misuse of a Pierce College document, record, fund or instrument of identification.

(d) Tampering with the election of any Pierce College recognized student organization.

(2) Assault, reckless endangerment, intimidation or interference upon another person in the manner set forth in RCW 9A.36.010 through 9A.36.050 and RCW 9A.36.070, or in RCW 28B.10.570 through 28B.10.572, as now or hereafter amended.

(3) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other Pierce College activities, including its public-service functions on or off college facilities, or other authorized non-Pierce College activities, when the act occurs on college facilities.

(4) Any acts of misconduct, substantially disrupting any college class by engaging in conduct that renders it difficult or impossible to maintain the decorum of the class, shall be subject to disciplinary action.

(5) Filing a formal complaint, falsely accusing another student or college employee of violating a provision of this chapter.

(6) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm, or other device established for the safety of individuals and/or the college.

(7) Engaging in unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature where such behavior offends the recipient, causes discomfort or humiliation, or interferes with job or school performance.

(8) Engaging in racial harassment, which includes ethnic and racial jokes, racial slurs, demeaning comments, looks or gestures or other verbal, written or physical conduct deliberately designed to humiliate and/or cause discomfort to the recipient or which interferes with job or school performance.

(9) Engaging in attempted or actual theft or robbery, which is defined as theft of and/or damage to property of the college, the college community or other personal or public property or of another as set forth in RCW 9A.56.010 through 9A.56.050 and RCW 9A.56.100, as now law or hereafter amended.

(10) Engaging in malicious mischief, which is defined as intentional or negligent damage to or destruction of any col-

lege facility or other public or private, real or personal property.

(11) Converting of college or associated students' equipment or supplies or other property for personal gain or use, without proper authority.

(12) Intentionally gaining access, without authorization, to a computer system or electronic data owned or used by the Washington state Community College District No. 11 shall be subject both to disciplinary action pursuant to this chapter and to criminal prosecution pursuant to RCW 9A.52.110 through 9A.52.130, and any or all other statutory laws or regulations pertaining thereto.

(13) Forging or tendering any forged records or instruments as defined in RCW 9A.60.010 through 9A.60.020 as now law or hereafter amended, of any district record or instrument to an employee or agent of the district acting in her/his official capacity.

(14) Unauthorized possession, duplication or use of keys to any Pierce College facilities or entering or using any college administrative or other employee office or any locked or otherwise closed college facility in any manner, at any time, without permission of the college employee or agent in charge.

(15) Smoking in college facilities is prohibited or any other smoking not in compliance with chapter 70.160 RCW as now law or hereafter amended.

(16) Use, possession or distribution of alcoholic beverages, or intoxication on or at any college sponsored event, on or off campus, or appearance on campus while under the influence of intoxication.

(17) Use, possession, manufacture, distribution, being under the influence of, or selling any narcotic or controlled substance as defined in chapter 69.50 RCW as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical doctor or dentist. For the purpose of this regulation, "sale" shall include the statutory meaning set forth in RCW 69.50.410 as now law or hereafter amended.

(18) Pierce College has adopted and implemented a policy and program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students. The policy and program statement are on file in the office of the executive dean of student services and personnel office and describe criminal and other sanctions which may be imposed against students and employees for the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees at Pierce College.

(19) Possession or use (to include exhibiting, displaying or drawing any weapon) of firearms, explosives, other weapons or instrumentalities or dangerous chemicals or any other device or substance which can be used to inflict bodily harm or damage real or personal property on college facilities, except for authorized college purposes or for law enforcement officers.

(20) Violation of:

(a) Pierce College policies, rules or regulations; and/or

(b) Federal, state or local law on Pierce College facilities at Pierce College sponsored or supervised activities.

(21) Failure to comply with the directions of Pierce College officials or law enforcement officers acting in performance of their duties.

(22) Obstruction of the free flow of pedestrian or vehicular traffic on Pierce College facilities or at Pierce sponsored or supervised activities.

(23) Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on Pierce College facilities or at functions sponsored by, or participated in by, Pierce College.

(24) Engaging in actions or behaviors that result in the damage to property of the college, the college community or other personal or public property.

(25) Theft or other abuse of computer time, including, but not limited to:

(a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

(b) Unauthorized transfer of a file.

(c) Unauthorized use of another individual's identification and password.

(d) Unauthorized use of phone and electronic devices such as radios, etc.

(e) Use of computing facilities to interfere with the work of another student, faculty member or Pierce College official.

(f) Use of computing facilities to send or receive obscene or abusive messages.

(g) Use of computing facilities to interfere with normal operation of the college computing systems.

(26) Intentionally and repeatedly following another person to that person's home, school, place of employment, business, or any other location, or following the person while in transit between locations may be subject to disciplinary action if the person being followed is intimidated, harassed, or placed in fear that the stalker intends to injure the person or property of the person being followed, or another person. The feeling of fear, intimidation, or harassment must be one that a reasonable person in the same situation would experience under all the circumstances. RCW 9A.46.110 and 10.14.020 shall be guidance for this regulation.

(27) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct based on facts, which threatens or endangers the health and safety of any person. This is to include acts or threats to one's personal safety and/or life.

(28) Any student who, by any act of misconduct, substantially disrupts any college function by engaging in conduct that renders it difficult or impossible to continue such a function in an orderly manner shall be subject to disciplinary action.

(29) Abuse of the judicial system, including, but not limited to:

(a) Failure to obey the summons of a judicial body or Pierce College official.

(b) Falsification, distortion, or misrepresentation of information before a judicial body.

(c) Disruption or interference with the orderly conduct of a judicial proceeding.

(d) Institution of a judicial proceeding knowingly without cause.

(e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

(f) Attempting to influence the impartiality of a member of a judicial body prior to and/or during the course of the judicial proceeding.

(g) Harassment (verbal or physical) and/or intimidation of a member of the judicial system and/or a college disciplinary committee prior to, during, and/or after a judicial proceeding.

(h) Failure to comply with the sanction(s) imposed under the Student Code.

(i) Influencing or attempting to influence another person to commit an abuse of the judicial system.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-170, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-180 Trespass. (1) The executive dean of student services or his/her designee is authorized in the instance of any event deemed to be disruptive of order or deemed to impede the movement of persons or vehicles or which the executive dean of student services deems to disrupt or threatens to disrupt the ingress and/or egress of persons from college facilities. The executive dean of student services or such other person designated by the executive dean of student services, shall have the authority and power to:

(a) Prohibit the entry of, or withdraw the license or privilege of a person or persons or any group of persons to enter onto or remain upon any portion of college property or of a college facility; or

(b) To give notice against trespass by any manner provided by law, to any person, persons, or group of persons against whom the license or privilege has been withdrawn or who have been prohibited from, entering onto or remaining upon all or any portion of college property or a college facility; or

(c) To order any person, persons, or group of persons to leave or vacate all of any portion of college property or of a college facility.

(2) Any individual who shall disobey a lawful order given by the executive dean of student services, or his or her designee, shall be subject to disciplinary action and/or charges of criminal trespass.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-180, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-190 Hazing policy. (1) Hazing is prohibited.

(2) Penalties.

(a) Any organization, association or student living group that knowingly permits hazing shall:

(i) Be liable for harm caused to persons or property resulting from hazing; and

(ii) Be denied recognition by Pierce College as an official organization, association or student living group on this campus. If the organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

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(b) A person who participates or conspires to participate in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for a period of not less than one quarter and up to permanent forfeiture.

(c) An act of hazing, in addition to violating this policy, may constitute a violation of the student Code of Conduct. WAC 132K-125-170(2) Assault, reckless endangerment, etc. These offenses are subject to disciplinary action.

(d) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

(3) Sanctions for impermissible conduct not amounting to hazing.

(a) Impermissible conduct associated with initiation into a student organization or living group or any pastime or amusement engaged in, with respect to the organization or living group, will not be tolerated.

(b) Impermissible conduct which does not amount to hazing may include conduct which causes embarrassment, sleep deprivation or personal humiliation, or may include ridicule or unprotected speech amounting to verbal abuse.

(c) Impermissible conduct not amounting to hazing is subject to any sanction available under the student Code of Conduct, depending upon the seriousness of the violation.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-190, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-200 Judicial authority. (1) All disciplinary action in which there is a recommendation that a student be suspended or expelled from the college shall be acted upon by the president as defined in WAC 132K-125-040(7).

(2) Administration of this chapter is the responsibility of the executive dean of student services.

(3) The instructor is responsible for conduct in the classroom and is authorized to take such steps as are reasonably necessary when behavior of the student interrupts the normal classroom procedure. When such behavior may be as serious as to result in summary suspension from the class, the instructor must report the infraction in writing to the executive dean of student services within twenty-four hours of the infraction.

(4) The student has the right to appeal any disciplinary action of an instructor to the executive dean of students as in accordance with the procedures set forth in WAC 132K-125-230 through 132K-125-280.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-200, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-210 Initiation of proceedings. (1) Any member of the Pierce College community may file charges against any students for violation of provisions of this code. Charges shall be prepared in writing and directed to the judicial advisor responsible for the administration of the Pierce College judicial system. Any charges should be submitted as soon as reasonably possible after the event takes place, preferably within five academic days.

(2) All disciplinary proceedings will be initiated by the executive dean of student services. The student may be placed on suspension pending commencement of disciplinary action, pursuant to the conditions set forth in WAC 132K-125-230.

(2001 Ed.)

(3) Any student charged by the judicial advisor with a violation of any provision of this code will be so informed by regular United States mail or by personal service of the charges and of the time, date (not less than five nor more than fifteen business days after the student has been notified), and place of a conference between the judicial advisor and the student. The notice shall be sent to the student's last known address shown on college records.

(4) A student may be advised and represented at the student's own expense by counsel or personal advisor.

(5) After a review of the evidence and interview the student(s) involved in the case, the judicial advisor may take any of the following actions:

(a) Terminate the proceeding exonerating the student or students;

(b) Dismiss the case;

(c) Impose verbal warning to the student directly, not subject to the student's right of appeal as provided in this code;

(d) Impose additional sanctions of reprimand, probation, suspension or expulsion, subject to the student's right of appeal as provided in this code; or

(e) Refer the matter to the college disciplinary committee for a recommendation as to appropriate action.

(6) The student will be notified in writing of the determination made by the judicial advisor within ten business days of the proceeding. The student will also be notified of his or her right to appeal pursuant to WAC 132K-125-220.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-210, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-220 Appeals. (1) Appeals contesting any disciplinary action, except for summary suspension, may be made by the student(s) involved. Such appeals shall be made in the following order:

(a) Disciplinary action taken by the executive dean of student services, or his or her designee(s) may be appealed to the college disciplinary committee, which may at the request of the student(s), hear the case de novo.

(b) Disciplinary action taken by the college disciplinary committee may be appealed to the college president. The president shall review the record of the proceedings which gave rise to the appeal, as well as the recommendations made by the executive dean of student services or his or her designee(s) and the college disciplinary committee. The president's decision shall be final.

(2) Any appeal by a student receiving a disciplinary sanction must meet the following conditions:

(a) The appeal must be in writing and must clearly state errors in fact or matters in extenuation or mitigation which justify the appeal; and

(b) The appeal must be filed within twenty business days from the date on which the student was notified that disciplinary action was being taken.

(3) All appellate decisions shall be sent from the office of the executive dean of student services. Written decisions shall include the signatures of the college disciplinary committee.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-220, filed 4/30/99, effective 5/31/99.]

(2001 Ed.)

WAC 132K-125-230 Summary suspension proceedings. Each college employee has the right to suspend, remove or have removed from a college class or college function and/or the college for one class day any student who by an act of misconduct renders it difficult or impossible to maintain the decorum of a class or to continue such function in an orderly manner. The college employee shall notify the executive dean of student services in writing within twenty-four hours of the infraction and the action taken.

(1) Ordinarily, disciplinary sanctions will be imposed only after the appropriate informal or formal hearing has taken place and after the student has, if he/she so chooses, exercised his/her right to appeal. However, if the executive dean of student services or his/her designee(s) has cause to believe that any student:

(a) Has committed a felony; or

(b) Has violated any provision of this chapter; or

(c) Presents an imminent danger either to himself or herself, other persons of the Pierce College community, Pierce College property, or poses a threat of disruption of or interferes with the normal operations of Pierce College; that student shall be summarily suspended and shall be notified by certified and regular mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

(2) The notice shall be entitled "notice of summary suspension proceedings" and shall state:

(a) The charges against the student including reference to the provisions of WAC 132K-125-170 or statutory law involved; and

(b) That the student charged must appear before the executive dean of student services or his or her designee(s) at a time specified in the notice for a hearing. The hearing shall be held as soon as reasonably possible after the summary suspension.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-230, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-240 Procedures of summary suspension hearing. (1) The summary suspension hearing shall be considered an informal hearing. The hearing must be conducted as soon as reasonably possible and the executive dean of student services or his or her designee(s) shall preside.

(2) The executive dean of student services shall decide whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

(3) The executive dean of student services shall decide whether there is probable cause to believe that continued suspension is necessary and/or whether some other disciplinary action is appropriate.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-240, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-250 Decision by the executive dean of student services. If the executive dean of student services, following the summary suspension hearing, finds that there is probable cause to believe that:

(1) The student against whom specific violations are alleged has committed one or more such violations; and

(2) Summary suspension of that student is necessary for the safety and well-being of the student, other members of the Pierce College community on college facilities, the edu-

educational process of the institutions or to restore order to the campus; and

(3) Such violation or violations constitute grounds for disciplinary action as provided for in WAC 132K-125-170; the executive dean of student services or his or her designee may continue to enforce the suspension of the student from the college and may also impose any other disciplinary action appropriate.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-250, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-260 Notice of suspension. (1) If a student's summary suspension is upheld or if the student is otherwise disciplined, the student will be provided with a written notice including the findings of fact and conclusions which lead the executive dean of student services to believe that the summary suspension of the student should continue.

(2) The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by certified and regular mail at the student's last known address within three business days following the conclusion of the hearing with the executive dean of student services.

(3) The notice of suspension shall state the duration of the suspension or nature of the disciplinary action and conditions under which the suspension may be terminated.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-260, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-270 Suspension for failure to appear. The executive dean of student services is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-270, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-280 Appeals from summary suspension hearing. (1) Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the college disciplinary committee. No such appeal shall be entertained, however, unless:

(a) The student has first appeared before the executive dean of student services at the hearing called for in WAC 132K-125-260; and

(b) The student has been officially notified of the outcome of that hearing; and

(c) Summary suspension or another disciplinary sanction has been upheld; and

(d) The appeal conforms to the standards set forth in WAC 132K-125-220.

(2) The college disciplinary committee shall, within five business days, conduct a formal hearing according to the provisions of WAC 132K-125-320. Appeals from summary suspension take precedence over other matters before the college disciplinary committee.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-280, filed 4/30/99, effective 5/31/99.]

[Title 132K WAC—p. 28]

WAC 132K-125-290 Final decision. The president or his or her designee(s) shall review the findings and conclusions of the executive dean of student services in conjunction with the recommendations of the college disciplinary committee and will issue a final decision within three business days. The president or his or her designee(s) shall notify the appealing student by certified and regular mail at the student's last known address or by personal service.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-290, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-300 Purpose of disciplinary action. Disciplinary action, up to and including expulsion from the college, may be imposed upon a student or group or organization for violation of the provisions of this chapter. Disciplinary action proceedings shall determine whether and under what conditions the violator may continue as a student at the college.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-300, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-310 Disciplinary sanctions. The following sanctions may be imposed upon any student found to have violated any section of this chapter:

(1) Disciplinary warning. A notice in writing to the student by the executive dean of student services or his or her designee(s) that the student has violated the rules of conduct as outlined in this chapter or has otherwise failed to satisfy the college's expectations regarding conduct. Such warnings imply that continuing or repeating the specific violation or engaging in other misconduct will result in one of the more serious disciplinary sanctions described below. Formal files or records will not be kept on warnings.

(2) Disciplinary reprimand. Formal action censuring a student for violating the rules and regulations of student conduct as outlined in this chapter. Reprimands shall be made in writing to the student by the executive dean of student services or his or her designee(s), with copies placed on file in the office of student services. A reprimand shall indicate to the student that continuing or repeating the specific violation involved will result in one of the more serious disciplinary actions described below.

(3) Disciplinary probation. Formal action by executive dean of student services or designee(s), placing conditions upon the student's continued attendance for violation of rules of student conduct. Notice shall be made in writing and shall specify the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation may be for a specific term or for an indefinite period that may extend to graduation or other termination of the student's enrollment in the college.

(4) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Failure to make restitution by the time limits established by the executive dean of student services or the college disciplinary committee will result in suspension for an indefinite period of time as set forth in subsection (5) in this section. Student(s) may be reinstated upon payment.

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(5) Suspension. Temporary dismissal from the college and termination of the person's student status for violation of rules of student conduct. Notice shall be given in writing and specify the duration of the dismissal and any special conditions that must be met before readmission.

(6) Expulsion. Permanent termination of a student's status for violation of rules of student conduct. Notice must be given in writing. There shall be no refund of fees for the quarter in which the action is taken, but fees paid in advance for a subsequent quarter will be refunded.

(7) Sanctions imposed upon groups or organizations. The following sanctions may be imposed upon groups or organizations:

(a) Those sanctions listed in subsections (1) through (4) of this section; and/or

(b) Deactivation: Loss of privileges including college recognition, for a specified period of time.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-310, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-320 Composition of college disciplinary committee. (1) The college disciplinary committee shall be composed of six members and shall be appointed no later than October 15 of each academic year. Replacements on the committee shall be made from respective panels. The membership will be selected as follows:

(a) One full-time student representative in good academic standing and one alternate chosen by the ASPCP council to serve a one year appointment; or

(b) One full-time student representative in good academic standing and one alternate chosen by the ASPCFS student government to serve a one year appointment;

(c) Two faculty members and an alternate chosen by the faculty association to serve a two-year, nonconcurrent term;

(d) One administrator (excluding the executive dean of student services) chosen by the president to serve a one-year term.

(e) One student services administrator chosen by the executive dean of student services to serve a one-year term.

(2) A quorum of the committee shall consist of four members with at least one student member present. All committee members shall have voting rights. The committee shall select its chair who shall preside at all meetings and hearings. The chair shall not vote except to break a tie vote. The chair shall also not be a student representative.

(3) If any member of the college disciplinary committee is unable to consider a particular disciplinary proceeding for any reason (including, but not limited to, conflict of interest, matters of conscience or related reasons), such members shall abstain from considering the issues. The chair of the college disciplinary committee shall make temporary appointments where members abstain. If the committee chair abstains pursuant to the above procedure, the members of the college disciplinary committee shall elect a temporary chair who will preside over the hearing.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-320, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-330 Hearing procedures before the college disciplinary committee. (1) The college disciplin-

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ary committee shall hear, de novo, and make recommendations to the president of the college on all disciplinary cases referred to it by the executive dean of student services or by appeal as specified in WAC 132K-125-220.

(2) A hearing will be conducted within twenty-one business days after disciplinary action has been referred to the committee.

(3) Where a person is charged with an offense punishable by suspension, limited dismissal, or termination of her/his relationship with the college, and where the person:

(a) Waives the opportunity for an informal hearing; or

(b) By a person's conduct (in the judgment of the hearing chair) makes it impossible to conduct an informal hearing; or

(c) Is dissatisfied with the results of the informal hearing; that person is entitled to a formal hearing conducted according to the provisions of RCW 34.05.410 and the guidelines of this chapter. Where an adjudicative proceeding is neither required by law nor requested by the student or the college, the matter may be resolved informally. Brief adjudicative proceedings before the disciplinary committee shall be conducted in any manner which will bring about a prompt, fair resolution of the matter.

(4) The student has a right to a fair and impartial hearing before the college disciplinary committee on any charge of violating the rules and regulations of conduct. The student's failure to cooperate with the committee's hearing procedures, however, shall not preclude the college committee on student conduct from making its findings of facts, conclusions, and recommendations.

(5) Written notice of the time and place of the hearing before the college disciplinary committee shall be given to the student by personal service or certified mail not less than fourteen business days in advance of the hearing. Such notice shall include:

(a) A statement of the time, place, and nature of the disciplinary proceedings; and

(b) A statement of the specific charges against her/him including reference to the particular sections of the rules of conduct involved; and

(c) To the extent known, a list of witnesses who will appear and a summary description of any documentary or other physical evidence that will be presented by the college at the hearings.

(6) The student shall be entitled to:

(a) Hear and examine the evidence against her or him and be informed to the identity of its source; and

(b) Present evidence in her or his own behalf and to cross-examine witnesses testifying on behalf of the college as to factual matters; and

(c) Take depositions upon oral examination or written interrogatories. Discovery shall be done according to the rules of civil procedure or by a less formal method where all parties agree.

(7) The student has the right to be assisted by any advisor they choose, at their own expense. The advisor cannot be an employee of the college. If the student elects to choose a duly licensed attorney admitted to practice in the state of Washington as counsel, notice thereof must be tendered by the student to the executive dean of student services at least seven business days prior to the hearing. The student is responsible

for presenting her or his own case and, therefore, the advisor is not permitted to speak or to participate directly in any hearing before a judicial body.

(8) In all disciplinary proceedings, the college may be represented by a designee appointed by the executive dean of student services; that designee may then present the college's case against the student accused of violating the rules of conduct; provided, that in those cases in which the student elects to be represented by a licensed attorney, the executive dean of student services may elect to have the college represented by an assistant attorney general.

(9) The executive dean of student services shall designate a recorder to take notes during the hearing and to prepare a written summary of all evidence, facts, and testimony presented to the college disciplinary committee during the course of the hearing. The proceedings of the hearing, with the exception of the committee deliberations, shall also be tape recorded, and in some instances may be videotaped.

(10) The record in a formal hearing shall contain:

- (a) All documents, motions, and intermediate rules; and
- (b) Evidence received and considered; and
- (c) A statement of matters officially noticed; and
- (d) Questions and offers of proof, objections, and rulings thereon; and

(e) As specified in RCW 34.05.476 as now law or hereafter amended.

(11) Following final disposition of the case and any appeals therefrom, the president may direct the destruction of any records of any disciplinary proceedings, provided that such destruction is in conformance with the requirements of chapter 40.14 RCW, as now law or hereafter amended.

(12) The time of the hearing may be advanced or continued for good cause by the college disciplinary committee at the request of the student.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-330, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-340 Conduct of hearings. (1) Hearings conducted by the college disciplinary committee will be held in closed session; provided, the accused student may request the hearing to be held in open session.

(2) Admission of any person to the hearing shall be at the discretion of the college disciplinary committee.

(3) If at any time during the conduct of a hearing visitors disrupt the proceedings, the committee chair may exclude such persons from the hearing room.

(4) Any student of the college attending the disciplinary hearing who continues to disrupt the proceedings after the presiding officer has asked her/him to cease or leave the hearing room shall be subject to disciplinary action.

(5) All procedural questions are subject to the final decision of the chairperson of the college disciplinary committee.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-340, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-350 Evidence admissible in hearings. (1) Only those matters presented at the hearing, in the presence of the accused student, except where the student fails to attend after receipt of proper notice, will be considered in determining whether the college disciplinary com-

mittee has sufficient cause which is established by the preponderance of the evidence to believe that the accused student has violated the rules he/she is charged with having violated.

(2) In determining whether sufficient cause exists as stated in subsection (1) of this section members of the college disciplinary committee shall admit evidence upon which reasonably prudent persons are accustomed to rely in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

(3) The chair shall exclude evidence that is excludable on constitutional or statutory grounds or on the basis of evidentiary privilege recognized in the courts of this state.

(4) Evidence or testimony to be offered by or on behalf of the student in extenuation or mitigation shall not be presented or considered until all substantive evidence or testimony has been presented.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-350, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-360 Decision by the college disciplinary committee. (1) Upon conclusion of the disciplinary hearing, the college disciplinary committee shall consider all the evidence therein presented and decide by majority vote whether to uphold the initial disciplinary action or to recommend institution of any of the following actions:

(a) That the college terminate the proceedings and exonerate the student; or

(b) That the college impose any of the disciplinary actions as provided in this chapter.

(2) The committee's written decision shall include findings of fact, conclusions regarding whether the student(s) violated any provisions of this chapter and recommendations for the final disposition of the matter at issue.

(3) Within seven business days of the conclusion of the hearing, the student will be provided with a copy of the committee's findings of fact and conclusions. The copy shall be dated and contain a statement advising the student of her or his right, to present a written statement to the president of the college appealing the recommendation of the disciplinary committee.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-360, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-370 Final appeal. (1) Any student feeling aggrieved by the findings or conclusions of an appeal pursuant to WAC 132K-125-350 may appeal the same in writing to the president within twenty business days following notification to the student of the action taken by the college disciplinary committee on student conduct. The president has the discretion to suspend any disciplinary action pending determination of the merits of the findings, conclusions and disciplinary actions imposed. In the consideration of such an appeal, the president shall base her or his findings and decision only on the official written record of the case and on any reports or recommendations of the college disciplinary committee and the executive dean of student services.

(2) If the president decides that discipline is to be imposed or altered after the review provided by subsection

(1) of this section, the president or the president's designee shall notify the student in writing, within ten business days, by regular or certified mail or personal service of the discipline imposed. The final order will also include a statement of findings of fact and conclusions of law. The decision of the president shall be final and not reviewable.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-370, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-380 Readmission after dismissal.

Any student dismissed from the college for disciplinary cases may be readmitted only on written petition to the office of the executive dean of student services. Such petitions must indicate how specified conditions have been met and, if the term of the dismissal has not expired, any reasons which support a reconsideration of the matter. Because the president of the college participates in all disciplinary actions dismissing students from the college, decisions on such petitions of readmission must be reviewed and approved by the president before readmission is granted.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-380, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-390 Reporting, recording and maintenance of records. Records of all disciplinary cases shall be kept by the office of the executive dean of student services. Except in proceedings wherein the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved insofar as possible for at least five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other official college repository after the date of the student's graduation.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-390, filed 4/30/99, effective 5/31/99.]

**SECTION IV
TECHNICAL PROVISIONS**

WAC 132K-125-400 Interpretation and revision. (1)

Any question of interpretation regarding the Student Code shall be referred to the executive dean of student services or his or her designee for final determination.

(2) The Student Code shall be reviewed every three years under the direction of the executive dean of student services.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-400, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-410 Prior rules. The rules contained within this chapter supersede all former rules relating to student conduct.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-410, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-420 Severability. If any provision of this chapter or its application to any person or circumstance is held invalid, the remainder of the chapter or the applica-

tion of the provision to other persons or circumstances is not affected.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-420, filed 4/30/99, effective 5/31/99.]

WAC 132K-125-430 Effective date. WAC 132K-125-010 through 132K-125-430 shall take effect on May 12, 1999, and shall apply to all rule-making actions and proceedings begun on or after that date.

[Statutory Authority: RCW 128B.50.140(13) [28B.50.140(13)]. 99-10-046, § 132K-125-430, filed 4/30/99, effective 5/31/99.]

**Chapter 132K-130 WAC
TUITION AND FEE WAIVERS**

WAC
132K-130-010 Tuition and fee waivers.

WAC 132K-130-010 Tuition and fee waivers. (a) Pierce College may periodically establish tuition and fee waivers as authorized by state law and by the state board for community and technical colleges. This will be done in accordance with chapter 131-28 WAC and under regular college fiscal processes;

(b) Upon an applicant's request, individual determination on tuition and fee waivers will be reviewed by the college registrar in a brief adjudicative proceeding under RCW 34.05.482 - 34.05.494.

[Statutory Authority: Chapter 34.05 RCW. 95-17-072, § 132K-130-010, filed 8/17/95, effective 9/17/95.]

**Chapter 132K-276 WAC
PUBLIC RECORDS**

WAC

132K-276-010	Purpose.
132K-276-020	Definitions.
132K-276-030	Description of central and field organization of Community College District No. 11.
132K-276-040	Operations and procedures.
132K-276-050	Public records available.
132K-276-060	Public records officer.
132K-276-070	Office hours.
132K-276-080	Requests for public records.
132K-276-090	Copying.
132K-276-100	Exemptions.
132K-276-110	Review of denials of public records requests.
132K-276-120	Protection of public records.
132K-276-130	Records index.
132K-276-140	Adoption of form.
132K-276-990	Appendix A—Request for public records.

WAC 132K-276-010 Purpose. The purpose of this chapter shall be to ensure compliance by the Community College District No. 11 with the provisions of chapter 1, Laws of 1973 (Initiative 276), Disclosure—Campaign finances—Lobbying—Records; and in particular with sections 25 - 32 of that act, dealing with public records.

[Order 18, § 132K-276-010, filed 5/11/73.]

WAC 132K-276-020 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) **Community College District No. 11.** The Community College District No. 11 is an agency organized by statute pursuant to RCW 28B.50.040. The Community College District No. 11 shall hereinafter be referred to as the "district." Where appropriate, the term district also refers to the staff and board of trustees employees of the district.

[Order 18, § 132K-276-020, filed 5/11/73.]

WAC 132K-276-030 Description of central and field organization of Community College District No. 11. District No. 11 is a community college district organized under RCW 28B.50.040. The administrative office of the district and its staff are located at Community College District No. 11, 9404 East 112th Street, Puyallup, Washington 98371.

[Order 18, § 132K-276-030, filed 5/11/73.]

WAC 132K-276-040 Operations and procedures. The district is established under RCW 28B.50.040 to implement the educational purposes established by RCW 28B.50.020. The college district 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 the second Wednesday of each month at 12:30 p.m. in the district office board room of Community College District No. 11, unless public notice is given of a different time and location. At such time the trustees exercise the powers and duties granted it under RCW 28B.50.140.

[Statutory Authority: RCW 28B.50.140, 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-276-040, filed 7/11/86; Order 18, § 132K-276-040, filed 5/11/73.]

WAC 132K-276-050 Public records available. All public records of the district, as defined in WAC 132K-276-020 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 132K-276-100.

[Order 18, § 132K-276-050, filed 5/11/73.]

WAC 132K-276-060 Public records officer. The district's public records shall be in the charge of the public records officer designated by the college president. The person so designated shall be located in the administrative office of the district. The public records officer shall be responsible for the following: The implementation of the district's rules and regulations regarding release of public records, coordinating the staff of the district in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Title 132K WAC—p. 32]

[Order 18, § 132K-276-060, filed 5/11/73.]

WAC 132K-276-070 Office hours. Public records shall be available for inspection and copying during the customary office hours of the district. 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.

[Order 18, § 132K-276-070, filed 5/11/73.]

WAC 132K-276-080 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 district which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the district's staff, if the public records officer is not available, at the administrative office of the district 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 district'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 or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested.

[Order 18, § 132K-276-080, filed 5/11/73.]

WAC 132K-276-090 Copying. No fee shall be charged for the inspection of public records. The district shall charge a fee of 10¢ per page of copy for providing copies of public records and for use of the district's copy equipment. This charge is the amount necessary to reimburse the district 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 district 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.

[Order 18, § 132K-276-090, filed 5/11/73.]

WAC 132K-276-100 Exemptions. (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132K-

276-080 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 district reserves the right to delete identifying details when it makes available or publishes any public records, 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.

(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.

[Order 18, § 132K-276-100, filed 5/11/73.]

WAC 132K-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 by the public records officer or other staff member 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 or other staff member denying the request shall refer it to the president of the college. The president or his 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 two business days following the original denial.

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

[Order 18, § 132K-276-110, filed 5/11/73.]

WAC 132K-276-120 Protection of public records. Requests for public records shall be made in the Community College District No. 11 Administration Office, 9404 East 112th Street, Puyallup, Washington. 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 for their inspection. Copies shall be made at Community College District No. 11 offices. If copying facilities are not available at the college, the college will arrange to have copies made commercially according to the provisions of WAC 132K-276-090.

[Order 18, § 132K-276-120, filed 5/11/73.]

WAC 132K-276-130 Records index. (1) **Index.** The district has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972.

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

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"(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) **Availability.** The current index promulgated 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.

[Order 18, § 132K-276-130, filed 5/11/73.]

WAC 132K-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 form attached hereto as Appendix A, entitled "request for public record."

[Order 18, § 132K-276-140, filed 5/11/73.]

WAC 132K-276-990 Appendix A—Request for public records.

Appendix "A"
Request for public record to
Community College District No. 11

- (a) Signature Signature (Please Print)
- Name of Organization, if Applicable
- Mailing Address of Applicant Phone Number
- (b) Date request made at Community Time of Day
- College District No. 11 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 Community College District No. 11's Current Index
-
-

Request: Approved By
 Date Public Records Officer
 Denied Date
 Reasons for Denial:

 Referred to Date
 By
 Public Records Officer

[Order 18, Appendix A (codified as WAC 132K-276-990), filed 5/11/73.]

Chapter 132K-300 WAC

NOTICE OF INTENT TO WITHHOLD SERVICES AND/OR OFFSET WAGES FOR OUTSTANDING DEBTS COMMUNITY COLLEGE DISTRICT NO. 11 PIERCE COLLEGE

WAC	
132K-300-010	Policy.
132K-300-020	Notification.
132K-300-030	Informal hearing notification.
132K-300-040	Procedure for informal hearing.

WAC 132K-300-010 Policy. If any person, including faculty, staff, student, or former student, be indebted to the institution for an outstanding overdue debt, the institution shall 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 any such person. Further, if the person is an employee of the institution, the institution shall have the right to offset such outstanding debts against wages owed to the employee.

[Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-010, filed 9/13/79.]

WAC 132K-300-020 Notification. Upon receipt of such a request for services where there is an outstanding debt due the institution from that person, the institution shall notify the person by registered mail addressed to his last known mailing address, that the services will not be provided since there is an outstanding debt due the institution and, further, that until that debt is paid in full or arrangements are made to pay the debt over time, no such services as are requested will be provided the individual. If the outstanding debt is due the institution from an employee, the institution shall notify the employee by registered mail addressed to his last known address of the debt owed to the institution, the basis of the debt, and the intent to offset it against the wages or other payments due the employee.

[Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-020, filed 9/13/79.]

WAC 132K-300-030 Informal hearing notification. The letter of notification contained in WAC 132K-300-020 shall also notify the individual that he has a right to a hearing before the dean of administrative services or a person designated by the president of the institution for the purpose of determining whether the individual is in fact indebted to the institution as alleged in the notice of intent to withhold services and/or offset wages for outstanding debts. The letter

shall also indicate that the request for the hearing must be made within twenty days from the date of receipt of said letter.

[Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-030, filed 9/13/79.]

WAC 132K-300-040 Procedure for informal hearing. Upon receipt of a timely request for a hearing, the dean of administrative services or the person designated by the president shall have the records and files of the institution available for review and, at that time, shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the institution. After the informal hearing, a decision shall be rendered by the president's designee indicating whether in fact the institution is correct in withholding services and/or wages for outstanding debt, and if the outstanding debt is in fact owed by the individual involved, no services shall be provided and, if an employee, the debt will be offset against wages owed to the individual. Notification of this shall be sent to the individual within five days after the hearing. Said decision shall constitute an informal proceeding established by the institution pursuant to the Higher Education Administrative Procedure Act as defined in RCW 28B.19.110.

[Statutory Authority: RCW 28B.50.140. 79-10-044 (Order 39), § 132K-300-040, filed 9/13/79.]

Chapter 132K-995 WAC

APPENDIX—POLICIES AND PROCEDURES MANUAL

WAC	
132K-995-990	Appendix—Community College Act of 1967—Definitions and districts. Pierce College.

Reviser's note: (1) Fort Steilacoom Community College has been renamed Pierce College. See chapter 28B.50 RCW.

(2) The excerpts of the Community College Act of 1967 (chapter 8, Laws of 1967 ex. sess.) as set forth in this chapter, do not reflect certain amendments enacted by the state legislature subsequent to the filing of this chapter with the code reviser. For current law, see chapter 28B.50 RCW.

WAC 132K-995-990 Appendix—Community College Act of 1967—Definitions and districts. Pierce College.

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Community College Act of 1967	
Definitions & Districts	

NEW SECTION. Section 3. As used in this act, unless the context requires otherwise, the term:

- (2) "College board" shall mean the state board for community college education created by this act;
- (4) "District" shall mean any one of the community college districts created by this act;
- (5) "Board of Trustees" shall mean the local community college board of trustees established for each community college district within the state;

(6) "Council" shall mean the coordinating council for occupational education;

(10) "Community college" shall include where applicable, vocational-technical and adult education programs conducted by community colleges and vocational-technical institutes whose major emphasis is in post-high school education.

NEW SECTION. Section 4. The state of Washington is hereby divided into twenty-two community college districts as follows:

(11) The eleventh district shall encompass all of Pierce County, except for the present boundaries of the common school districts of Tacoma and Peninsula;

POLICIES & PROCEDURES MANUAL 1113.00-1
Board of Trustees
Community College Act of 1967
Establishing & Organizing District Boards

NEW SECTION. Section 10. There is hereby created a community college board of trustees for each community college district as set forth in this act. Each community college board of trustees shall be composed of five trustees, who shall be appointed by the governor from a list of nominees submitted by the nominating committee in accordance with section 11 of this act.

The initial appointees to the board of trustees shall draw lots at the first meeting thereof to determine their respective initial terms. One trustee shall serve for one year, one for two years, one for three years, one for four years, and one for five years.

Thereafter, until July 1, 1969, the successors of the trustees initially appointed shall be appointed by the governor to serve for a term of five years except that any person appointed to fill a vacancy occurring prior to the expiration of any term shall be appointed only for the remainder of the term.

Every trustee shall be a resident and qualified elector of his community college district. No trustee may serve as a member of the board of directors of any school district, or as an elected officer or member of the legislative authority of any municipal corporation.

Each board of trustees shall organize itself by electing a chairman from its members. The board shall adopt a seal and may adopt such bylaws, rules and regulations as it deems necessary for its own government. Three members of the board shall constitute a quorum, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner as prescribed in its bylaws, rules, or regulations. The district president, or if there be none, the president of the community college, shall serve as, or may designate another person to serve as, the secretary of the board, who shall not be deemed to be a member of the board.

NEW SECTION. Section 11. In each community college district of the state there is hereby created a nominating com-

mittee to select no less than five nominees for consideration by the governor for the initial trustees. The nominating committee shall be composed of each member of the state legislature residing within the boundaries of the community college district to be served.

The senior legislator on each committee shall serve as chairman of the committee and shall call the meeting at some conveniently located place and shall set the time of the meeting.

POLICIES & PROCEDURES MANUAL 1113.00-2
Board of Trustees
Community College Act of 1967
Establishing & Organizing District Boards

Section 11. (cont'd) The members of the nominating committee shall be entitled to per diem and expenses as provided in RCW 44.04.120 and such payments shall be a proper charge to the college board.

NEW SECTION. Section 12. Within forty-five days after the effective date of this act, each nominating committee shall submit a list of no less than five nominees, who shall be residents of the community college district, to the governor for selection of the community college district board of trustees for that district. In preparing the list of names to be submitted to the governor, the members of the committee shall give consideration to geographical exigencies, and the interests of labor, industry, agriculture and the professions. In the event that the nominating committee from any district fails to submit a list of nominees to the governor by the prescribed date, he shall appoint the trustees for that district from registered voters residing within that district, observing the same considerations as prescribed for the committee in making its nominations.

NEW SECTION. Section 13. Within thirty days of their appointment or July 1, 1967, whichever is sooner, the various district boards of trustees shall organize, adopt bylaws for its own government, and make such rules and regulations not inconsistent with this 1967 act as they deem necessary. At such organizational meeting it shall elect from among its members a chairman and a vice chairman, each to serve for one year, and annually thereafter shall elect such officers to serve until their successors are appointed or qualified. The chief executive officer of the community college district shall serve as secretary of the board. Three trustees shall constitute a quorum, and no action shall be taken by less than a majority of the trustees of the board. The first order of business after organization shall be to prepare for the orderly assumption of the duties and responsibilities of the administration and management of the community college district and the facilities thereof. The district boards shall transmit a report in writing to the college board before October 1st of each year which report shall contain a summary of its proceedings during the preceding fiscal year, a detailed and itemized statement of all revenue and all expenditures made by or on behalf of the district boards, such other information as it may deem necessary or useful, and any other additional information which may be requested by the college board.

The fiscal year of the district boards shall conform to the fiscal year of the state.

POLICIES & PROCEDURES MANUAL 1114.00-1
Board of Trustees

Community College Act of 1967
Powers & Duties of the Board of Trustees

NEW SECTION. Section 14. Each community college board of trustees:

(1) Shall operate all existing community colleges and vocational-technical institutes in its district;

(2) Shall create comprehensive programs of community college education and training and maintain an open-door policy in accordance with the provisions of section 9(3) of this act;

(3) Shall employ for a period to be fixed by the board a college president for each community college, a director for each vocational-technical institute or school operated by a community college, a district president in the event there is more than one college and/or separated institute or school located in the district, members of the faculty and such other administrative officers and other employees as may be necessary or appropriate and fix their salaries and duties;

(4) May establish, under the approval and direction of the college board, new facilities as community needs and interests demand.

(5) May establish or lease, operate, equip and maintain dormitories, food service facilities, bookstores and other self-supporting facilities connected with the operation of the community college;

(6) May, with the approval of the college board, issue and sell revenue bonds for the construction, reconstruction, erection, equipping with permanent fixtures, (demolition and major alteration of buildings or other capital assets,) and the acquisition of sites, rights-of-way, easements, improvements or appurtenances, for dormitories, food service facilities, and other self-supporting facilities connected with the operation of the community college in accordance with the provisions of RCW 28.76.180 through 28.76.210 [RCW 28B.10.300—28B.10.330] where applicable;

(7) May establish fees and charges for the facilities authorized hereunder, including reasonable rules and regulations for the government thereof, not inconsistent with the rules and regulations of the college board; each board of trustees operating a community college may enter into agreements, subject to rules and regulations of the college board, with owners of facilities to be used for housing regarding the management, operation, and government of such facilities, and any board entering into such an agreement may:

(a) Make rules and regulations for the government, management and operation of such housing facilities deemed necessary or advisable; and

POLICIES & PROCEDURES MANUAL 1114.00-2
Board of Trustees

Community College Act of 1967

Powers & Duties of the Board of Trustees

(b) Employ necessary employees to govern, manage and operate the same.

(8) May receive such gifts, grants, conveyances, devises and bequests of personal property from private sources, as may be made from time to time, in trust or otherwise, whenever the terms and conditions thereof will aid in carrying out the community college programs as specified by law and the regulations of the state college board; sell, lease or exchange, invest or expend the same or the proceeds, rents, profits and income thereof according to the terms and conditions thereof; and adopt regulations to govern the receipt and expenditure of the proceeds, rents, profits and income thereof;

(9) May establish and maintain night schools whenever in the discretion of the board of trustees it is deemed advisable, and authorize classrooms and other facilities to be used for summer or night schools or for public meetings and for any other uses consistent with the use of such classrooms or facilities for community college purposes;

(10) May make rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the community college district;

(11) Shall prescribe, with the assistance of the faculty, the course of study in the various departments of the community college or colleges under its control, and notwithstanding any other provision of law, publish such catalogues and bulletins as may become necessary;

(12) May grant to every student, upon graduation or completion of a course of study, a suitable diploma, non-baccalaureate degree or certificate;

(13) Shall enforce the rules and regulations prescribed by the state board for community college education for the government of community colleges, students and teachers, and promulgate such rules and regulations and perform all other acts not inconsistent with law or rules and regulations of the state board for community college education as the board of trustees may in its discretion deem necessary or appropriate to the administration of community college districts: Provided, That such rules and regulations shall include, but not be limited to, rules and regulations relating to housing, scholarships and discipline: Provided further, That the board of trustees may suspend or expel from community colleges students who refuse to obey any of the duly promulgated rules and regulations;

POLICIES & PROCEDURES MANUAL 1114.00-3
Board of Trustees

Community College Act of 1967
Powers & Duties of the Board of Trustees

(14) May, by written order filed in its office, delegate to the president or district president any of the powers and duties vested in or imposed upon it by this act. Such delegated powers any duties may be exercised in the name of the district board.

(15) May perform such other activities consistent with this act and not in conflict with the directives of the college board; and

(16) Shall perform any other duties and responsibilities imposed by law or rule and regulation of the state board.

NEW SECTION. Section 15. Any resident of the state may enroll in any program or course maintained or conducted by a community college district upon the same terms and conditions regardless of the district of his residence.

[Statutory Authority: RCW 28B.50.140. 86-15-020 (Order 86-1, Resolution No. 86-1), § 132K-995-990, filed 7/11/86; Appendix (codified as WAC 132K-995-990), filed 9/20/67.]