

Title 132S WAC

COMMUNITY COLLEGES—COLUMBIA BASIN COLLEGE

Chapters

<p>132S-01 132S-05 132S-10 132S-20 132S-30 132S-31</p> <p>132S-40 132S-50 132S-285</p>	<p>Practice and procedure.</p> <p>Administration.</p> <p>Public records.</p> <p>Practice and procedure—Contested cases.</p> <p>Faculty and staff.</p> <p>Reduction in force for classified staff— Civil service employees.</p> <p>Student policies.</p> <p>College facilities.</p> <p>SEPA (State Environmental Policy Act) policy.</p>	<p>132S-08-090</p> <p>132S-08-100</p> <p>132S-08-110</p>
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RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-064.

Review committee recommendations. [Order 70-1, § 132S-08-090, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-066.

Tenure consideration. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-019 (Order 78-1, Resolution No. 78-1), § 132S-08-100, filed 9/14/78; Order 70-1, § 132S-08-100, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-068.

Effective date. [Order 70-1, § 132S-08-110, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

DISPOSITION OF CHAPTERS FORMERLY CODIFIED IN THIS TITLE

Chapter 132S-04 NONHIGH SCHOOL GRADUATE ADMISSION POLICY

132S-04-010	Admission criteria for nonhigh school graduates. [Statutory Authority: Chapter 28B.10 RCW. 80-13-035 (Order 80-3), § 132S-04-010, filed 9/11/80; Order 1087, filed 3/7/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
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Chapter 132S-08 TENURE REGULATIONS

132S-08-010	Purpose. [Order 70-1, § 132S-08-010, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-050.
132S-08-020	Definitions. [Order 70-1, § 132S-08-020, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-052.
132S-08-030	Composition of review committee. [Order 70-1, § 132S-08-030, filed 3/5/70.] Repealed by Order 74-3, filed 7/5/74. For later promulgation fee, see WAC 132S-08-035.
132S-08-035	Composition of review committee. [Order 74-3, § 132S-08-035, filed 7/5/74. Formerly WAC 132S-08-030.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-054.
132S-08-040	Duties of review committees. [Order 70-1, § 132S-08-040, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-056.
132S-08-050	Required review committee action. [Order 70-1, § 132S-08-050, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-058.
132S-08-060	Dismissal for cause. [Order 70-1, § 132S-08-060, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-060.
132S-08-070	Dismissal for sufficient cause. [Order 70-1, § 132S-08-070, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-062.
132S-08-080	Nonrenewal of tenured faculty contracts. [Order 70-1, § 132S-08-080, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority:

Chapter 132S-11 REDUCTION IN FORCE FOR CLASSIFIED STAFF— CIVIL SERVICE EMPLOYEES

132S-11-010	Purpose of rules. [Order 75-1, § 132S-11-010, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-010.
132S-11-020	Definitions. [Order 75-1, § 132S-11-020, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-011.
132S-11-030	Initial procedures for reduction in force. [Order 75-1, § 132S-11-030, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-012.
132S-11-040	Initial order of layoff. [Order 75-1, § 132S-11-040, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-013.
132S-11-050	Options in lieu of layoff. [Order 75-1, § 132S-11-050, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-014.
132S-11-060	Procedures for establishing order of layoff and notice of requirements. [Order 75-1, § 132S-11-060, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-015.
132S-11-070	Distribution of layoff notice. [Order 75-1, § 132S-11-070, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-016.
132S-11-080	Reemployment rights of laid off employees. [Order 75-1, § 132S-11-080, filed 2/11/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-31-017.

Chapter 132S-12 CODE OF CONDUCT

132S-12-010	Definition. [Order 70-2, § 132S-12-010, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-005.
132S-12-020	Liquor. [Order 70-2, § 132S-12-020, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter

	28B.19 RCW. Later promulgation, see WAC 132S-40-010.	132S-12-190	Civilian prosecution. [Order 70-2, § 132S-12-190, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-085.
132S-12-030	Drugs. [Order 70-2, § 132S-12-030, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-015.	132S-12-200	Exclusiveness. [Order 70-2, § 132S-12-200, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-040	Assembly rights. [Order 70-2, § 132S-12-040, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-12-210	Severability. [Order 70-2, § 132S-12-210, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-050	Criminal violations. [Order 70-2, § 132S-12-050, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-020 through 132S-40-035.	132S-12-220	Effective date. [Order 70-2, § 132S-12-220, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-055	Regulations governing firearms and weapons on or in college facilities. [Statutory Authority: Chapter 28B.10 RCW. 81-13-023 (Order 81-1), § 132S-12-055, filed 6/12/81.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	Chapter 132S-14 SUMMARY SUSPENSION	
132S-12-060	Cheating. [Order 70-2, § 132S-12-060, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-040.	132S-14-010	Summary suspension. [Order 71-1, § 132S-14-010, filed 1/28/71.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-090.
132S-12-070	Commercial activities. [Order 70-2, § 132S-12-070, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-14-020	Hearing. [Order 71-1, § 132S-14-020, filed 1/28/71.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-092.
132S-12-080	Outside speakers. [Order 70-2, § 132S-12-080, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	Chapter 132S-16 POLICIES RELATING TO BUSINESS, PERSONNEL, STUDENT AFFAIRS, CURRICULUM AND INSTRUCTION	
132S-12-090	Trespass. [Order 70-2, § 132S-12-090, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-046.	132S-16-010	Rental of facilities. [Order 2057, § 132S-16-010, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-100	Distribution of materials. [Order 70-2, § 132S-12-100, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-020	Location of activities. [Order 2057, § 132S-16-020, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-110	Delegation of disciplinary authority. [Order 70-2, § 132S-12-110, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-050.	132S-16-030	Control of transcript and grades. [Order 2057, § 132S-16-030, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-120	Disciplinary action. [Order 70-2, § 132S-12-120, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-055.	132S-16-040	Schedule of refunds. [Order 2057, § 132S-16-040, filed 9/25/68.] Repealed by 79-06-098 (Order 79-2, Resolution No. 79-2), filed 6/6/79. Statutory Authority: Chapter 28B.10 RCW.
132S-12-130	Hearing panel. [Order 70-2, § 132S-12-130, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-060.	132S-16-050	Tuition and fees. [Order 2057, § 132S-16-050, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-140	Hearing panel procedures. [Order 70-2, § 132S-12-140, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-065.	132S-16-052	Fee waivers for educationally disadvantaged. [Order 76-6, § 132S-16-052, filed 12/22/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-150	Hearing panel decision. [Order 70-2, § 132S-12-150, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-070.	132S-16-060	Internal policy. [Order 2057, § 132S-16-060, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-160	Imposition of discipline. [Order 70-2, § 132S-12-160, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-075.	132S-16-070	Travel requests. [Order 2057, § 132S-16-070, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-12-170	Student appeal. [Order 70-2, § 132S-12-170, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-080.	132S-16-080	Use of vehicles. [Order 2057, § 132S-16-080, filed 9/25/68.] Repealed by Order 74-4, filed 8/8/74. See WAC 132S-16-083.
132S-12-180	Damaging property. [Order 70-2, § 132S-12-180, filed 3/5/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-045.	132S-16-081	Purpose. [Order 74-4, § 132S-16-081, filed 8/8/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
		132S-16-082	Transportation officer. [Order 74-4, § 132S-16-082, filed 8/8/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
		132S-16-083	Policy statement. [Order 74-4, § 132S-16-083, filed 8/8/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
		132S-16-0831	Funding. [Order 74-4, § 132S-16-083 (codified WAC 132S-16-0831), filed 8/8/74.] Repealed by 82-21-012

	(Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-200	Change of status. [Order 2057, § 132S-16-200, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-084	Policy enforcement. [Order 74-4, § 132S-16-084, filed 8/8/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-210	Dismissal procedures. [Order 2057, § 132S-16-210, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-090	Payroll office. [Order 2057, § 132S-16-090, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-220	Exchange teaching. [Order 2057, § 132S-16-220, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-100	Recruiting personnel. [Order 2057, § 132S-16-100, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-230	Grievance procedure. [Order 2057, § 132S-16-230, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-070.
132S-16-110	Selection of personnel. [Order 2057, § 132S-16-110, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-240	Promotion. [Order 2057, § 132S-16-240, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-120	Employment. [Order 2057, § 132S-16-120, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-250	Substitute teaching. [Order 2057, § 132S-16-250, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-130	Nondiscrimination. [Order 2057, § 132S-16-130, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-028.	132S-16-260	Transfer at the request of the faculty member. [Order 2057, § 132S-16-260, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-131	Equal opportunity policy. [Order 73-1, § 132S-16-131, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-030.	132S-16-270	Resignation. [Order 2057, § 132S-16-270, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-132	Recruitment, screening and selection procedures. [Order 76-6, § 132S-16-132, filed 12/22/76; Order 73-1, § 132S-16-132, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-016.	132S-16-280	Professional growth. [Order 2057, § 132S-16-280, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-133	Grievance procedure. [Order 73-1, § 132S-16-133, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-034.	132S-16-290	Evaluation. [Order 2057, § 132S-16-290, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-134	Referrals of complaints. [Order 73-1, § 132S-16-134, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-038.	132S-16-300	Ethics and conduct. [Order 2057, § 132S-16-300, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-135	Affirmative action responsibility—Appointing authority of the college. [Order 73-1, § 132S-16-135, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-032.	132S-16-310	In-service work. [Order 2057, § 132S-16-310, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-136	Contract compliance review officials. [Order 73-1, § 132S-16-136, filed 1/17/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-040.	132S-16-320	Meetings. [Order 2057, § 132S-16-320, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-140	Contracts. [Order 2057, § 132S-16-140, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-330	Organizations, membership. [Order 2057, § 132S-16-330, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-150	Salary schedule. [Order 2057, § 132S-16-150, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-340	Supervision. [Order 2057, § 132S-16-340, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-160	Orientation. [Order 2057, § 132S-16-160, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-350	Open door policy, student. [Order 2057, § 132S-16-350, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-170	Leaves of absence. [Order 2253, § 132S-16-170, filed 4/3/69; Order 2057, § 132S-16-170, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-360	College may deny admission. [Order 2057, § 132S-16-360, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-180	Fringe benefits. [Order 2057, § 132S-16-180, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-370	Eligibility for admission. [Order 2057, § 132S-16-370, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
132S-16-190	Assignment or placement. [Order 2057, § 132S-16-190, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.	132S-16-380	Maximum load. [Order 2057, § 132S-16-380, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
		132S-16-390	Out-of-state students. [Order 2057, § 132S-16-390, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
		132S-16-400	Regular attendance. [Order 2057, § 132S-16-400, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

- 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-410 Foreign students. [Order 2057, § 132S-16-410, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-420 Physical examination. [Order 2057, § 132S-16-420, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-430 Parking fees. [Order 2057, § 132S-16-430, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-440 Superior achievement. [Order 2057, § 132S-16-440, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-445 Student housing. [Order 2057, § 132S-16-440 (codified as WAC 132S-16-445), filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-450 Probation, suspension and expulsion. [Order 2057, § 132S-16-450, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-125.
- 132S-16-455 Student activities. [Order 2057, § 132S-16-450 (codified as WAC 132S-16-455), filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-460 Withdrawal in good standing. [Order 2057, § 132S-16-460, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-470 Incidental fees. [Order 2057, § 132S-16-470, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-480 Campus programs. [Order 2057, § 132S-16-480, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-481 Off-campus student invited speakers. [Order 2286, § 132S-16-481, filed 5/16/69.] Repealed by Order 70-2 (part), filed 3/5/70.
- 132S-16-485 Campus conduct. [Order 2290, § 132S-16-485, filed 5/16/69.] Repealed by Order 70-2, filed 3/5/70.
- 132S-16-490 Clubs and organizations. [Order 2057, § 132S-16-490, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-500 Faculty participation. [Order 2057, § 132S-16-500, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-510 Long-range curriculum plans. [Order 2057, § 132S-16-510, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-520 The curriculum committee. [Order 2057, § 132S-16-520, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-530 Annual examination of curriculum. [Order 2057, § 132S-16-530, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-540 Evening school. [Order 2057, § 132S-16-540, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-550 Academic year calendar. [Order 2057, § 132S-16-550, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-560 Evaluation of instruction. [Order 2057, § 132S-16-560, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-570 Student achievement criteria. [Order 2057, § 132S-16-570, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-580 The learning environment. [Order 2057, § 132S-16-580, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-590 Instructional innovation and research. [Order 2057, § 132S-16-590, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-600 Academic advisement. [Order 2057, § 132S-16-600, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-16-610 In-service programs. [Order 2057, § 132S-16-610, filed 9/25/68.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-17 PUBLIC RECORDS

- 132S-17-010 Purpose. [Order 73-5, § 132S-17-010, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-016.
- 132S-17-015 Definitions. [Order 73-5, § 132S-17-015, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-016.
- 132S-17-020 Description of central and field organization of Community College District No. 19. [Order 73-5, § 132S-17-020, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-17-025 Operations and procedures. [Order 73-5, § 132S-17-025, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-020.
- 132S-17-030 Public records available. [Order 73-5, § 132S-17-030, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-021.
- 132S-17-035 Public records officer. [Order 73-5, § 132S-17-035, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-022.
- 132S-17-040 Office hours. [Order 73-5, § 132S-17-040, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-023.
- 132S-17-045 Requests for public records. [Order 73-5, § 132S-17-045, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-024.
- 132S-17-050 Copying. [Order 73-5, § 132S-17-050, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-025.
- 132S-17-055 Exemptions. [Order 73-5, § 132S-17-055, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-026.
- 132S-17-060 Review of denials of public records requests. [Order 73-5, § 132S-17-060, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-027.
- 132S-17-065 Records index. [Order 73-5, § 132S-17-065, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-028.
- 132S-17-070 Request for public records—Address. [Order 73-5, § 132S-17-070, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority:

RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-10-029.

Chapter 132S-18
APPOINTING AUTHORITY

- 132S-18-010 Designation of appointing authority. [Order 73-6, § 132S-18-010, filed 1/10/74; Order 70, § 132S-18-010, filed 5/7/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-18-020 Classified employee exemptions. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW, and RCW 28B.61.040 [28B.16.040], 78-10-020 (Order 78-1, Resolution No. 78-1), § 132S-18-020, filed 9/14/78; Order 73-6, § 132S-18-020, filed 1/10/74; Order 70, § 132S-18-020, filed 5/7/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-18-030 Effective date. [Order 70, § 132S-18-030, filed 5/7/70.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-19
STUDENT ACADEMIC TRANSCRIPTS

- 132S-19-500 Academic transcripts of Columbia Basin Community College students. [Order 73-6, § 132S-19-500, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-25
CONFIDENTIALITY OF STUDENT RECORDS

- 132S-25-010 Introduction. [Order 76-4, § 132S-25-010, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-100.
- 132S-25-015 Statement relative to confidentiality. [Order 76-4, § 132S-25-015, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-25-020 Information which may be released. [Order 76-4, § 132S-25-020, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-105.
- 132S-25-025 Who may request and receive information. [Order 76-4, § 132S-25-025, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-110.
- 132S-25-030 Student access to records. [Order 76-4, § 132S-25-030, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-115.

Chapter 132S-27
STUDENT IDENTIFICATION METHOD

- 132S-27-010 Introduction. [Order, § 132S-27-010, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-27-020 Exception to using social security number for identification purposes. [Order, § 132S-27-020, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-29
STUDENT ELIGIBILITY FOR FINANCIAL AID

- 132S-29-010 Introduction. [Order 77-1, § 132S-29-010, filed 5/9/77.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-29-020 Failure to maintain good academic standing. [Order 77-1, § 132S-29-020, filed 5/9/77.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-29-030 Definitions. [Order 77-1, § 132S-29-030, filed 5/9/77.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82.

Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-52
STUDENT PUBLICATIONS

- 132S-52-010 Responsibility of the student senate. [Order 73-6, § 132S-52-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-52-020 Authority of the student senate. [Order 73-6, § 132S-52-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-52-030 Editors of publications. [Order 73-6, § 132S-52-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-52-040 Hearing procedures for editors. [Order 73-6, § 132S-52-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-52-050 Guidelines for student publications. [Order 73-6, § 132S-52-050, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-52-060 Financing. [Order 73-6, § 132S-52-060, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-108
PRACTICE AND PROCEDURES

- 132S-108-010 Formal hearing policy. [Order 73-6, § 132S-108-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-015.
- 132S-108-020 Definitions. [Order 73-6, § 132S-108-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-020.
- 132S-108-030 Appearance and practice before agency. [Order 73-6, § 132S-108-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-030.
- 132S-108-040 Notice and opportunity for hearing in contested cases. [Order 73-6, § 132S-108-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-040.
- 132S-108-050 Service of process—By whom served. [Order 73-6, § 132S-108-050, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-050.
- 132S-108-060 Service of process—Upon whom served. [Order 73-6, § 132S-108-060, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-060.
- 132S-108-070 Service of process—Service upon parties. [Order 73-6, § 132S-108-070, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-070.
- 132S-108-080 Service of process—Method of service. [Order 73-6, § 132S-108-080, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-080.
- 132S-108-090 Service of process—When service complete. [Order 73-6, § 132S-108-090, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-090.
- 132S-108-100 Service of process—Filing with agency. [Order 73-6, § 132S-108-100, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-20-100.
- 132S-108-110 Depositions and interrogatories in contested cases—Right to take. [Order 73-6, § 132S-108-110, filed

- chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-110.
- 132S-116-100 Hearing provided. [Order 73-6, § 132S-116-100, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-115.
- 132S-116-120 Allocation of parking space. [Order 73-6, § 132S-116-120, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-120.
- 132S-116-130 Parking within designated spaces. [Order 73-6, § 132S-116-130, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-125.
- 132S-116-140 Day parking. [Order 73-6, § 132S-116-140, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-130.
- 132S-116-150 Night parking. [Order 73-6, § 132S-116-150, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-135.
- 132S-116-160 Regulatory signs and directions. [Order 73-6, § 132S-116-160, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-140.
- 132S-116-170 Speed. [Order 73-6, § 132S-116-170, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.145 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-145.
- 132S-116-180 Pedestrian's right of way. [Order 73-6, § 132S-116-180, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-150.
- 132S-116-190 Special traffic and parking regulations and restrictions authorized. [Order 73-6, § 132S-116-190, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-060.
- 132S-116-200 Two-wheeled motor bikes or bicycles. [Order 73-6, § 132S-116-200, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-155.
- 132S-116-210 Report of accidents. [Order 73-6, § 132S-116-210, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-160.
- 132S-116-220 Exceptions from traffic and parking restrictions. [Order 73-6, § 132S-116-220, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-065.
- 132S-116-230 Enforcement. [Order 73-6, § 132S-116-230, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-070.
- 132S-116-240 Issuance of traffic tickets. [Order 73-6, § 132S-116-240, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-075.
- 132S-116-250 Fines and penalties. [Order 73-6, § 132S-116-250, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-080.
- 132S-116-260 Liability of college. [Order 73-6, § 132S-116-260, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-165.
- 132S-116-270 Delegation of authority. [Order 73-6, § 132S-116-270, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-170.
- 132S-116-280 Severability. [Order 73-6, § 132S-116-280, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-175.

Chapter 132S-122**DISPOSITION OF OBLIGATIONS OWED TO COLLEGE BY STUDENTS**

- 132S-122-010 Financial obligations of students. [Order 73-6, § 132S-122-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-090.
- 132S-122-020 Appeal procedure. [Order 73-6, § 132S-122-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-40-095.

Chapter 132S-124**PET CONTROL REGULATIONS**

- 132S-124-010 Definition. [Order 73-6, § 132S-124-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-180.
- 132S-124-020 Pet control. [Order 73-6, § 132S-124-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-185.
- 132S-124-030 Penalties for violations of pet control regulations. [Order 73-6, § 132S-124-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-190.

Chapter 132S-125**SMOKING REGULATIONS**

- 132S-125-010 Smoking regulations for campus buildings. [Order 73-6, § 132S-125-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-195.

Chapter 132S-136**USE OF COLLEGE FACILITIES**

- 132S-136-010 Purpose. [Order 72-1, § 132S-136-010, filed 1/20/72.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-010.
- 132S-136-020 Regulations regarding use. [Order 75-4, § 132S-136-020, filed 10/8/75; Order 72-1, § 132S-136-020, filed 1/20/72.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-020.
- 132S-136-200 Introduction. [Order 73-6, § 132S-136-200, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-210 Employee organization defined. [Order 73-6, § 132S-136-210, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-220 Meeting rooms. [Order 73-6, § 132S-136-220, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-230 Use of mail service by employee organizations. [Order 73-6, § 132S-136-230, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-240 Telephone usage. [Order 73-6, § 132S-136-240, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Title 132S**Title 132S WAC: Columbia Basin College**

- 132S-136-250 Use of duplicating and photocopying equipment. [Order 73-6, § 132S-136-250, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-260 Use of secretarial and other supporting staff services. [Order 73-6, § 132S-136-260, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-270 Office equipment and supplies. [Order 73-6, § 132S-136-270, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-280 Travel expense. [Order 73-6, § 132S-136-280, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-290 Access to college records. [Order 73-6, § 132S-136-290, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-300 Conduct of employee organization business during scheduled working hours. [Order 73-6, § 132S-136-300, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-136-310 Conflicts with contractual provisions. [Order 73-6, § 132S-136-310, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-137
ENTERTAINMENT ON THE CAMPUS
OF COLUMBIA BASIN COMMUNITY COLLEGE**

- 132S-137-400 Entertainment defined. [Order 73-6, § 132S-137-400, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-137-410 Approval of entertainment required. [Order 73-6, § 132S-137-410, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-137-420 Responsibility of sponsoring group. [Order 73-6, § 132S-137-420, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-138
REGULATION OF COMMERCIAL ACTIVITIES ON CAMPUS**

- 132S-138-010 Commercial activities. [Order 73-6, § 132S-138-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-024.
- 132S-138-020 Commercial activities defined. [Order 73-6, § 132S-138-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-025.
- 132S-138-030 Penalties for violations of commercial activities regulations. [Order 73-6, § 132S-138-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-50-026.

**Chapter 132S-139
FOOD SERVICES**

- 132S-139-600 Food service policies at Columbia Basin Community College. [Order 73-6, § 132S-139-600, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-140
PLACEMENT SERVICE FACILITIES**

- 132S-140-010 Placement service facilities. [Order 73-6, § 132S-140-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-140-020 Eligibility for placement services. [Order 73-6, § 132S-140-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

- 132S-140-030 Establishing a placement file. [Order 73-6, § 132S-140-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-140-040 Use of placement files. [Order 73-6, § 132S-140-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-140-050 Eligibility for recruitment at the placement office. [Order 73-6, § 132S-140-050, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-142
BOOKSTORE**

- 132S-142-010 Columbia Basin College bookstore operating procedures. [Order 73-6, § 132S-142-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-142-020 Return and refund policy. [Order 73-6, § 132S-142-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-142-030 Personal credit. [Order 73-6, § 132S-142-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-142-040 Columbia Basin College bookstore pricing policies. [Order 73-6, § 132S-142-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-152
HEALTH AND SAFETY REGULATIONS
FOR VOCATIONAL COURSES AND CAMPUS EMPLOYMENT AT
COLUMBIA BASIN COMMUNITY COLLEGE**

- 132S-152-010 Declaration of purpose. [Order 73-6, § 132S-152-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-015 Requirements as outlined in Washington state plan for vocational education. [Order 73-6, § 132S-152-015, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-020 General safety rules and responsibilities. [Order 73-6, § 132S-152-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-030 Protective equipment and clothing. [Order 73-6, § 132S-152-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-040 Hygiene. [Order 73-6, § 132S-152-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-050 Prohibiting unsafe acts or unhealthful practices. [Order 73-6, § 132S-152-050, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-152-060 Violations. [Order 73-6, § 132S-152-060, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

**Chapter 132S-165
NONDISCRIMINATION DUE TO SEX**

- 132S-165-010 Introduction. [Order 76-4, § 132S-165-010, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-165-020 Procedures. [Order 76-4, § 132S-165-020, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-036.

Chapter 132S-168
INSTRUCTIONAL RESOURCE CENTER

- 132S-168-010 Columbia Basin College instructional resource center. [Order 73-6, § 132S-168-010, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-020 Selection of services, personnel, resources. [Order 73-6, § 132S-168-020, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-030 Circulation records. [Order 73-6, § 132S-168-030, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-040 Inspection. [Order 73-6, § 132S-168-040, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-050 Prohibited entry. [Order 73-6, § 132S-168-050, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-060 Smoking. [Order 73-6, § 132S-168-060, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-070 Displays. [Order 73-6, § 132S-168-070, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-080 Gifts. [Order 73-6, § 132S-168-080, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-090 IRC borrowers. [Order 73-6, § 132S-168-090, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-100 IRC circulation policy. [Order 73-6, § 132S-168-100, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-110 Library fines and charges for lost, damaged, and overdue materials. [Order 73-6, § 132S-168-110, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-168-120 Instructional resource center fees. [Order 73-6, § 132S-168-120, filed 1/10/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-170
POLICIES RELATING TO LEAVES OF ABSENCE

- 132S-170-010 Introduction. [Order 74-1, § 132S-170-010, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-080.
- 132S-170-020 Applications and accounting for absences and benefits, obligations, and reimbursement. [Order 74-1, § 132S-170-020, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-082.
- 132S-170-030 Types of leaves. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-021 (Order 78-1, Resolution No. 78-1), § 132S-170-030, filed 9/14/78; Order 74-1, § 132S-170-030, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-084.

Chapter 132S-172
ANNUAL VACATION LEAVE POLICIES
FOR ADMINISTRATIVE AND EXEMPT PERSONNEL

- 132S-172-010 Introduction. [Order 74-2, § 132S-172-010, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-086.

- 132S-172-020 Procedures. [Order 74-2, § 132S-172-020, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-088.

Chapter 132S-173
SICK LEAVE FOR ADMINISTRATIVE
AND EXEMPT PERSONNEL

- 132S-173-010 Introduction. [Order 76-2, § 132S-173-010, filed 6/17/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-173-020 Definitions. [Order 76-2, § 132S-173-020, filed 6/17/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-173-030 Procedures. [Order 76-2, § 132S-173-030, filed 6/17/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-175
POLICIES RELATING TO GRIEVANCES

- 132S-175-010 Introduction. [Order 74-1, § 132S-175-010, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-072.
- 132S-175-020 Definitions. [Order 74-1, § 132S-175-020, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-074.
- 132S-175-030 Procedures. [Order 74-1, § 132S-175-030, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-076.
- 132S-175-040 Appeal. [Order 74-1, § 132S-175-040, filed 2/14/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-078.

Chapter 132S-180
ACADEMIC EMPLOYEES SALARY INCREASE
FOR EXCELLENCE—SELECTION—SCREENING

- 132S-180-010 Introduction. [Order 74-2, § 132S-180-010, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-042.
- 132S-180-020 Selection process. [Order 74-2, § 132S-180-020, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-044.
- 132S-180-030 Screening process. [Order 74-2, § 132S-180-030, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-046.
- 132S-180-040 Final list of candidates. [Order 74-2, § 132S-180-040, filed 4/15/74.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-048.

Chapter 132S-185
EMPLOYER AND EMPLOYEE NEGOTIATIONS PROCEDURE

- 132S-185-010 Purpose. [Order 75-3, § 132S-185-010, filed 5/7/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-185-020 Definitions. [Order 75-3, § 132S-185-020, filed 5/7/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-020.
- 132S-185-030 Communications with employees' representatives. [Order 75-3, § 132S-185-030, filed 5/7/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory

- Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-022.
- 132S-185-040 Negotiations procedure. [Order 75-3, § 132S-185-040, filed 5/7/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-024.
- 132S-185-050 Severability. [Order 75-3, § 132S-185-050, filed 5/7/75.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-026.

Chapter 132S-187**SEPA (STATE ENVIRONMENTAL POLICY ACT) POLICY**

- 132S-187-010 Policy statement. [Order 76-5, § 132S-187-010, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-187-015 Responsible official for carrying out policy. [Order 76-5, § 132S-187-015, filed 6/14/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-190**INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD STANDARDS**

- 132S-190-010 Instructional responsibilities. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-010, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-010.
- 132S-190-020 Annual workload standards. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-020, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-011.
- 132S-190-030 Development of written syllabi. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-030, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-012.
- 132S-190-040 Verification of class roster. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-040, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-013.
- 132S-190-050 Extended day duty assignments. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-050, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-014.
- 132S-190-060 Split shift—Librarians and guidance counselors. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 78-10-018 (Order 78-1, Resolution No. 78-1), § 132S-190-060, filed 9/14/78.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-015.

Chapter 132S-195**TUITION AND FEE WAIVERS FOR FULL-TIME EMPLOYEES**

- 132S-195-010 Tuition and fee waivers for full-time employees. [Statutory Authority: Chapters 28B.10 and 28B.50 RCW. 79-10-065 (Order 79-3, Resolution No. 79-3), § 132S-195-010, filed 9/18/79.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-197**TUITION AND FEE WAIVER FOR DISPLACED HOMEMAKERS**

- 132S-197-010 Authority to waive tuition and fees for displaced homemakers. [Statutory Authority: 1979 ex.s. c 262. 80-03-014 (Order 80-2, Resolution No. 80-2), § 132S-197-

- 010, filed 2/13/80.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-197-012 Definition of displaced homemakers. [Statutory Authority: 1979 ex.s. c 262. 80-03-014 (Order 80-2, Resolution No. 80-2), § 132S-197-012, filed 2/13/80.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

Chapter 132S-01 WAC**PRACTICE AND PROCEDURE****WAC**

- 132S-01-010 Adoption of model rules of procedure.
- 132S-01-020 Appointment of presiding officers.
- 132S-01-030 Method of recording.
- 132S-01-040 Application for adjudicative proceeding.
- 132S-01-050 Brief adjudicative procedures.
- 132S-01-060 Discovery.
- 132S-01-070 Procedure for closing parts of the hearings.
- 132S-01-080 Recording devices.
- 132S-01-090 Petitions for stay of effectiveness.

WAC 132S-01-010 Adoption of model rules of procedure. The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250, as now or hereafter amended, are hereby adopted for use at this institution. Those rules may be found at chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules adopted in this title, the procedural rules adopted by this institution shall govern. Rules adopted at this institution prior to July 1, 1989, remain in full force and effect unless specifically repealed or amended.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-010, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-020 Appointment of presiding officers. The president or president's designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or his or her designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, one person shall be designated by the president or president's designee to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-020, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-030 Method of recording. Proceedings shall be recorded by a method determined by the presiding officer, among those available pursuant to the model rules of procedure in WAC 10-08-170.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-030, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-040 Application for adjudicative proceeding. An application for adjudicative proceeding shall be in writing. Application forms are available at the following address:

Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301

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

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-040, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-050 Brief adjudicative procedures.

This rule is adopted in accordance with RCW 34.05.482-34.05.494, the provisions of which are hereby adopted. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations made pursuant to RCW 28B.15.013, conducted by the admissions office;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings. The procedural rules in chapter 132S-40 WAC apply to these proceedings.
- (4) Parking violations. The procedural rules in chapter 132S-50 WAC apply to these proceedings;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in institution sponsored athletic events, pursuant to WAC 132S-40-130 through 132S-40-145.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-050, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-060 Discovery. Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall make reference to the civil rules of procedure. The presiding officer shall have the power to control the frequency and nature of discovery permitted, and to order discovery conferences to discuss discovery issues.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-060, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-070 Procedure for closing parts of the hearings. A party may apply for a protective order to close part of a hearing. The party making the request should state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within 10 days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons therefor in writing within 20 days of receiving the request.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-070, filed 3/12/90, effective 4/12/90.]

WAC 132S-01-080 Recording devices. No cameras or recording devices shall be allowed in those parts of proceedings which the presiding officer has determined shall be closed pursuant to WAC 132S-108-010, except for the method of official recording selected by the institution.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-080, filed 3/12/90, effective 4/12/90.]

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WAC 132S-01-090 Petitions for stay of effectiveness. Disposition of a petition for stay of effectiveness of a final order shall be made by the official, officer, or body of officers, who entered the final order.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-01-090, filed 3/12/90, effective 4/12/90.]

Chapter 132S-05 WAC ADMINISTRATION

WAC

RULES COORDINATOR—LOCATION

132S-05-010 Rules coordinator.

ORGANIZATION

132S-05-015 Organization—Operation—Information.

BOARD OF TRUSTEES REGULAR MEETING DATE

132S-05-020 Regular meeting date, board of trustees.

RULES COORDINATOR—LOCATION

WAC 132S-05-010 Rules coordinator. The rules coordinator for Columbia Basin College as designated by president Marvin Weiss is:

Jean Dunn
Office of the President
Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-05-010, filed 3/12/90, effective 4/12/90.]

ORGANIZATION

WAC 132S-05-015 Organization—Operation—Information. (a) Organization. Columbia Basin College is established in Title 28B RCW as a public institution of higher education. The institution is governed by a 5-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the institution. The president establishes the structure of the administration.

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

Columbia Basin College
2600 North 20th Avenue
Pasco, WA 99301

and is open from 7:30 a.m. to 4:30 p.m., Monday through Friday, except on legal holidays. Educational operations are also located at the following addresses:

Columbia Basin College, Richland Campus
1011 Northgate Drive
Richland, WA 99352

Columbia Basin College, Chase Center
1600 North 20th Avenue
Pasco, WA 99301

(c) Additional and detailed information concerning the educational offerings may be obtained from the catalog, copies of which are available at the following address:

Columbia Basin College
 2600 North 20th Avenue
 Pasco, WA 99301

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-05-015, filed 3/12/90, effective 4/12/90.]

BOARD OF TRUSTEES REGULAR MEETING DATE

WAC 132S-05-020 Regular meeting date, board of trustees. The board of trustees of Columbia Basin College shall hold at least one regular meeting each month, unless dispensed with by the board of trustees. The regular meeting shall be the first Monday of each month, unless dispensed with or changed by the board of trustees.

All regular board meetings shall be publicly announced at least 24 hours prior to the meeting.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-05-020, filed 3/12/90, effective 4/12/90.]

**Chapter 132S-10 WAC
 PUBLIC RECORDS**

WAC

132S-10-010	Designation of legislative liaisons.
132S-10-016	Public records—Purpose and definitions.
132S-10-020	Operations and procedures.
132S-10-021	Public records available.
132S-10-022	Public records officer.
132S-10-023	Public records—Office hours.
132S-10-024	Requests for public records.
132S-10-025	Public records—Fees.
132S-10-026	Public records—Exemptions.
132S-10-027	Review of denials of public records requests.
132S-10-028	Public records index.
132S-10-029	Request for public records—Address.

**DISPOSITION OF SECTIONS FORMERLY
 CODIFIED IN THIS CHAPTER**

132S-10-015	Responsibility. [Order 73-4, § 132S-10-015, filed 6/18/73.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
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WAC 132S-10-010 Designation of legislative liaisons.

In accordance with the implementation of Initiative 276, passed by the voters of the state of Washington on November 7, 1972, and effective January 1, 1973, those persons holding the following positions within Community College District No. 19 are designated legislative liaisons for Community College District No. 19:

- (1) Members of the board of trustees;
- (2) District president; and
- (3) All those persons designated in writing by the president of Community College District No. 19, which writing shall be made available among the records maintained by the office of the president of Community College District No. 19.

[Order 73-4, § 132S-10-010, filed 6/18/73.]

WAC 132S-10-016 Public records—Purpose and definitions. The purpose of this chapter shall be to ensure

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compliance by Community College District 19 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.

(1) Public records. "Public records" 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 19. Columbia Basin Community College is the community college created by the legislature pursuant to the Community College Act of 1967. Community College District 19 shall hereinafter be referred to as the "college." Where appropriate, the term college also refers to the staff and employees of the Columbia Basin Community College.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-016, filed 10/11/82. Formerly WAC 132S-17-010 and 132S-17-015.]

WAC 132S-10-020 Operations and procedures. The formal procedures for decision making at the college are determined by the bylaws of the board of trustees at Columbia Basin Community College and rules promulgated in accordance with the requirements of chapter 28B.19 RCW, the Higher Education Administrative Procedure Act (HEAPA). Accordingly, all rules, orders or directives, or regulations of the college which affect the relationship of the general public with the institution, or the relationship of particular segments of the college, such as students, faculty, or other employees, with the college or with each other:

(1) The violation of which subjects the person to a penalty of administrative sanction;

(2) Which establishes, alters, or revokes any procedures, practice, or requirement relating to institutional hearings; or

(3) Which establishes, alters, or revokes any qualification or requirement relating to the enjoyment of benefits or privileges conferred by law; are implemented only through the procedures of the HEAPA. In accordance with RCW 28B.19.020(2), the college reserves the right to promulgate as internal rules not created or implemented in accordance with the HEAPA, the following: Rules, regulations, orders, statements, or policies relating primarily to the following: Standards for admissions; academic advancement, academic credits, graduation and the granting of degrees; tuition and fees, scholarships, financial aids, and similar academic matters; employment relationships; fiscal processes; or matters concerning only the internal management of an institution and not affecting private rights or procedures available to the general public; and such matters need not be established by rule adopted under this chapter unless otherwise required by law.

Other formal procedures may appear within the policies of Columbia Basin Community College and may relate to such things as matters that must be first considered by the faculty senate or subcommittees thereof or by the associated students of Columbia Basin Community College or subcommittees thereof prior to their consideration by the board of trustees. Requirements regarding such prior considerations by any faculty or student or any other college group also appear in the bylaws of Columbia Basin Community College.

Informal procedures regarding the methods and general course of operations at the college are, for the purposes of these rules, either:

(a) Decisions made by persons authorized by board resolution, the president, vice-president, or any designee to make a decision within the scope of responsibility assigned to such person; or

(b) Methods of human persuasion utilized by any member of the college's constituencies or the public to attempt to influence one in power to make decisions within that person's scope of responsibility.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-020, filed 10/11/82. Formerly WAC 132S-17-025.]

WAC 132S-10-021 Public records available. All public records of the college 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 132S-10-027.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-021, filed 10/11/82. Formerly WAC 132S-17-030.]

WAC 132S-10-022 Public records officer. The college's public records shall be in charge of the public records officer designated by the president. The person so designated shall be located in the administrative office of the college. The public records officer shall be responsible for the following: The implementation of the college's rules and regulations regarding release of public records, coordinating the staff of the college in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-022, filed 10/11/82. Formerly WAC 132S-17-035.]

WAC 132S-10-023 Public records—Office hours. Public records shall be available for inspection for copying during the office hours of 9:00 a.m. to noon, Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-023, filed 10/11/82. Formerly WAC 132S-17-040.]

WAC 132S-10-024 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,

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public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the college which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the college's administrative staff, if the public records officer is not available at the administrative office in the college during the hours listed above. 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 person making the request for public inspection of records shall specify the time of day and date when the person wishes to inspect said records;

(d) The nature of the request;

(e) 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;

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

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

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-024, filed 10/11/82. Formerly WAC 132S-17-045.]

WAC 132S-10-025 Public records—Fees. No fee shall be charged for the inspection of public records. The college shall charge a minimum fee of \$.25 per page of copy for providing copies of public records and for use of the college's copy equipment. This charge is the amount necessary to reimburse the college for its actual costs incident to such copying.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-025, filed 10/11/82. Formerly WAC 132S-17-050.]

WAC 132S-10-026 Public records—Exemptions. (1) The college reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132S-10-024 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the college reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

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[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-026, filed 10/11/82. Formerly WAC 132S-17-055.]

WAC 132S-10-027 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 shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the board of trustees as soon as legally possible 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 board of trustees has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-027, filed 10/11/82. Formerly WAC 132S-17-060.]

WAC 132S-10-028 Public records index. (1) Index. The college has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since its inception:

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

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

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

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

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

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

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

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-028, filed 10/11/82. Formerly WAC 132S-17-065.]

WAC 132S-10-029 Request for public records—Address. All communications with the college including but not limited to the submission of materials pertaining to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the college's decisions and other matters, shall be addressed as follows: Columbia Basin Community College, c/o Public Records Officer, 2600 North Chase Street, Pasco, Washington.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-10-029, filed 10/11/82. Formerly WAC 132S-17-070.]

Chapter 132S-20 WAC

PRACTICE AND PROCEDURE—CONTESTED CASES

WAC

132S-20-015	Practice and procedure—Formal hearing policy.
132S-20-020	Practice and procedure—Definitions.
132S-20-030	Practice and procedure—Appearance and practice before agency.
132S-20-040	Practice and procedure—Notice and opportunity for hearing in contested cases.
132S-20-050	Practice and procedure—Service of process—By whom served.
132S-20-060	Practice and procedure—Service of process—Upon whom served.
132S-20-070	Practice and procedure—Service of process—Service upon parties.
132S-20-080	Practice and procedure—Service of process—Method of service.
132S-20-090	Practice and procedure—Service of process—When service complete.
132S-20-100	Practice and procedure—Service of process—Filing with agency.
132S-20-110	Practice and procedure—Depositions and interrogatories in contested cases—Right to take.
132S-20-120	Practice and procedure—Depositions and interrogatories in contested cases—Scope.
132S-20-130	Practice and procedure—Depositions and interrogatories in contested cases—Officer before whom taken.
132S-20-140	Practice and procedure—Depositions and interrogatories in contested cases—Authorization.
132S-20-150	Practice and procedure—Depositions and interrogatories in contested cases—Protection of parties and deponents.
132S-20-160	Practice and procedure—Depositions and interrogatories in contested cases—Oral examination and cross-examination.
132S-20-170	Practice and procedure—Depositions and interrogatories in contested cases—Signing attestation and return.
132S-20-180	Practice and procedure—Depositions and interrogatories in contested cases—Use and effect.
132S-20-190	Practice and procedure—Depositions and interrogatories in contested cases—Fees of officers and deponents.
132S-20-200	Practice and procedure—Depositions upon interrogatories—Submission of interrogatories.
132S-20-210	Practice and procedure—Depositions upon interrogatories—The interrogation.
132S-20-220	Practice and procedure—Depositions upon interrogatories—Attestation and return.
132S-20-230	Practice and procedure—Depositions upon interrogatories—Provisions of deposition rule.
132S-20-240	Practice and procedure—Hearing officers.
132S-20-250	Practice and procedure—Hearing procedures.
132S-20-260	Practice and procedure—Duties of hearing officers.
132S-20-270	Practice and procedure—Stipulations and admissions of record.
132S-20-280	Practice and procedure—Definition of issues before hearing.
132S-20-290	Practice and procedure—Continuances.
132S-20-300	Practice and procedure—Rules of evidence—Admissibility criteria.

- 132S-20-310 Practice and procedure—Tentative admission—Exclusion—Discontinuance—Objections.
- 132S-20-320 Practice and procedure—Form and content of decisions in contested cases.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 132S-20-005 Introduction. [Order 76-1, § 132S-20-05 (codified as WAC 132S-20-005), filed 3/15/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.
- 132S-20-010 Definitions and procedures. [Order 76-1, § 132S-20-10 (codified as WAC 132S-20-010), filed 3/15/76.] Repealed by 82-21-012 (Order 82-1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW.

WAC 132S-20-015 Practice and procedure—Formal hearing policy. In accordance with the authority accorded it per RCW 28B.19.120 (10)(c) and (h), the board of trustees hereby promulgates the following rules regarding contested cases involving formal hearings.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-015, filed 10/11/82. Formerly WAC 132S-108-010.]

WAC 132S-20-020 Practice and procedure—Definitions. As used herein, the term "agency" shall mean the board of trustees of Columbia Basin Community College, District No. 19.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-020, filed 10/11/82. Formerly WAC 132S-108-020.]

WAC 132S-20-030 Practice and procedure—Appearance and practice before agency. No person may appear in a representative capacity before the agency other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) Persons otherwise qualified as possessing the requisite skill to appear and expertly represent others who have applied to the agency and have been duly authorized by the agency to appear in a representative capacity before the agency.

(4) A bona fide officer, partner, or full-time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-030, filed 10/11/82. Formerly WAC 132S-108-030.]

WAC 132S-20-040 Practice and procedure—Notice and opportunity for hearing in contested cases. In any contested case all parties shall be served with a notice at least ten days before the date set for the hearing. The notice shall

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be signed by the president of Columbia Basin Community College or his designee and shall state the time, place, and issues involved as required by RCW 28B.19.120.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-040, filed 10/11/82. Formerly WAC 132S-108-040.]

WAC 132S-20-050 Practice and procedure—Service of process—By whom served. The agency shall cause to be served all orders, notices, and other papers issued by it, together with any other papers which it is required by law to serve. Every other paper shall be served by the party filing it.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-050, filed 10/11/82. Formerly WAC 132S-108-050.]

WAC 132S-20-060 Practice and procedure—Service of process—Upon whom served. All papers served by either the agency or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-060, filed 10/11/82. Formerly WAC 132S-108-060.]

WAC 132S-20-070 Practice and procedure—Service of process—Service upon parties. The final order, and any other paper required to be served by the agency upon a party, shall be served upon such party or upon the agent designated by him or by law to receive of such papers, and a copy shall be furnished to counsel of record.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-070, filed 10/11/82. Formerly WAC 132S-108-070.]

WAC 132S-20-080 Practice and procedure—Service of process—Method of service. Service of papers shall be made personally or, unless otherwise provided by law, by first class, registered, or certified mail or by telegraph.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-080, filed 10/11/82. Formerly WAC 132S-108-080.]

WAC 132S-20-090 Practice and procedure—Service of process—When service complete. Service upon parties shall be regarded as complete: By mail, upon deposit in the United States mail properly stamped and addressed; by telegraph, when deposited with a telegraph company properly addressed and with charges prepaid.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-090, filed 10/11/82. Formerly WAC 132S-108-090.]

WAC 132S-20-100 Practice and procedure—Service of process—Filing with agency. Papers required to be filed with the agency shall be deemed filed upon actual receipt by

the secretary of the agency at Columbia Basin Community College, Pasco, Washington, accompanied by proof of service upon parties required to be served.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-100, filed 10/11/82. Formerly WAC 132S-108-100.]

WAC 132S-20-110 Practice and procedure—Depositions and interrogatories in contested cases—Right to take. Except as may be otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding, except that leave must be obtained if notice of the taking is served by a proponent within twenty days after the filing of a complaint, application, or petition. Depositions shall be taken only in accordance with this rule.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-110, filed 10/11/82. Formerly WAC 132S-108-110.]

WAC 132S-20-120 Practice and procedure—Depositions and interrogatories in contested cases—Scope. Unless otherwise ordered, the deponent may be examined regarding any matter not privileged, which is relevant to the subject matter involved in the proceeding.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-120, filed 10/11/82. Formerly WAC 132S-108-120.]

WAC 132S-20-130 Practice and procedure—Depositions and interrogatories in contested cases—Officer before whom taken. Within the United States or within a territory or insular possession subject to the dominion of the United States, depositions shall be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the agency or agreed upon by the parties by stipulation in writing filed with the agency. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceedings.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-130, filed 10/11/82. Formerly WAC 132S-108-130.]

WAC 132S-20-140 Practice and procedure—Depositions and interrogatories in contested cases—Authorization. A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than three days in writing to the agency and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known; and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the

notice is served, the agency may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice and in any manner and when so taken may be used as other depositions.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-140, filed 10/11/82. Formerly WAC 132S-108-140.]

WAC 132S-20-150 Practice and procedure—Depositions and interrogatories in contested cases—Protection of parties and deponents. After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the agency or its designee may make an order that the deposition shall not be taken or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and the officers or counsel, or that after being sealed, the deposition shall be opened only by order of the agency, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the agency; or the agency may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the agency may order the officer conducting the examination to cease forthwith from taking the deposition, or may limit the scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-150, filed 10/11/82. Formerly WAC 132S-108-150.]

WAC 132S-20-160 Practice and procedure—Depositions and interrogatories in contested cases—Oral examination and cross-examination. Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-160, filed 10/11/82. Formerly WAC 132S-108-160.]

WAC 132S-20-170 Practice and procedure—Depositions and interrogatories in contested cases—Signing attestation and return. (1) When the testimony is fully transcribed, the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefore; and the deposition may then be used as fully as though signed, unless on a motion to suppress the agency holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope endorsed with the title of the proceeding and marked "Deposition of (here insert the name of the witness)" and shall promptly send it by registered or certified mail to the agency for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefore, the officer shall furnish a copy of the deposition to any party or to the deponent.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-170, filed 10/11/82. Formerly WAC 132S-108-170.]

WAC 132S-20-180 Practice and procedure—Depositions and interrogatories in contested cases—Use and effect. Subject to rulings by the agency upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the agency upon its own motion or the motion of any party. Except by agreement of the parties or ruling of the agency, a deposition will be received only in its entirety. A party does not take a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-180, filed 10/11/82. Formerly WAC 132S-108-190.]

WAC 132S-20-190 Practice and procedure—Depositions and interrogatories in contested cases—Fees of officers and deponents. Deponents whose depositions are taken and the officers taking the same shall be entitled to the

same fees as are paid for like services in the superior courts of the state of Washington, which fees shall be paid by the party at whose instance the depositions are taken.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-190, filed 10/11/82. Formerly WAC 132S-108-200.]

WAC 132S-20-200 Practice and procedure—Depositions upon interrogatories—Submission of interrogatories. Where the deposition is taken upon written interrogatories the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter, a party so served may serve cross interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross interrogatories.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-200, filed 10/11/82. Formerly WAC 132S-108-210.]

WAC 132S-20-210 Practice and procedure—Depositions upon interrogatories—The interrogation. Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 132S-20-130, the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer, and the court reporter or stenographer recording and transcribing it shall be present during the interrogation.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-210, filed 10/11/82. Formerly WAC 132S-108-220.]

WAC 132S-20-220 Practice and procedure—Depositions upon interrogatories—Attestation and return. The officer before whom interrogatories are verified or answered shall: Certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer, and the stenographer were present during the taking, and that neither he nor the stenographer to his knowledge, is a party, privy to a party, or interested in the event of the proceedings.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-220, filed 10/11/82. Formerly WAC 132S-108-230.]

WAC 132S-20-230 Practice and procedure—Depositions upon interrogatories—Provisions of deposition rule. In all other respects, depositions upon interrogatories shall be governed by the previous deposition rule.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-230, filed 10/11/82. Formerly WAC 132S-108-240.]

WAC 132S-20-240 Practice and procedure—Hearing officers. In each instance that a formal hearing is required by institutional policy or chapter 28B.19 RCW, and upon receipt of a request for a formal hearing filed in accordance with chapter 28B.19 RCW, the president of the institution may appoint one or more hearing officers, not to exceed three for any one hearing, to preside over, conduct and make proposals for decisions, including findings of fact and conclusions of law, in each instance, and shall afford an opportunity for a formal hearing after not less than ten days notice and provide such individual requesting formal hearing with notice of the hearing in accordance with the provisions of chapter 28B.19 RCW.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-240, filed 10/11/82. Formerly WAC 132S-108-250.]

WAC 132S-20-250 Practice and procedure—Hearing procedures. Each hearing shall be conducted in the manner provided for in these rules and in chapter 28B.19 RCW.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-250, filed 10/11/82. Formerly WAC 132S-108-260.]

WAC 132S-20-260 Practice and procedure—Duties of hearing officers. (1) All hearing officers appointed in accordance with WAC 132S-20-240 shall conduct hearings in the same manner and shall have the same authority as provided in hearings by the board of trustees as set forth in these rules and in chapter 28B.19 RCW: Provided, That hearing officers shall only make proposals for decisions.

(2) The proposals for decisions and findings of fact and conclusions of law shall be forthwith served upon the parties and transmitted to the board of trustees, together with a record of the proceeding. Within ten days of service of such proposal for decisions, any party adversely affected may file exceptions and thereafter all parties may present written argument to the board of trustees, which shall consider the whole record or such portions as may be cited by the parties, and after such review the board shall announce its decision and final action to be taken.

(3) If a hearing officer is designated by the board of trustees of Columbia Basin College to conduct a hearing pursuant to these rules, the board, in its discretion, may allow oral or written argument before making a final adjudication of the matter after it has received the proposal from the hearing officer. The board may limit the length of oral or written argument and impose reasonable limitations regarding the time and place of where arguments may be presented.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-260, filed 10/11/82. Formerly WAC 132S-108-270.]

WAC 132S-20-270 Practice and procedure—Stipulations and admissions of record. The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) Upon whom binding. Such a stipulation or admission is binding upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument, or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) Withdrawal. Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the agency that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-270, filed 10/11/82. Formerly WAC 132S-108-280.]

WAC 132S-20-280 Practice and procedure—Definition of issues before hearing. In all proceedings the issues to be adjudicated shall be made initially as precise as possible, in order that the agency may proceed promptly to conduct the hearings on relevant and material matter only.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-280, filed 10/11/82. Formerly WAC 132S-108-290.]

WAC 132S-20-290 Practice and procedure—Continuances. Any party who desires a continuance, shall immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the agency of said desire, stating in detail the reasons why such continuance is necessary. The agency, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the agency may grant such a continuance and may at any time order a continuance upon its motion. During a hearing, if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the agency may in its discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-290, filed 10/11/82. Formerly WAC 132S-108-300.]

WAC 132S-20-300 Practice and procedure—Rules of evidence—Admissibility criteria. Subject to the other provisions of these rules, all relevant evidence is admissible which in the opinion of the agency, is the best evidence reasonably obtainable, having due regard for its necessity, availability, and trustworthiness. In passing upon the admissibility of evidence, the agency shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury, in the superior court of the state of Washington.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-300, filed 10/11/82. Formerly WAC 132S-108-310.]

WAC 132S-20-310 Practice and procedure—Tentative admission—Exclusion—Discontinuance—Objections. When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The agency may, in its discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-310, filed 10/11/82. Formerly WAC 132S-108-320.]

WAC 132S-20-320 Practice and procedure—Form and content of decisions in contested cases. Every decision and order, whether proposed, initial, or final, shall:

- (1) Be correctly captioned as to name of agency and name of proceeding;
- (2) Designate all parties and counsel to the proceeding;
- (3) Include a concise statement of the nature and background of the proceeding;
- (4) Be accompanied by appropriate numbered findings of fact and conclusions of law;
- (5) Whenever practical, the conclusions of law shall include the reason or reasons for the particular order or remedy afforded;
- (6) Wherever practical, the conclusions and/or order shall be referenced to specific provisions of the law and/or regulations appropriate thereto, together with reasons and precedents relied upon to support the same.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-20-320, filed 10/11/82. Formerly WAC 132S-108-330.]

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

WAC

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**DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER**

132S-30-044	Faculty promotion—Selection process. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-044, filed 10/11/82. Formerly WAC 132S-180-020.] Repealed by 86-16-010 (Order 86-1), filed 7/25/86. Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW.
132S-30-046	Faculty promotion—Screening process. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-046, filed 10/11/82. Formerly WAC 132S-180-030.] Repealed by 86-16-010 (Order 86-1), filed 7/25/86. Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW.
132S-30-048	Faculty promotion—Final list of candidates. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-048, filed 10/11/82. Formerly WAC 132S-180-040.] Repealed by 86-16-010 (Order 86-1), filed 7/25/86. Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW.

WAC 132S-30-010 Academic employee—Instructional responsibilities. The primary responsibility of the academic employee is to serve the student primarily through classroom faculty/student contact or by other assistance, i.e., conferencing, etc., as related to the learning process. These responsibility factors are established to ensure an appropriate balance of individual faculty assignments in the total institution.

(1) Guidelines to be used in developing an instructor's responsibility schedule within the work weeks of a quarter will be the responsibility of the division chairman and the academic employees of the division with final approval by the dean of instruction.

(2) Each individual academic employee shall work with his division chairman to develop a weekly responsibility schedule in conformance to the guidelines.

(3) This responsibility schedule shall be for a thirty-hour week, plus a designated lunch period.

(4) Approval of such a responsibility schedule shall be vested with the dean of instruction or his designee no later than the end of the first instructional week of each quarter during the regular academic year.

(5) Accountability to the posted responsibility schedule may be excepted on campus by notifying the appropriate division chairman. Exception to the responsibility schedule for off-campus reasons must be approved by the dean of instruction or his designee.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-010, filed 10/11/82. Formerly WAC 132S-190-010.]

WAC 132S-30-011 Academic employee—Annual workload standards. The annual workload standards for full-time contracted academic employees shall average thirty hours of campus responsibilities per week and shall include the following specific responsibilities:

(1) 15 minimum and 17 maximum classroom contact hours per week, per quarter, for straight lecture mode;

(2) 18 minimum and 22 maximum classroom contact hours per week, per quarter, for lecture/lab mode, e.g., science, art, music, physical education;

(3) 22 minimum and 27 maximum classroom contact hours per week, per quarter, for a predominantly lab mode, e.g., occupational programs, skills labs; and

(4) 30 classroom contact hours per week, per quarter, for classes coded 90 or below;

(5) 35 student contact hours per week, per quarter, for counselors and librarians.

[Hourly ranges are designed to reflect both existing programs and provide flexibility to meet future programs needs. Academic employees who have met minimum hours per week per quarter will not be required to teach extended day classes except as provided in WAC 132S-30-014.]

[Statutory Authority: Chapters 28B.19 and 28B.50 RCW. 86-21-030 (Order 86-2), § 132S-30-011, filed 10/9/86; 86-16-010 (Order 86-1), § 132S-30-011, filed 7/25/86. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-011, filed 10/11/82. Formerly WAC 132S-190-020.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules. The bracketed material in the above section does not appear to conform to this rule.

WAC 132S-30-012 Academic employee—Development of written syllabi. Each full-time academic employee shall develop written syllabi for each course taught, which shall be updated annually by the end of the second week of each fall quarter. Employees shall make provision for continuity of their instructional assignment, should an instructor be absent for any reason.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-012, filed 10/11/82. Formerly WAC 132S-190-030.]

WAC 132S-30-013 Academic employee—Verification of class roster. Upon receipt of the class roster printout, the academic employee shall verify the class roster with the registrar.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-013, filed 10/11/82. Formerly WAC 132S-190-040.]

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WAC 132S-30-014 Academic employee—Extended day duty assignments. Academic employees may be assigned to instructional duties during extended day in order to conform to average quarterly minimum provisions of their responsibility as stated in WAC 132S-30-011. If such assignment exceeds one class per quarter, the assignment must be made only with the consent of the employee.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-014, filed 10/11/82. Formerly WAC 132S-190-050.]

WAC 132S-30-015 Split shift—Librarians and guidance counselors. Librarians and guidance counselors shall not be assigned a split shift without the consent of the academic employee.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-015, filed 10/11/82. Formerly WAC 132S-190-060.]

WAC 132S-30-016 Recruitment, screening and selection procedures. Certificated personnel: When vacancies occur within the certificated staff of the college, the following procedures are consistently applied. These procedures are a documented part of the hiring practices of the college and have been adopted by formal action of the board of trustees.

When vacancies occur, or when a new position is created, advertisement of the opening is sent to all agencies likely to have prospective candidates. The announcement contains a description of the competencies required, a description of the job to be performed, and information to aid an applicant in applying. The salary range for the position is also included, along with the name and address of the party to be contacted.

All openings shall be advertised for a minimum of thirty days and no position shall close prior to the 30th day except when an emergency exists which requires the college to hire qualified individuals to insure the continuance of educational services.

Emergencies are defined as openings occurring during the ongoing academic year when such openings result from resignations, deaths, or other causes which create an immediate need for teaching continuity.

Applications are channeled to the involved division chairman and associate dean who prioritize the candidates on the basis of their credentials and past experience as these relate to the job description for criteria for selection.

At least three candidates are invited for personal interviews on the campus. Interviews are conducted by the immediate supervisor, as well as the appropriate dean. On the basis of the interview, credentials, and criteria, the immediate supervisor recommends the candidates in rank order of preference. The dean then recommends the candidate to the president of the college who presents the request to employ to the board of trustees, the college appointing authority.

Columbia Basin College does not discriminate on the basis of race, religion, sex or marital status, but selects solely on the basis of qualification to perform the stipulated task.

Classified personnel: The announcement to fill vacancies specifies as a minimum, the title and salary range of the class, the general responsibilities, qualifications, and the

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time, place, and manner of making application. To allow transfer or promotion of on-campus employees the announcement is posted on the campus bulletin boards for a minimum of seven calendar days. Recruitment to establish lists of employment eligibles from the public is done by public notice (if necessary) or any means necessary to attract an adequate number of qualified applicants. Persons who have applications on file are notified of the date, time and place of the examinations. After the personnel officer has established an eligible list the candidates for the position are interviewed by the position supervisor. The personnel officer then certifies in writing at least three names to the employing official. Following receipt of the list and the interviews resulting therefrom, the employing official returns the list of names certified indicating his action on the certification.

Examinations are developed by utilizing the class specification and a detailed job analysis, to the degree possible, and they may be assembled or unassembled and may include written, oral, physical or performance tests, evaluations of experience and training; or any combinations of these.

Qualifications for each class are listed on the class specifications as approved by the higher education personnel board and are on file in the personnel office.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-016, filed 10/11/82. Formerly WAC 132S-16-132.]

WAC 132S-30-020 Employer-employee relations—

Definitions. (1) "Academic employee" means any teacher, counselor, librarian, or department head, who is employed by any community college district, with the exception of the chief administrative officer of, and any administrator in, each community college district.

(2) "Administrator" means any person employed either full or part time by the community college district and performs administrative functions at least fifty percent or more of his assignments and has responsibilities to hire or dismiss or discipline other employees. Policies negotiated by the duly elected academic employees' representatives as provided for in RCW 28B.52.030 shall not apply to administrators.

(3) "Administrative channels" at Columbia Basin Community College shall be the following persons in the following order:

Step 1: Dean of instruction.

Step 2: College president.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-020, filed 10/11/82. Formerly WAC 132S-185-020.]

WAC 132S-30-022 Communications with employees' representatives. The board of trustees of Washington State Community College District No. 19 recognizes that it is necessary to communicate effectively with its academic employees in the course of exercising its authority, duties, and responsibilities imposed by law.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-022, filed 10/11/82. Formerly WAC 132S-185-030.]

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WAC 132S-30-024 Employer-employee relations—
Negotiations procedure. Prior to the final adoption by the board of trustees of Community College District No. 19 of proposed community college district policies which are required by law to be negotiated, representatives of the duly elected academic employee organization shall have the right, after using the established administrative channels, to meet, confer, and negotiate with the board of trustees or its delegated representative to communicate the considered professional judgment of the academic staff. Nothing in this chapter, however, shall prevent any academic employee from appearing on his own behalf on matters relating to his employment relations with the community college district.

When a policy which is required to be negotiated is proposed for adoption by the board of trustees of Community College District No. 19, the following procedural steps shall be utilized:

(1) The college president shall, no later than twenty calendar days prior to the proposed adoption date, notify in writing the authorized representative of the academic employee organization that such proposed policy is to be considered for adoption.

(2) Within four calendar days after such notification by the college president, the academic employees' representative shall contact the dean of instruction, in writing, of its intent to utilize administrative channels prior to the negotiation process. In the event the dean of instruction is not available, then the employees' representative may directly contact the college president during the same period of time.

(3) After meeting with either the dean of instruction or the college president, the authorized representative of the academic employee organization must request within three calendar days of such meeting that he desires negotiations on the proposed policy. Such notification must be in writing and directed to the college president.

(4) Within one week after such request for negotiations is made, either the board of trustees or its delegated representative shall meet with the representative of the academic employee organization and commence negotiations. In the event the employee's representative refuses to meet with the board's negotiator within this period of time, then such refusal shall be construed as a waiver of any rights to negotiate which academic employees may have by virtue of chapter 28B.52 RCW.

(5) In the event there is no agreement as to the content of the proposed policy within twenty calendar days during negotiations, then either the academic employees' representative or the board of trustees' representative may, but are not required to, exercise any other remedies which may be available pursuant to chapter 28B.52 RCW.

Nothing in these rules and regulations, however, shall preclude the board of trustees of Washington State Community College District No. 19 from adopting in final or emergency form any policy which by law is required to be negotiated.

Failure by the representative of the academic employees organization to follow the procedural steps herein outlined shall be deemed a waiver of the employees' rights to negotiate under chapter 28B.52 RCW.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-024, filed 10/11/82. Formerly WAC 132S-185-040.]

WAC 132S-30-026 Employer-employee relations—Severability. If any part or provision of these rules or the application thereof is held invalid, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end any section, sentence, or work is declared to be severable.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-026, filed 10/11/82. Formerly WAC 132S-185-050.]

WAC 132S-30-028 Nondiscrimination. It shall be the policy of Columbia Basin College that the administration of all matters concerning personnel shall be conducted without discrimination with regard to age (within existing policies of retirement), race, creed, color, national origin, or sex, when the individual shall have met all other criteria for employment or change of employment.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-028, filed 10/11/82. Formerly WAC 132S-16-130.]

WAC 132S-30-030 Equal opportunity policy. Columbia Basin College will direct its employment personnel practices in conformity with the requirements of the statutes of the state of Washington, chapters 49.60 and 41.06 RCW.

Accordingly the college will continue to ensure equal opportunity for all position applicants so that all matters relating to recruiting, hiring, training, promotion, benefits, compensation, and treatment on the job will be free from discriminating practices.

All faculty, civil service, and exempt personnel employment shall conform to the college policies contained in the faculty handbook and higher education personnel rules. It is the obligation of all members of the college community to assist in adhering to the intent of these policies.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-030, filed 10/11/82. Formerly WAC 132S-16-131.]

WAC 132S-30-032 Affirmative action responsibility—Appointing authority of the college. The appointing authority will enunciate and periodically reaffirm an explicit equal opportunity and equal employment policy in order to establish and maintain a climate of acceptance throughout the college. He will ensure that each dean, director, department chairman and supervisor having responsibility for hiring is fully cognizant of the president's support of the affirmative action program. The president will:

(1) Assign the responsibility for implementation of the affirmative action program to employing officials, deans, directors, or department chairmen who have the primary responsibility for employment decisions.

(2) Appoint a director for affirmative action for the college as required by WAC 172-148-030.

[Title 132S WAC—p. 22]

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-032, filed 10/11/82. Formerly WAC 132S-16-135.]

WAC 132S-30-034 Grievance procedure. Any member of the classified staff, the faculty, or one holding an exempt position who feels that he or she has been discriminated against may file a written complaint containing the specified charges of discrimination with the appropriate affirmative action director (dual "directors"). It is especially urged, however, that all such complaints should be brought to the attention of the supervisor or other person charged with an act of discrimination within one month after such act or actions occurred. The complaint must be first reviewed with the complainant's immediate supervisor, department chairman, or next immediate administrative superior, if the person of such authority is the person against whom the complaint is filed. If the complaint filed with such person of higher authority is not resolved to the satisfaction of the complainant within ten business days after filing the complaint to the appropriate affirmative action director.

(1) Upon receipt of such complaint by the affirmative action director, the director will then conduct an informal hearing as that term is defined in the Higher Education Administrative Procedure Act of 1971 or tenure policy as detailed in the faculty handbook, and will make a determination as to whether he will submit a written recommendation of corrective action on behalf of the complainant to the appropriate employing official.

(2) If the director determines that corrective action has not been implemented by the appropriate employing official within ten days after transmitting his recommendation to the appropriate employing official, the director may transmit his recommendation to the appointing authority of the college.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-034, filed 10/11/82. Formerly WAC 132S-16-133.]

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

(1) **Step 1. Informal meeting.** Requesting an informal meeting with the individual believed to have committed the discriminatory act and attempt to informally resolve the concern. It shall be at the option of the complaining party to determine whether the Title IX officer will meet separately or in a single meeting with the complaining party and the party allegedly responsible for the discrimination.

The period of time for attempting to resolve the concern at the informal stage of the grievance will be limited to thirty days from the time the complaint is lodged.

(2) **Step 2. Title IX official hearing.** If not satisfied by the results of the informal meeting, the complainant may request in writing, stipulating the specific grievance(s), a meeting with the college Title IX officer. Within thirty days of receiving the written request, the Title IX officer will have arranged a meeting and reported the findings, in writing, to

both the complainant and the person to whom the complaint is directed. It shall be at the discretion of the complainant to determine whether the Title IX officer will meet with each party separately or in a single meeting.

If the complainant requests a single meeting, that meeting shall be attended by the complainant, the person to whom the complaint is directed and the Title IX officer who will chair the meeting.

(3) **Step 3. Presidential appeal.** If the complaint is not resolved as a result of the hearing conducted by the Title IX officer, either the complainant or the person to whom the complaint is directed may request an appeal to the college president in writing within ten days after receiving the written results of Title IX official hearing. Within fifteen days after receiving the written request, the college president or the president's designee will conduct the presidential appeal hearing and report the findings in writing to both the complainant and the person to whom the complaint is directed.

(a) The college president or designee, the Title IX officer, the complainant and the person to whom the complaint is directed shall attend the presidential appeal hearing. The college president or presidential designee shall preside.

(b) Either the complainant or person to whom the complaint is directed may have witnesses present at the discretion of the person presiding.

(c) The written findings of the presidential appeal will be considered final. No further intra-institutional appeal exists.

If desired, inquiries or appeals beyond the institutional level may be directed to:

Regional Director
Office of Civil Rights, HEW
or
The Equal Opportunity Commission
or
Human Rights Commission

[Statutory Authority: RCW 28B.50.140, 91-08-001, § 132S-30-036, filed 3/21/91, effective 4/21/91. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-30-036, filed 10/11/82. Formerly WAC 132S-165-020.]

GRIEVANCE PROCEDURE—HANDICAPPED

WAC 132S-30-037 Grievance procedure—Handicapped. Any applicant for admission, enrolled student, applicant for employment or employee of Columbia Basin College who believes he/she has been discriminated against due to a handicap may lodge a formal institutional grievance by utilizing the steps listed in WAC 132S-30-036. The hearing officer will be the personnel director.

[Statutory Authority: RCW 28B.50.140, 90-07-006, § 132S-30-037, filed 3/12/90, effective 4/12/90.]

WAC 132S-30-038 Referrals of complaints—Affirmative action. Discrimination complaints which cannot be resolved within the college may be submitted by the complaining party to an appropriate state or federal agency such as one of the following:

(1) State human rights commission. This agency investigates, hears, and acts upon individual employment com-

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plaints and other grievances as empowered by chapter 49.60 RCW, the state law against discrimination.

(2) Wage and hour division, department of labor. This office investigates complaints concerning equal pay for equal work and other grievances concerning work hours and compensation. The division is authorized to enforce the Fair Labor Standards Act.

(3) Contract compliance agencies (state and federal). Compliance officers having jurisdiction over state and federally funded projects also receive and act upon complaints of discrimination.

(4) Higher education personnel board. Employees of the classified staff may appeal regarding application of the higher education personnel law and rules, including complaints of discrimination.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-30-038, filed 10/11/82. Formerly WAC 132S-16-134.]

WAC 132S-30-040 Contract compliance review officials. The board of trustees shall be the contract compliance review board responsible for monitoring surveillance over and compliance with equal employment provisions of state and federal contracts affecting the college.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-30-040, filed 10/11/82. Formerly WAC 132S-16-136.]

WAC 132S-30-042 Faculty promotion—Generally. Academic employees at Columbia Basin College shall be provided the opportunity to be promoted from one salary range to a higher range. This opportunity is made available to those academic employees who have demonstrated a commitment to professional instruction beyond that which is expected for incremental salary schedule advancement.

The minimum requirements for each salary range shall be expressed in the annually adopted salary schedule. All academic employees who meet the minimum requirements are eligible for promotion and shall be considered for possible recommendation annually.

[Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW, 86-16-010 (Order 86-1), § 132S-30-042, filed 7/25/86. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-30-042, filed 10/11/82. Formerly WAC 132S-180-010.]

WAC 132S-30-050 Tenure regulations—Purpose. The board of trustees of Community College District No. 19 hereby establishes a rule on faculty tenure. The purpose of this tenure policy shall be to protect faculty employment rights and faculty involvement in the protection of those rights at Columbia Basin Community College and subsequent community colleges hereafter established within Community College District No. 19. In order to insure the professional objectives of a community college staff, the board hereby adopts the following procedures for administering faculty tenure.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-30-050, filed 10/11/82. Formerly WAC 132S-08-010.]

WAC 132S-30-052 Tenure regulations—Definitions.

As used in this chapter 132S-30 WAC, the following terms and definitions shall mean:

(1) "Appointing authority" shall mean the board of trustees of Community College District No. 19.

(2) "Review committee" shall mean a committee of faculty peers and administrative staff.

(3) "Regular college year" shall mean a faculty appointment inclusive of consecutive fall, winter and spring quarters.

(4) "President" shall mean the president of Columbia Basin Community College, or in such president's absence, the acting president.

(5) "Part time" shall mean an appointment for which the appointee's presence at the college for the entire professional day during the entire regular college year is not required.

(6) "College" shall mean Columbia Basin Community College and any subsequent community college hereafter established within Community College District No. 19.

(7) "Full time" shall mean an appointment which requires the appointee's presence at the college for a professional day during the regular college year, as designated in the appointee's employment contract.

(8) The definition of "tenure," "faculty appointment," "probationary faculty appointment," "probationer," and "administrative appointment," shall be the same as are contained within RCW 28B.50.851 as now law or hereafter amended.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-052, filed 10/11/82. Formerly WAC 132S-08-020.]

WAC 132S-30-054 Tenure regulations—Composition of review committee. (1) A review committee shall be established, such a committee to include representation from the transfer division and the occupational division.

(2) The review committee shall be composed of five persons, three of whom shall consist of tenured or faculty probationary appointees representing both divisions chosen by the faculty and the faculty department heads acting in a body prior to October 15 of each regular college year. Additionally, the review committee shall consist of one administrative appointee chosen by the president prior to October 15 of each regular college year and a student representative who shall be a full-time student, chosen by the student association of the college prior to October 15 of each regular college year. The review committee shall choose its own chairman and shall meet at the call of the chairman when the need for such meeting arises.

(3) The duration of each appointment to the review committee shall be for a period of two calendar years beginning on the 15th day of October of the year of appointment: Provided, That of the initial appointees to the review committee, one faculty appointee shall be chosen for a one year term.

If a vacancy exists upon the review committee prior to the expiration of any such appointment, an administrative or faculty member or student as appropriate, shall be chosen pursuant to subsection (2) of this section to fill the unexpired term of the absent member of such review committee.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-054, filed 10/11/82. Formerly WAC 132S-08-035.]

WAC 132S-30-056 Tenure regulations—Duties of review committees. (1) The president shall on October 15th of each regular college year assign each full-time probationary faculty appointee to the review committee for such committee's evaluation and required recommendations.

(2) The review committee shall establish its method of evaluating performance of each full-time probationary faculty appointee in considering whether the probationary appointee possesses personal characteristics and the necessary professional competence to be granted tenure, placing primary importance upon the probationers effectiveness in his appointment.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-056, filed 10/11/82. Formerly WAC 132S-08-040.]

WAC 132S-30-058 Tenure regulations—Required review committee action. (1) The review committee shall be required to conduct an evaluation of each full-time probationary faculty appointee assigned to the review committee by the president and render the following reports to the probationary faculty appointee and through the president to the appointing authority at the following times during the regular college year:

(a) A written evaluation of each full-time probationary faculty appointee's performance and the subsequent submission of such written evaluation of the performance directed to the said probationer and president on December 20th and March 15th of each regular college year that said probationer is not a tenured faculty appointee. The review committee which renders such written evaluation of the appointee's performance shall obtain such appointee's written acknowledgement of receipt of the written performance evaluation each time such evaluation is rendered.

(b) A written recommendation concerning the employment or nonemployment of each full-time probationary faculty appointee for the ensuing regular college year directed to the appointing authority through the president prior to February 15th of each regular college year.

(c) A written recommendation directed through the president, to the appointing authority recommending the approving authority award or not award tenure, such written recommendations to be submitted at times deemed appropriate by the review committee: Provided, That during such full-time probationary faculty appointee's third regular college year of appointment, the review committee shall prior to March 15th of such regular college year make such a recommendation as to the award or nonaward of tenure. The failure of the review committee to make the written recommendation as to the award or nonaward of tenure by March 15th of the regular college year for each full time probationary faculty appointee who is then serving his third consecutive year of full time appointment shall be deemed a recommendation that tenure not be awarded to such appointee.

(2) The appointing authority shall only be required to give reasonable consideration to an award of tenure recom-

mentation of the review committee but shall not be required to give any consideration to the review committee recommendation required by subsection (1)(b) of this section.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-058, filed 10/11/82. Formerly WAC 132S-08-050.]

WAC 132S-30-060 Tenure regulations—Dismissal for cause. Dismissal for sufficient cause during the regular college year shall, in addition to the enumerated ground contained in RCW 28B.50.862, include but not be limited to:

- (1) Any unlawful act of violence;
- (2) Any unlawful act resulting in destruction of community college property;
- (3) Interruption of the orderly conduct of the educational process;
- (4) Incompetency;
- (5) Failure to perform a professional assignment;
- (6) Any other act specified by the president which the review committee determines constitutes unprofessional conduct of a faculty member.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-060, filed 10/11/82. Formerly WAC 132S-08-060.]

WAC 132S-30-062 Tenure regulations—Dismissal for sufficient cause. In all instances which involve dismissal for sufficient cause as distinguished from nonrenewal for sufficient cause as specified in WAC 132S-30-064.

(1) The dean of instruction shall investigate all matters regarding dismissal for cause as enumerated in WAC 132S-30-060 of a tenured faculty member or probationary faculty member prior to the expiration of such probationary faculty appointee's employment term. If the dean of instruction has cause to believe that a faculty member should be dismissed for cause, he shall so advise the president and if the president deems a sufficient cause exists, shall discuss the matter with the individual faculty member involved. If a resignation is not forthcoming, and the president deems that circumstances and facts warrant dismissal, the president may begin dismissal proceedings.

(2) The president shall begin dismissal proceedings by specifying the conduct which constitutes dismissal for sufficient cause and refer the charge to the review committee.

(3) The review committee shall after receiving the written charge from the president establish a date for a review hearing committee giving the faculty member so charged reasonable notice of such hearing, and inform in writing the faculty member so charged of the time, date and place of such hearing.

(4) The review committee hearing shall:

- (a) Include testimony from all interested parties, including but not limited to other faculty members and students;
- (b) Afford the faculty member whose case is being reviewed the right of cross examination and the opportunity to present evidence on his behalf; and
- (c) Include a record of all proceedings before such committee.

(5) The review committee following the expiration of such dismissal proceeding shall prepare recommendation as

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to the appropriate action to be taken by the appointing authority.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-062, filed 10/11/82. Formerly WAC 132S-08-070.]

WAC 132S-30-064 Tenure regulations—Nonrenewal of tenured faculty contracts. (1) The appointing authority shall be deemed to have authority not to renew the contract of any tenured faculty appointee for sufficient cause which for the purpose of this section shall include those grounds enumerated in WAC 132S-30-060 as well as budget reasons, change of instructional program, or lack of students participating in a particular instructional program, if:

(a) Notice of such nonrenewal is tendered to the individual faculty appointee prior to the last day of winter quarter of any regular college year. Three weeks prior to tendering such notice the president shall refer the matter of nonrenewal to the review committee with appropriate documentation specifying the grounds for the intended nonrenewal of a tenured faculty appointee's contract.

(b) The review committee to which the matter is referred shall then conduct proceedings pursuant to WAC 132S-30-062 (3) and (4) and at the conclusion of such proceedings make an appropriate recommendation to the appointing authority: Provided, If the review committee to which a proceeding is referred pursuant to this subsection fails to make a recommendation through the president to the appointing authority prior to the last day of winter quarter, such a failure shall be deemed a recommendation that sufficient cause as defined in subsection (1) of this section exists for the nonrenewal of the specific tenured faculty appointee's contract for the ensuing regular college year.

(2) After the college president has determined that the contract of a tenured faculty appointee shall not be renewed for the ensuing regular college year, but prior to referring the matter to the review committee for proceedings and the recommendations of such review committee, the college president shall:

(a) Determine whether fiscal problems can be eliminated by the nonrenewal of a probationary faculty appointee's contract for the ensuing regular college year, and if such procedure would not provide a feasible solution;

(b) Determine whether the individual tenured faculty appointee is qualified for another faculty position within Community College District 19; or

(c) If such tenured faculty member is not qualified for another position, the college president shall use his best efforts in attempting to procure similar employment for such faculty member in another community college district within the state of Washington.

(3) If an individual tenured faculty appointee's contract is not renewed for the reasons previously stated in this rule, and a change of circumstances has caused the reestablishment of such former teaching position the president shall then offer such appointment to the tenured faculty member whose contract was not previously renewed.

[Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW. 86-16-010 (Order 86-1), § 132S-30-064, filed 7/25/86. Statutory Authority: RCW

28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-064, filed 10/11/82. Formerly WAC 132S-08-080.]

WAC 132S-30-066 Tenure regulations—Review committee recommendations. (1) A tenured or probationary faculty appointee who is dismissed for sufficient cause during the regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed by the faculty appointee to the appointing authority within ten days following the receipt of a notice of dismissal.

(2) A tenured faculty member whose contract is not renewed for the ensuing regular college year after a proceeding before the review committee shall be entitled to receive a hearing if a request for a hearing is directed to the appointing authority by the tenured faculty appointee within ten days following receipt of a notice of nonrenewal.

(3) The appointing authority shall give reasonable consideration to any review committee recommendations formulated pursuant to WAC 132S-30-062 and 132S-30-064 but such recommendations shall not be binding upon the appointing authority.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-066, filed 10/11/82. Formerly WAC 132S-08-090.]

WAC 132S-30-068 Tenure regulations—Tenure consideration. (1) A probationary faculty appointee shall acquire tenure by operation of law if service with the college exceeds three consecutive regular college years of full-time academic employment.

(2) The positions are deemed by the appointing authority to constitute administrative (exempt) appointments, which positions are deemed nontenurable.

(3) An individual who shall serve as a teacher, counselor, librarian or other comparable position shall be eligible for an award of tenure to the extent such an individual has had or does have status as a teacher, counselor or librarian.

(4) Tenure may be awarded to an individual probationary faculty appointee at any time by the appointing authority after giving reasonable consideration to a specific recommendation from the review committee which recommendation can be made at any time during a probationary faculty appointee's service.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-068, filed 10/11/82. Formerly WAC 132S-08-100.]

WAC 132S-30-070 Grievance procedure—Generally. Columbia Basin College will operate under the following procedures involving a grievance by an individual staff member:

(1) Complaints or grievances by a faculty member shall be taken to his division chairman or supervisor.

(2) Inability to settle the difference with his immediate supervisor shall be cause for presenting it to the dean of instruction for further adjudication by the administration.

(3) Dissatisfaction at this point will permit the professional rights and responsibilities committee to become involved in the dispute. Further interaction of the grievance

shall be handled through the professional rights and responsibilities committee acting on behalf of the board.

(4) Should an agreement not be reached between the professional rights and responsibilities committee and the college president, the items of disagreement shall be presented in written form as a part of the formal request to meet with the board of trustees within ten days of the date of the request, all as more specifically outlined in the negotiations agreement as provided in the statutes of the state of Washington.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-070, filed 10/11/82. Formerly WAC 132S-16-230.]

WAC 132S-30-072 Academic employee grievance—Policy. It is the policy of Columbia Basin College to provide an orderly process by/through which an individual employee, or group of employees, may seek a decision relative to a perceived condition which adversely affects his employment under any policy contained in the faculty handbook. Columbia Basin College operated under the following grievance procedure to ensure that all parties have an active voice in the academic affairs of the college. The central intent of this grievance procedure is to ensure that adequate lines of communication are followed through established administrative channels in order that grievances be adequately considered at all levels.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-072, filed 10/11/82. Formerly WAC 132S-175-010.]

WAC 132S-30-074 Academic employee grievance—Definitions. Grievant. An academic employee, or group of academic employees, holding a valid contract with Columbia Basin Community College District No. 19.

Grievance. A written statement setting forth, in specific terms, the nature of a disagreement arising out of an interpretation of written policies as applied by the employer.

Employer. The board of trustees of Columbia Basin Community College District No. 19, or its administration.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-074, filed 10/11/82. Formerly WAC 132S-175-020.]

WAC 132S-30-076 Academic employee grievance—Procedures. All grievances must be filed with the immediate supervisory position, and if the grievance is not resolved at this point, shall follow established administrative channels to the office of the president.

(1) The aggrieved shall write the exact nature of the grievance listing times, dates and parties to the grievance where appropriate, the aggrieved shall further stipulate the course of action desired to rectify the grievance.

(2) The aggrieved party shall consult with his division chairman to determine if the situation in question can be alleviated at the divisional level. If it cannot or if differences of opinion occur, the division chairman shall forward the grievance, along with a written document detailing any action taken, to the dean of instruction, in the case of instructional personnel, or to the dean of students in the case of student ser-

vice personnel. Such forwarding shall take place within five days of the filing of the grievance.

(3) The dean shall consult with the grievant and such other personnel as he shall deem necessary and shall prepare a written recommendation. A copy of the recommendation relative to the grievance shall be forwarded to the grievant, the division chairman, and the president of the college.

(4) If the grievant experiences dissatisfaction with the written recommendation of the dean, he shall notify the president of the college within ten days and request adjudication of the grievance. Such request for adjudication shall be accompanied by a reason or reasons for continued dissatisfaction.

(5) The president shall call any parties he deems necessary to aid him in adjudicating the grievance and shall render a decision within five days of notification of request for adjudication.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-076, filed 10/11/82. Formerly WAC 132S-175-030.]

WAC 132S-30-078 Academic employee grievance—

Appeal. If the grievant is not satisfied with the decision rendered by any of the supervisory or administrative levels, he may appeal in writing to the board of trustees. Such an appeal will be placed on the agenda of the earliest possible regular board meeting scheduled subsequent to the decision of the president. The decision of the board shall be final and binding.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-078, filed 10/11/82. Formerly WAC 132S-175-040.]

WAC 132S-30-080 Leaves of absence—Introduction.

It shall be the policy of Columbia Basin College to grant leaves of absence to full-time academic, administrative, and exempt employees of the college for specific reasons.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-080, filed 10/11/82. Formerly WAC 132S-170-010.]

WAC 132S-30-082 Applications and accounting for absences and benefits, obligations, and reimbursement.

All applications and accounting for absences will be the mutual responsibility of the individual employee and the administration, the processing of which will follow administrative channels to ensure maximum accountability and accurate personal record keeping.

This general policy shall apply to all leaves of absence for periods of one day or more. In no instance shall a leave of absence be granted for a period in excess of one calendar year except for military service during a period of national emergency. Leave of absence for a period of less than one day shall be granted at the discretion of the chief administrative officer.

Application for leave of absence shall be made on an appropriate form provided by the college. Applications shall require approval one week in advance of the anticipated absence. Exceptions to this requirement shall be absences which are impossible to anticipate such as bereavement or

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personal illness or injury. In such cases, the employee shall notify the appropriate supervisor at least one hour prior to his or her first working assignment.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy.

Employees on leave of absence may be required to meet certain obligations relating to their leave status as specifically provided by regulations implementing this policy.

Employees on leave for one quarter or more duration shall be required to notify the college at the earliest possible time of an intent to return to a full-time position. If the leave is for a year duration, such notification must be submitted to the office of academic personnel prior to the end of winter quarter during the year in which the leave is taken.

The college shall reimburse employees on leave of absence for all travel and related living expenses only when such travel and expenses are at the convenience of the college and approved by the chief administrative officer.

[Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW. 86-16-010 (Order 86-1), § 132S-30-082, filed 7/25/86. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-082, filed 10/11/82. Formerly WAC 132S-170-020.]

WAC 132S-30-084 Types of leaves. (1) Bereavement leaves. A bereavement leave, not to exceed five days with pay, will be allowed all academic, administrative, and exempt employees for each death in the immediate family. "Immediate family" means the mother, mother substitute, mother-in-law, father, father substitute, father-in-law, son-in-law, daughter-in-law, grandchildren, spouse, son, daughter, brother or sister of the employee, or any relative living in the immediate household of the employee.

(2) Sabbatical leaves. The purpose of a sabbatical leave shall be to improve the professional skills of the faculty member through study, research, and creative work.

Application for sabbatical leave shall be submitted in writing to the office of the president of the college prior to the end of winter quarter in the year previous to the year in which the leave is desired.

Selection for sabbatical leave shall be based on the worthiness of the project or plan as submitted by the faculty member.

Projects or plans will be evaluated according to their value to the institution based on the following criteria:

(a) Value of project or plan in relationship to teaching responsibilities;

(b) Ability of applicant to achieve goals of project or plan as based on past experience and academic background;

(c) Need for new or additional knowledge in subject field to be studied;

(d) Quality of replacement personnel designated to take the responsibility of the applicant;

(e) Evidence of support (in the form of recommendations and/or financial) from other institutions, foundations, or persons concerned with the proposed plan or project.

The aggregate cost of the leave, including cost of replacement personnel, shall not exceed one hundred fifty percent of the cost of the salary which would have otherwise been paid to the employee, as outlined in RCW 28B.10.650.

(3) Maternity leave. Maternity leave will be granted to a pregnant employee, married or unmarried, if the leave is requested in advance by the employee. The employee shall inform her immediate supervisor, in advance, and in writing, of her intention to take leave and the approximate time she expects to return to work. Within thirty calendar days after termination of her pregnancy, the employee shall inform her immediate supervisor of the specific date she expects to return to work. The leave shall begin no sooner than one hundred twenty calendar days before the expected date of delivery, and shall continue no later than sixty calendar days after the actual termination of the pregnancy. However, the one hundred twenty day pretermination period will be extended to a longer period if a physician's statement indicates a different period is necessary to protect the health of the employee or the unborn child. The post-termination period of sixty days may be extended for a period not to exceed the extent of the current contract year if a physician's statement indicates that complications resulting from the pregnancy or its termination necessitate a longer period of time in order to protect the health of the employee. In the event that the employee's supervisor or the community college administration in good faith questions the statement of the employee's physician, the employee may be required to obtain a statement of verification from a different physician. The verifying physician shall be selected by the community college administration and the costs for an examination and statement shall be paid for by the community college.

An employee who temporarily vacates a position due to pregnancy is on official leave status. The vacated position can be filled temporarily, but cannot be filled permanently.

(4) Military leaves. Pursuant to state statutes, an employee who leaves a position in the school system to serve in the armed forces upon being honorably released from active duty shall resume the contract status held prior to entering the military service, subject to passing a medical examination certifying that the individual is competent to perform the functions of said contract.

(5) Personal leaves. A personal leave is considered a leave of absence from duty by an employee of the college, for which written request has been made and formal approval granted by the president.

All personal leaves of absence are without pay with the exception of: (a) Personal catastrophe, and (b) personal business, both of which shall not exceed three days per year, non-accumulative.

Leave under (b) personal business, shall require approval in advance and shall be taken only on professional (nonteaching) days.

The exception to the above conditions would be when an employee is summoned to appear in court as a witness or a defendant when notified to attend a hearing. A faculty member who is called for jury duty may do so without loss of pay. The college shall guarantee the salary difference between the juror's pay and that which would be received.

(6) Personal illness or injury leaves. This leave is to be considered in the form of an insurance which will protect the employee from loss of pay or employment status in the event of temporary illness or injury. The employee is responsible to provide, for recording purposes, a determination of the condi-

tion which caused the absence. A written excuse from a licensed physician may be required for verification of the absence.

Twelve days per calendar year, unlimited accumulation, for each full-time employee is allowed for absences due to personal illness or injury. No salary deduction shall be made for such absences taken within the number of total days accrued by the employee for such purposes.

All employee benefits shall continue during the period of leave except as specifically restricted by regulations implementing this policy. The institution shall not continue such entitlements, including salary, beyond the total number of days accrued for an employee's personal illness or injury.

(7) Professional leaves. Professional leaves of absence without deduction of pay and with reimbursement of certain expenses may be granted to attend professional meetings upon request to the president. When necessary, the college shall provide a substitute academic employee to perform the duties of the academic employee who has been granted leave to attend a professional meeting. When a substitute cannot be obtained or other activity arranged, the class may be canceled upon the approval of the division chairman.

(8) Other leaves. Any day on which a certificated employee, while absent, is engaged in an activity under the direction of the board of trustees shall not be regarded as an absence provided such business has been cleared through the president's office. For example:

- (a) Visitation to other schools;
- (b) Speaking engagements involving education;
- (c) Research or preparation involved in presenting professional projects;
- (d) Instructionally related field trips;
- (e) College related activity supervision.

[Statutory Authority: Chapters 28B.19B [28B.19] and 28B.50 RCW. 86-16-010 (Order 86-1), § 132S-30-084, filed 7/25/86. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-084, filed 10/11/82. Formerly WAC 132S-170-030.]

WAC 132S-30-086 Vacation leave—Administrative and exempt personnel. Annual vacation leave policies for administrative and exempt personnel are covered by state statute. Community colleges are authorized to prescribe such rules and regulations as they may deem necessary governing vacation leaves for administrative and exempt personnel.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-086, filed 10/11/82. Formerly WAC 132S-172-010.]

WAC 132S-30-088 Procedures. The basic procedures regarding annual vacation leave for administrative and exempt employees are:

(1) Each administrative and exempt employee of Columbia Basin College on a two hundred thirty day contract shall be entitled, under the contract of employment to Columbia Basin College, to:

- (a) Designated state holidays; and
- (b) Not less than nineteen days of vacation leave at full pay.

(2) Each administrative and exempt employee of Columbia Basin College, contracted for a minimum of two hundred

thirty days, shall be entitled, under his/her contract of employment with Columbia Basin College, to accrue unused vacation and holiday leave not to exceed thirty working days. All vacation leave shall be taken at the time convenient to the employing office, department, or institution. If such employee request for vacation leave is deferred for reason of the convenience of the employer and a statement of the necessity therefore is filed by such employer, then the afore-said maximum thirty working days of accrued, unused vacation leave shall be extended for each month said leave is so deferred.

(3) Administrative and exempt employees referred to in WAC 132S-30-086 whose employment is terminated by death, reduction in force, resignation, dismissal, or by retirement, and who have accrued vacation leave as specified in (2) above, shall be paid therefore under their contract of employment, or by their estate if they are deceased, or the employee, in case of voluntary resignation, has provided adequate notice of termination.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-088, filed 10/11/82. Formerly WAC 132S-172-020.]

WAC 132S-30-090 Summary suspension. The president, or in his absence, any officer of the college designated by the president for this purpose, may impose on any student, member of the faculty, or member of the administrative staff an interim suspension, whenever there is reasonable cause to believe that such person has committed and may reasonably be expected thereafter to continue to commit violent or disruptive acts which disrupt the orderly process of the college. The notice of such suspension shall state the nature, terms and conditions of such suspension and shall include such restrictions on use of campus facilities as the president or his designee deems in the best interest of the college.

Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held or for a period of not more than twenty calendar days, whichever first occurs. To obtain such preliminary hearing, the person shall submit a written request therefor within four calendar days from the date interim suspension was imposed. Such written request shall state the address to which the notice of hearing is to be sent.

(1) Students requesting a preliminary hearing shall appear before the hearing panel denominated in WAC 132S-40-060, adopted rule relating to campus conduct.

(2) Faculty members and administrative staff members requesting a preliminary hearing shall appear before the review committee denominated in chapter 132S-30 WAC, adopted rule relating to faculty tenure.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-090, filed 10/11/82. Formerly WAC 132S-14-010.]

WAC 132S-30-092 Hearing. (1) The appropriate body conducting the preliminary hearing shall grant such a preliminary hearing not later than four calendar days from the date of receipt of such request and shall immediately mail a writ-

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ten notice of the time, place, and date of such hearing of such person. A preliminary hearing shall consider only whether there is reasonable cause to believe that such person may reasonably be expected thereafter to commit violent or disruptive acts which disrupt the orderly process of the college.

(2) Interim suspension may be removed by the president, upon recommendation of the appropriate preliminary hearing body, whenever the president has reason to believe that the reasons for imposition of summary suspension no longer exist.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-30-092, filed 10/11/82. Formerly WAC 132S-14-020.]

Chapter 132S-31 WAC

REDUCTION IN FORCE FOR CLASSIFIED STAFF— CIVIL SERVICE EMPLOYEES

WAC

132S-31-010	Purpose of rules.
132S-31-011	Definitions.
132S-31-012	Initial procedures for reduction in force.
132S-31-013	Initial order of layoff.
132S-31-014	Options in lieu of layoff.
132S-31-015	Procedures for establishing order of layoff and notice of requirements.
132S-31-016	Distribution of layoff notice.
132S-31-017	Reemployment rights of laid off employees.

WAC 132S-31-010 Purpose of rules. Pursuant to the direction of the higher education personnel board of the state of Washington, the board of trustees for Washington State Community College District No. 19 hereby establishes the procedures for reduction in force and the layoff of classified employees when such reductions or layoffs are required by lack of funds or curtailment of programs.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-010, filed 10/11/82. Formerly WAC 132S-11-010.]

WAC 132S-31-011 Definitions. As used in chapter 132S-31 WAC, the following words and phrases are defined:

(1) "Appointing authority" shall mean the president of Columbia Basin College.

(2) All other terms and phrases which describe any legal status a classified employee may have under the layoff procedures herein adopted shall have the meaning defined in WAC 251-04-020, chapter 251-10 WAC as promulgated by the Washington state higher education personnel board.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-011, filed 10/11/82. Formerly WAC 132S-11-020.]

WAC 132S-31-012 Initial procedures for reduction in force. (1) When a reduction in force is required due to lack of funds or curtailment of programs, the appointing authority shall determine the number of positions, by classification, which shall be abolished.

(2) The order of layoff and optional retention rights of classified employees shall be determined on an institutional-wide basis. The entire classified staff of Columbia Basin College shall be considered as one layoff unit.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-012, filed 10/11/82. Formerly WAC 132S-11-030.]

WAC 132S-31-013 Initial order of layoff. The initial order of layoff shall be according to the appointment status of employees in the classifications of positions to be eliminated.

(1) Probationary, temporary and hourly employees shall be laid off before permanent status employees in the same classification.

(2) Emergency, temporary or intermittent employees shall be laid off before probationary and provisional status employees in the same classification. The order of layoff for probationary or provisional employees shall be inverse to their length of service. The employee having the least amount of such service shall be separated first and the employee having the greatest amount of service shall be separated last. Length of service shall include all periods of probationary, trial service and permanent status employment in the classification and other classifications except as broken by termination of employment.

(3) Service shall not be considered broken during military or approved leaves of absence.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-013, filed 10/11/82. Formerly WAC 132S-11-040.]

WAC 132S-31-014 Options in lieu of layoff. (1) Options shall be offered in lieu of layoff to employees in accordance with the provisions of WAC 251-10-030.

(2) Permanent status employees, according to seniority, shall be offered employment options in classifications in which the employee has held permanent status; lower classification in same class series for which the employee is qualified provided that the employee being replaced is the least senior in that classification and has less layoff seniority than the employee replacing him.

(3) No permanent status employee shall be separated through layoff without being offered those positions in classes for which he meets the minimum requirements and passes the qualifying examination currently being held by temporary, provisional or probationary employees provided that all layoff option rights have been exhausted as provided in WAC 251-10-030(4).

(4) Eligible veterans and their unmarried widows shall be provided veterans preference.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-014, filed 10/11/82. Formerly WAC 132S-11-050.]

WAC 132S-31-015 Procedures for establishing order of layoff and notice of requirements. (1) The appointing authority shall inform the personnel officer of the number of positions to be abolished, in writing.

(2) The personnel officer shall:

(a) Determine the employees to be laid off, determine their option rights, and notify the appointing authority in writing;

(b) Promptly discuss options with the employees concerned, who in turn, shall inform him in writing as quickly as

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possible but within three working days, whether they wish to exercise their option rights;

(c) Promptly notify the appointing authority as to whether or not the employees have elected to use their option rights, and shall send a written notice of the reduction in force action to each employee to be laid off at least fifteen calendar days prior to the effective date of the layoff;

(d) Advise each employee of his right to appeal his lay-off per WAC 251-12-080.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-015, filed 10/11/82. Formerly WAC 132S-11-060.]

WAC 132S-31-016 Distribution of layoff notice. Copies of all notices shall be distributed as follows:

- (1) The original to the employee;
- (2) One copy to the supervisor's department files;
- (3) One copy to the personnel office.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-016, filed 10/11/82. Formerly WAC 132S-11-070.]

WAC 132S-31-017 Reemployment rights of laid off employees. (1) Reduction in force lists are established by classification and maintained by the personnel officer. The name of an employee who has been laid off will appear on those employment lists for all classes in which he has held permanent status or in which he has held a probationary appointment or a trial service appointment; his name will also appear on those lists for all lower classifications in the same class series for which he is qualified.

(2) The personnel officer may extend or reestablish employment lists as long as these actions do not jeopardize the reemployment of any employee separated by a reduction in force. Employees separated by reason of reduction in force shall have their names maintained on applicable eligible lists for a period of not less than two years from the date of their termination. Prior to the expiration date of the eligibility, he shall be notified of the expiration date and given the opportunity to extend his eligibility for one additional year by written request to the personnel officer.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-31-017, filed 10/11/82. Formerly WAC 132S-11-080.]

Chapter 132S-40 WAC STUDENT POLICIES

WAC

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DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER

132S-40-010 Liquor. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-010, filed 10/11/82. Formerly WAC 132S-12-020.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-015 Drugs. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-015, filed 10/11/82. Formerly WAC 132S-12-030.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-020 Larceny. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-020, filed 10/11/82. Formerly WAC 132S-12-050.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-025 Assault. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-025, filed 10/11/82. Formerly WAC 132S-12-050.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-030 Forgery. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-030, filed 10/11/82. Formerly WAC 132S-12-050.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-035 Misdemeanor and/or felony. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-035, filed 10/11/82. Formerly WAC 132S-12-050.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-040 Cheating. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-040, filed 10/11/82. Formerly WAC 132S-12-060.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-045 Damaging property. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-045, filed 10/11/82. Formerly WAC 132S-12-180.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-046 Trespass. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-046, filed 10/11/82. Formerly WAC 132S-12-090.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-055 Disciplinary action. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-055, filed 10/11/82. Formerly WAC 132S-12-120.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-060 Hearing panel. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-060, filed 10/11/82. Formerly WAC 132S-12-130.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).
 132S-40-065 Hearing panel procedures. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-065, filed 10/11/82. Formerly WAC 132S-12-140.] Repealed by 00-18-095, filed

9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-070 Hearing panel decision. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-070, filed 10/11/82. Formerly WAC 132S-12-150.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-075 Imposition of discipline. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-075, filed 10/11/82. Formerly WAC 132S-12-160.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-080 Student appeal. [Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-080, filed 10/11/82. Formerly WAC 132S-12-170.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-140 Grounds for ineligibility. [Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-140, filed 3/12/90, effective 4/12/90.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-145 Suspension procedure—Right to informal hearing. [Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-145, filed 3/12/90, effective 4/12/90.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-150 Hearing. [Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-150, filed 3/12/90, effective 4/12/90.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

132S-40-155 Decision. [Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-155, filed 3/12/90, effective 4/12/90.] Repealed by 00-18-095, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140(13).

WAC 132S-40-005 Code of conduct, student—Definition. As used in chapter 132S-40 WAC, the following words and phrases are defined:

(1) "Board" shall mean the board of trustees of Community College District No. 19, state of Washington.

(2) "College" shall mean Columbia Basin Community College or any additional community college hereafter established within Community College District No. 19, state of Washington.

(3) "Liquor" shall mean the definition of liquor as contained within RCW 66.04.010(15) as now law or hereafter amended.

(4) "Drugs" shall mean and include any narcotic drug and shall include any dangerous drug.

(5) "College facilities" shall mean and include any or all real property controlled or operated by the college and shall include all buildings and appurtenances affixed thereon or attached thereto.

(6) "Assembly" shall mean any overt activity engaged in by one 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.

(7) "Disciplinary action" shall mean and include the expulsion, suspension or reprimand of any student pursuant to WAC 132S-40-170 for the violation of any designated rule or regulation of the rules of student conduct for which a student is subject to disciplinary action.

(8) "Student" shall mean and include any person who is enrolled at the college.

(9) "President" shall mean the president appointed by the board of trustees or in such president's absence, the acting president.

(10) "Rules of student conduct" shall mean the rules contained within chapter 132S-40 WAC as now exist or which may be hereafter amended, the violation of which subject a student to disciplinary action.

(11) "Hearing panel" shall mean the hearing panel as denominated in WAC 132S-40-060.

[Statutory Authority: RCW 28B.50.140(13), 00-18-095, § 132S-40-005, filed 9/5/00, effective 10/6/00. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-005, filed 10/11/82. Formerly WAC 132S-12-010.]

WAC 132S-40-050 Delegation of disciplinary authority. The board, acting pursuant to RCW 28B.50.140(14), do by written order delegate to the president of the college authority to administer the disciplinary action prescribed in WAC 132S-40-075. All disciplinary actions in which there is a recommendation that a student be suspended or expelled, shall be acted upon by the president. The president shall have no authority to delegate this decision.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-050, filed 10/11/82. Formerly WAC 132S-12-110.]

WAC 132S-40-085 Civilian prosecution. The board acting through the college president may refer any violations of the rules of student conduct which involve violations of federal or state law to civilian authorities for disposition.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-085, filed 10/11/82. Formerly WAC 132S-12-190.]

WAC 132S-40-090 Disposition of financial obligations of students. The conferring of degrees, issuance of academic transcripts and grade reports may be withheld by Columbia Basin Community College for failure of a student to meet his or her financial obligations owed to the college. Such fees, charges, debts, fines, or other financial obligations shall include but are not limited to the following:

- (1) Bookstore debts;
- (2) Parking fines;
- (3) Library fines;
- (4) "Not sufficient funds" checks;
- (5) Damages to college property;
- (6) Failure to return borrowed, leased, or rented college property;
- (7) Unreturned keys;
- (8) Personal telephone tolls charged to a college number.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-090, filed 10/11/82. Formerly WAC 132S-122-010.]

WAC 132S-40-095 Students—Financial obligation—Appeal procedure. (1) Every student has the right to appeal a decision of any college department or division to assess a fee, fine, charge, debt, or other financial obligation for a determination of the validity and legitimacy of that charge. The appeal must be in writing and directed to the division or department head assessing the financial obligation. Notice of the appeal shall be given within ten days after notice of right to appeal is received. Following such notice, the student shall

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be allowed an informal hearing with the head or appointed representative of the department or division assessing the obligation. The decision of such hearing shall be final: Provided, That in the event such financial obligation shall prove to be of a magnitude requiring the assessed student to terminate his or her relationship with Columbia Basin Community College, the student shall have a right to a formal hearing as provided in RCW 28B.19.120.

(2) If the student has not satisfied his financial obligation to the college within ten days after his right to a hearing has expired, the college may take the action provided in WAC 132S-40-090 after providing the financially obligated student with notice of the intended action, whenever such notice is possible.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-095, filed 10/11/82. Formerly WAC 132S-122-020.]

WAC 132S-40-100 Student data—Introduction.

When a student enters Columbia Basin College and submits the required personal data for academic and personnel records there is an implicit assumption of trust placed in the college as custodian of these data. The college also believes that a similar relationship should be maintained relative to subsequent data generated during the student's enrollment - academic performance, activities, personal interviews, and disciplinary proceedings.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-100, filed 10/11/82. Formerly WAC 132S-25-010.]

WAC 132S-40-105 Student information which may be released. Information of a "public" nature will be furnished, that is, information which has appeared at one time or another in publications that are available to the general public or are a matter of public record.

Political membership or information is not recorded in student records. Information relative to an identifiable individual's race or national origin may be provided to college personnel who have a bona fide interest in such information in the course of his duties.

Information regarding the academic achievement of students being considered for college-associated honors, or scholarships may be furnished to the committees responsible for making the awards.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-40-105, filed 10/11/82. Formerly WAC 132S-25-020.]

WAC 132S-40-110 Student information—Who may request and receive such information. At the written request of the student concerned, Columbia Basin College will respond to inquiries originating from prospective employers - public or private. The college respects the right of its students to determine prospective employers to whom they wish the college to furnish nonpublic personal information.

The college will send individually identified written reports to other educational institutions only with the consent of the student involved. When requested by another institu-

tion or when deemed necessary by the college, unidentified information may be sent when such information is to be used for curriculum study, accreditation, or studies which may be of benefit to future students.

Faculty members may request objective information contained in permanent academic records when needed in discharge of their official duties.

The college recognizes the legitimate interest of parents and guardians to consult with the professional staff about the academic and personal well-being of their sons and daughters. However, parents of Columbia Basin College students will not be furnished grade reports or transcripts without the permission of the student. In like manner, the spouse of a married student, regardless of the student's age, will be given such information only with the consent of the student.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-110, filed 10/11/82. Formerly WAC 132S-25-025.]

WAC 132S-40-115 Student access to records. A student may view the contents of his personnel records with the professional staff. If a student feels the information in his record is inadequate or inaccurate, he may petition to the dean of student services to file corrections for inclusion in the record. If the correction is other than for routine information, the dean of student services will convene a hearing panel to consider the requested change within thirty days.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-115, filed 10/11/82. Formerly WAC 132S-25-030.]

WAC 132S-40-125 Probation, suspension and expulsion. Students who fail to achieve a grade point average of 2.00 are to be placed on probation. Students on probation for two or more consecutive quarters are subject to suspension.

Students who transfer to Columbia Basin College while on academic probation or suspension will be permitted to enter on probationary status only.

A student who is expelled loses his rights and privileges as a student and forfeits all fees which he has paid to the college. Expulsion may be effected only through action by the board of trustees.

Suspension is defined as a situation whereby a student is temporarily not allowed to attend classes.

Expulsion is defined as a situation where a student is removed from the rolls of the college and is no longer allowed to attend classes for the duration of that period for which he is enrolled.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-40-125, filed 10/11/82. Formerly WAC 132S-16-450.]

SCHOLARSHIPS

WAC 132S-40-130 Scholarships. All scholarships available at Columbia Basin College are coordinated through the financial aid office.

All scholarships awarded by Columbia Basin College are evaluated by an appointed scholarship committee on the merits of pre-established criteria. The established conditions

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of a scholarship offered to Columbia Basin College students must meet CBC standards and be approved by the financial aid office. Scholarships are awarded on the basis of scholarship and/or need without regard to race, sex, age, religion or ethnic origin. Scholarships targeted to minority students are exceptions and are also based on scholarship and/or need.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-130, filed 3/12/90, effective 4/12/90.]

FINANCIAL AID

WAC 132S-40-135 Financial aid. All students attending Columbia Basin College and receiving federal assistance in meeting direct and/or indirect educational costs through grants, work-study, and/or loans must maintain good academic standing.

Failure to maintain good academic standing will result in the termination of financial aid payments until satisfactory progress can be documented by the student.

For purposes of financial aid, the student is considered to be in good standing unless the student fails to complete a minimum of 12 credit hours with a grade point average of 2.00 for two consecutive quarters. However, a part-time student who fails to complete six credit hours in any quarter will be subject to immediate termination of financial aid.

[Statutory Authority: RCW 28B.50.140. 90-07-006, § 132S-40-135, filed 3/12/90, effective 4/12/90.]

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

WAC 132S-40-160 Student rights. The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college:

(1) Academic freedom.

(a) Students are free to pursue educational objectives from among the college's curricula, programs, and services subject to the provisions of this chapter.

(b) Students have the right to a learning environment that is free from unlawful and/or discriminatory actions.

(2) Due process.

(a) No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature of the charges.

(b) A student accused of violating this code of student rights and responsibilities is entitled, upon request, to procedural due process as set forth in the provisions of this chapter.

(3) Distribution and posting.

Students may distribute or post printed material subject to official procedures available in the student programs office.

(4) Freedom of association and organization.

Students are free to organize and join associations to promote any legal purpose. Student organizations must be granted a charter by the Associated Students of Columbia Basin College (ASCBC) before they may be officially recognized.

(5) Use of college facilities.

Any recognized ASCBC organization may request use of available college facilities for authorized activities. Use of facilities for purposes other than those approved or in an irresponsible manner may result in withdrawal of this privilege for an organization.

(6) Confidentiality of records.

Students have the right to maintain confidentiality of records and access to records as outlined in college rules.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-160, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-165 Student responsibilities/violations. The following rules apply to students engaged in or present at any on-campus or off-campus college-related activity. A student's off-campus conduct may be considered in determining discipline. Any student shall be subject to disciplinary action who, either as a principal or participator or by aiding or abetting, commits any of the following which are hereby prohibited:

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

(2) Destroying or damaging property: Intentional or reckless damage to or misuse of college property, or the property of any person where such property is located on the college campus.

(3) Dishonesty: All forms of dishonesty including, but not limited to: Cheating; plagiarism; knowingly furnishing false information to the college; intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at any college-sponsored activity; forgery; alteration or use of college documents or instruments of identification with intent to defraud.

(4) Disorderly conduct: Material and substantial interference with the personal rights or privileges of others or the educational process of the college.

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

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

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

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

(9) Theft: The unauthorized taking or removing of another's property with the intent of depriving the owner of the property.

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

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

(12) Hazing: Initiation into a student organization that causes or is likely to cause bodily danger or physical harm, or serious mental or emotional harm to any person as described in RCW 28B.10.900.

(13) Identification: Failure to provide evidence of student enrollment upon request of college officials.

(14) Criminal law violation/illegal behavior/other violations: Students may be accountable to the civil or criminal authorities and the college for acts which constitute violations of federal, state, or local law as well as college rules and policy where those acts occur on-campus or affect the property, rights or person of another individual. The college may refer any such violation to civilian or criminal authorities for disposition.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-165, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-170 Disciplinary proceedings. (1) Initiation of disciplinary action: Anyone may report, in writing, violations to the dean for student services, or designee, who may initiate disciplinary action.

(2) Notice requirements: Any student charged with a violation shall be given written notice personally or sent written notice by registered or certified mail to the most recent address in the student's record on file with the college no later than fifteen calendar days after a reported violation. The notice shall not be ineffective if presented later due to the student's absence. Such notice shall:

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

(b) Set forth those provisions of the code of student rights and responsibilities allegedly violated and the specific acts which are alleged to be violations;

(c) Specify the time, date, and location where the student is required to meet with the dean. The meeting shall be scheduled not earlier than three days and within thirty calendar days of the mailing of the notification to the student, subject to modification by the dean or designee either at the student's or college's request for reasonable cause;

(d) If the student elects to be represented by an attorney, he/she must tender notice to the dean not less than three days prior to the meeting with the dean;

(e) Inform the student that, in the event a hearing before the student judicial board is requested, he/she may have anyone appear in his/her behalf to defend him/her and he/she

may have a maximum of three character witnesses appear in his/her behalf;

(f) Inform the student that failure to appear at the appointed time and place may subject the student to suspension from the institution for a stated or indefinite period of time.

(3) Meeting with the dean for student services:

(a) At the meeting with the dean, the student shall be informed of the following:

(i) Which provisions of the code of student rights and responsibilities are involved;

(ii) That the student may appeal any sanction imposed by the dean; and

(iii) That if a hearing with the student judicial board is requested, the student has the right to have that hearing open to the public.

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

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

(ii) Impose disciplinary sanctions as provided for later in this code; or

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

(c) Notification of action by the dean shall be delivered to the student personally or sent by registered or certified mail to the most recent address in the student's record on file with the college within thirty calendar days of the meeting and a copy filed with the office of the dean.

(d) Disciplinary action taken by the dean is final unless the student exercises the right of appeal as provided for in these rules.

(4) Student judicial board:

(a) Composition: The college shall have a standing student judicial board composed of six members who shall be chosen and appointed by October 1 of each year to serve as a standing committee until their successors are appointed. The membership of the board shall consist of two members of the administration (except the dean for student services) appointed by the president; two faculty members appointed by the faculty senate; and two students appointed by the president of the ASCBC.

(b) Chairperson: The student judicial board shall elect a chairperson from among the administration or faculty members. The chairperson shall preside at every disciplinary hearing and shall provide administrative oversight throughout the hearing process. The chairperson may participate in committee deliberations but shall not vote unless it is necessary to constitute a quorum or the vote of the judicial board is tied, at which time the chairperson shall cast the deciding vote.

(c) Hearing procedures:

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

(ii) The student shall be sent written notification of the following:

(A) The time, date, and location of the hearing;

(B) The specific violation alleged against him/her;

(C) The names of the persons on the student judicial board; and

(D) The student be accorded reasonable access to the case file which will be retained by the dean. Such notice shall be made to the student personally or mailed by registered or certified mail to the most recent address in the student's record on file with the college at least seven calendar days prior to the hearing.

(iii) A board member who has a personal relationship, personal interest, or other interest which would prevent that person from rendering a fair and impartial decision must recuse him/herself from sitting for that case.

(iv) A student may request in writing and for good cause within a reasonable time prior to the hearing that a board member recuse or disqualify him/herself. In the event of such a request, the board shall consider the request prior to the time scheduled for the hearing and the board shall decide whether the board member should be disqualified for that hearing.

(v) The parties involved in the hearing will be requested to submit their witness list and any documentary evidence to be discussed at the hearing to the hearing chairperson within a reasonable time but not less than three days prior to the hearing.

(vi) Hearings will be closed to the public except if requested by the student and at the discretion of the chairperson. At all times, however, all parties, the witnesses, and the public shall be excluded during the deliberations of the student judicial board.

(vii) A quorum shall consist of no less than three members provided that such quorum shall include at least one student, one faculty member, and one administrator.

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

(ix) The student may question witnesses, bring an advocate to defend him/herself, and have a maximum of three character witnesses appear on his/her behalf. If the student elects to be represented by an attorney, he/she must tender notice to the dean not less than three days prior to the hearing.

(x) The burden of proof shall be on the dean or designee who must establish the alleged violation(s) by a preponderance of the evidence.

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

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

(xiii) In order that a complete record of the proceeding can be made to include all evidence presented, hearings shall be recorded or transcribed except for the deliberations of the student judicial board.

(xiv) After considering the evidence in the case, the student judicial board shall decide by majority vote whether to:

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

(B) Impose disciplinary sanctions as set forth in this document.

(xv) The decision of the student judicial board must include a written summary in sufficient detail to permit appellate review of the violations alleged, testimony and evidence, and conclusions. Decisions of the student judicial board shall, within ten calendar days, be delivered to the student personally or sent by registered or certified mail to the student's most recent address in the student's record on file with the college and a copy filed with the office of the dean.

(xvi) Disciplinary action taken by the student judicial board is final unless the student exercises the right of appeal as provided for in these rules.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-170, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-175 Appeals of disciplinary action.

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

(a) Disciplinary decisions and action taken by the dean for student services or designated representative may be appealed by the student to the student judicial board.

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

(2) All appeals by a student must be made in writing and received by the dean within ten calendar days of notification of the dean's or the judicial board's action. Failure to file a written appeal within the time period specified will result in the action(s) becoming final with no further right of appeal.

(3) The decision of the student judicial board shall not be set aside or modified unless the president finds the factual determination to be clearly erroneous or the application of rules to these facts to be arbitrary and capricious.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-175, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-180 Disciplinary sanctions. (1) Warning. Notice to a student, either verbally or in writing, that the student has been in violation of college rules or regulations or has otherwise failed to meet the college's standards of conduct. Such warnings will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(2) Reprimand. Formal action censuring a student for violation of the college rules or regulations or failure to meet the college's standards of conduct. Reprimands shall be made in writing to the student by the dean or the student judicial board with copies filed in the office of the dean. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will nor-

mally result in one of the more serious disciplinary actions described below.

(3) Restitution. An individual student may be required to make restitution for damage or loss to the college. Failure to make restitution within thirty days will result in suspension for an indefinite period of time as set forth in subsection (5) of this section, provided that a student may be reinstated upon payment or upon a written agreed plan of repayment. Failure to strictly comply with the terms of a repayment plan will result in immediate suspension.

(4) Disciplinary probation. Formal action placing conditions upon the student's continued attendance for violations of college rules or regulations or other failure to meet the college's standards of conduct. Written notice of disciplinary probation will specify the period of probation and any condition including, but not limited to, limiting the student's participation in extra-curricular activities or access to specific areas of the college's facilities. Copies of the notice shall be kept on file in the office of the dean and in the student's official educational records. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

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

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

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

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-180, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-185 Summary suspension procedures.

(1) Initiation of summary suspension procedures.

The dean or designee may suspend any student of the college for not more than ten academic calendar days pending investigation, action or prosecution on charges of alleged violation or violations of college policy, if the dean or designee has reason to believe the student presents a threat of immediate harm to him/herself or others.

(2) Permission to enter or remain on campus.

During the period of summary suspension, the suspended student shall not enter the campus of the college or any facility under the operation of the college other than to meet with the dean or designee or to attend the hearing. However, the dean may grant the student special permission to enter the campus for the express purpose of meeting with faculty, staff, or students in preparation for the hearing.

(3) Notice of summary suspension proceedings.

(a) If the dean or designee finds it necessary to exercise the authority to summarily suspend a student, he/she shall give the student notice, orally or in writing, stating:

(i) The time, date, place and nature of the alleged misconduct;

(ii) The evidence in support of the charge(s);

(iii) The corrective action or punishment which may be imposed against the student;

(iv) The possibility that anything the student says to the dean may be used against the student; and

(v) The student's right to either accept the disciplinary action or, within forty-eight hours or two work days following receipt of this notification, file at the office of the dean a written request for a hearing by the student judicial board. If the request is not filed within the prescribed time, it will be deemed as waived.

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

(c) Nothing herein shall prevent faculty members from taking reasonable summary action as may be reasonably necessary to maintain order when they have reason to believe that such action is necessary for the physical safety and well-being of the student, or the safety and protection of other students on college property, or where the student's conduct materially and substantially disrupts the educational process. Such summary action in the form of removal from the classroom shall be effective for a period not to exceed two scheduled classroom days.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-185, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-190 Student complaints. The purpose of these procedures is to establish a process whereby a student may express and resolve misunderstandings or complaints with any college employee in a fair and equitable manner. This procedure emphasizes an informal resolution.

(1) Complaints excluded:

(a) Complaints based on the outcomes of the disciplinary proceedings described in this student rights and responsibilities code.

(b) Federal and state laws, rules and regulations, in addition to policies, regulations and procedures adopted by the state board for community and technical colleges or the board of trustees of Columbia Basin College.

(c) Academic evaluations.

(d) Sexual harassment, sex discrimination, or handicapped discrimination complaints. For these complaints a student shall use the provisions of the established college grievance procedures on sexual harassment, sex discrimination, and handicapped discrimination, as outlined in college policy and rules which are available within the office of the dean for student services.

(2) Initiating a complaint.

If a student believes he or she has been unfairly treated by a college employee, the student is encouraged to resolve the complaint with the individual toward whom the complaint is directed. Prior to filing a formal complaint, the student must use the following procedure:

(a) The student and the college employee should make a good-faith effort to resolve the complaint on a one-to-one basis within fifteen instructional days from the date of the complaint. In the event of absence from campus by the employee, the student shall contact the employee's supervisor for advice on how to proceed with the complaint. If the student feels that he/she cannot meet face-to-face with the employee, he/she may directly contact the supervisor.

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

(c) If a complaint filed with the supervisor has not been resolved, the student may proceed with a formal complaint.

(3) Proceeding with a formal complaint:

(a) Office to address: Complaints regarding an educational services employee or policy shall be addressed to the appropriate dean. Complaints regarding an administrative services employee or policy shall be addressed to the vice president of administrative services or designee.

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

(c) The dean, vice president, or leads shall also inform the student that he/she may choose an advisor to assist the student in the completion of the complaint process. If the student elects to choose an attorney as counsel, he/she must tender three days notice thereof to the dean.

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

(e) If the written response does not resolve the complaint to the satisfaction of the student, the dean, vice president, or leads shall convene a conference of all the involved parties within ten calendar days:

(i) Attempt to resolve to the satisfaction of all parties the complaint; and/or

(ii) Hear the issue(s) and take appropriate action(s) to resolve the complaint.

(f) Action taken by the dean, vice president, or leads, if any, may be appealed to the president/vice president, as appropriate. The decision of the president shall be final.

(g) Factual determinations made under the student complaint process about faculty or staff apply only to the resolution of issues with students, and bind no other proceeding.

[Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-190, filed 9/5/00, effective 10/6/00.]

LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

WAC 132S-40-195 Grounds for ineligibility. Any student found to have violated chapter 69.41 RCW, which prohibits the unlawful sale, delivery or possession of prescription drugs, shall, after hearing, be disqualified from participation in any school-sponsored athletic events or activities.

[Statutory Authority: RCW 28B.50.140(13), 00-18-095, § 132S-40-195, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-200 Initiation of ineligibility proceedings. The dean or designee shall have the authority to request commencement of athletic ineligibility proceedings whenever he or she has reasonable cause to believe that the student has violated chapter 69.41 RCW or has been advised that the student has been convicted of a crime involving the violation of chapter 69.41 RCW. The notice of the alleged violations and proposed suspension and the opportunity for a hearing shall be given to the student at least ten days before the hearing. A student convicted of violating chapter 69.41 RCW in a separate criminal proceeding may be given by the dean or designee an interim suspension pending final determination of any administrative proceeding held under these rules. Should the student desire not to go forward with the hearing, the disqualification for participation in athletic events or activities shall be imposed as set forth in the notice of hearing to the student.

[Statutory Authority: RCW 28B.50.140(13), 00-18-095, § 132S-40-200, filed 9/5/00, effective 10/6/00.]

WAC 132S-40-210 Ineligibility proceedings. The president of the college or designee shall select a presiding officer who shall be a college officer who is not involved with the athletic program to conduct the brief adjudicative hearing. The presiding officer shall promptly conduct the hearing and permit the affected parties to explain both the college's view of the matter and the student's view of the matter. The brief adjudicative proceeding shall be conducted in accordance with the Administrative Procedure Act, currently RCW 34.05.482 through 34.05.494. A written decision shall be issued within ten calendar days of the conclusion of the brief adjudicative hearing.

[Statutory Authority: RCW 28B.50.140(13), 00-18-095, § 132S-40-210, filed 9/5/00, effective 10/6/00.]

**Chapter 132S-50 WAC
COLLEGE FACILITIES**

WAC

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WAC 132S-50-010 Purpose. Columbia Basin College exists as a facility which must provide for the needs of a community as expressed in the geographical boundaries of Benton and Franklin counties. Beyond its initial charge of education and training of people, there rests an additional responsibility to provide maximum use of its physical facilities for institutional and community use. It shall be the policy of Columbia Basin College to offer its physical facilities for group use on a priority basis as follows:

- (1) Instructional activities;
- (2) Student activities;
- (3) Community activities.

Each group must abide by rules and regulations of use which shall be determined by the administration. Instructional and student groups must make an application in advance of the intended date of use to avoid scheduling conflicts. Community groups must make application thirty days prior to the intended date of use.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW, 82-21-012 (Order 82-1), § 132S-50-010, filed 10/11/82. Formerly WAC 132S-136-010.]

WAC 132S-50-020 Regulations regarding use of college facilities. The specific use of school facilities shall be governed by the regulations consistent with the intent of the policy. These regulations shall be as follows:

- (1) Requests for facility use must be submitted by means of a facility use form to the business office of Columbia Basin College.
- (2) A paid Columbia Basin College employee must be assigned to the building during the scheduled time the facility is to be used.
- (3) The administration reserves the right to deny or cancel any application for use when such use, or meeting, may in any way be prejudicial to the best interest of the school or for which satisfactory sponsorship is not provided. Review of such action may be carried to the board of trustees.
- (4) Applications for college facility use which may be considered a major policy decision not fully covered by this existing policy statement may be referred directly to the administration for disposition.
- (5) Rental charges shall be levied per twenty-four hour setting on the following basis:

- (a) Instructional use - Wherein facility is used for instructionally related activities, either by the college or by another post secondary institution NO CHARGE

- (b) Student use - Where the use has been scheduled through the student activities office and is primarily for an activity that directs itself toward the benefit of Columbia Basin College ASB card holders NO CHARGE
- (c) Community activities - All other uses which are noninstructional and nonstudent sponsored:

Category I - Use which results in a community benefit and is usually arranged for by a nonprofit civic organization CHARGE TO BE DETERMINED BY THE BUSINESS OFFICE TO COVER EXPENSES

Category II - Use by community group for a private or profit return THE SCHEDULE FOR SUCH RENTALS SHALL BE AS FOLLOWS:

- (i) Little Theater \$125.00
- (ii) Little Theater
(with specialized equipment) \$150.00
- (iii) Gym \$ 75.00
- (iv) Lounge \$ 75.00
- (v) Lecture room \$ 30.00
- (vi) Classroom \$ 15.00

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-020, filed 10/11/82. Formerly WAC 132S-136-020.]

WAC 132S-50-024 Commercial activities. Columbia Basin Community College facilities will not be used for commercial solicitation, advertising, or promotional activities except when such activities clearly serve educational objectives, including but not limited to display of books of interest to the academic or career oriented community or the display or demonstration of technical or research equipment, and when such commercial activities related to educational objectives and are conducted under the sponsorship or at the request of a college department or of the dean of student services or his designee: 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.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-024, filed 10/11/82. Formerly WAC 132S-138-010.]

WAC 132S-50-025 Commercial activities defined. For the purposes of this chapter, the term "commercial activities" does not include handbills, leaflets, or newspapers distributed free of charge by any student or students or by members of recognized student organizations or by college personnel that are distributed in a manner that does not unreasonably interfere with the ingress and egress of persons or the free flow of vehicular or pedestrian traffic, nor does it include commercial items sold through the college bookstore or any other facility at the direction of the business manager.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-025, filed 10/11/82. Formerly WAC 132S-138-020.]

(2001 Ed.)

WAC 132S-50-026 Penalties for violations of commercial activities regulations. Nonstudent persons violating WAC 132S-10-070 may be referred to civil authorities for appropriate prosecutions, including violations of the law of criminal trespass.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-026, filed 10/11/82. Formerly WAC 132S-138-030.]

WAC 132S-50-027 Distribution of materials. (1) Handbills, leaflets, newspapers and similar related matter may be sold or distributed free of charge by any student or students or by members of recognized student organizations or by college employees on or in college facilities at locations specifically designated by the director of activities; provided such distribution or sale does not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic.

(2) Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

(3) All nonstudents shall be required to register with the director of activities prior to the distribution of any handbill, leaflet, newspaper or related matter. Nonstudents shall not be allowed to sell handbills, leaflets, newspapers or related matter.

(4) Permission for the posting or display of handbills, leaflets, newspapers, posters and similar related matter on college facilities must be granted by the dean of students or in such dean's absence by the director of student activities. Permission for such posting or display will be given only if such material is:

- (a) Written and presented in good taste;
- (b) Designed to attract attention rather than incite emotion; and
- (c) Consistent and factual in content.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-027, filed 10/11/82. Formerly WAC 132S-12-100.]

WAC 132S-50-030 Traffic and parking—Introduction. The rules and regulations provided in this chapter have been established by the board of trustees of Columbia Basin Community College acting on behalf of Columbia Basin Community College to govern pedestrian traffic and vehicular traffic and parking upon all state lands devoted to the educational, recreational and research activities of Columbia Basin Community College pursuant to the authority granted them by RCW 28B.50.140(10).

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-030, filed 10/11/82. Formerly WAC 132S-116-010.]

WAC 132S-50-040 Traffic and parking—Definitions. The words used in this chapter shall have the meaning given in this section, unless the context clearly indicates otherwise.

(1) "Board" shall mean the board of trustees of Community College District No. 19, state of Washington.

(2) "Campus" shall mean any or all real property owned, operated, or maintained by Community College District No. 19, state of Washington.

(3) "College" shall mean Columbia Basin Community College.

(4) "Faculty members" shall mean any employee of Community College District No. 19 who is certified to teach in a community college in the state of Washington.

(5) "Campus patrolman" shall mean an employee of the college, or a law enforcement student, who is responsible to the dean of student services for campus security.

(6) "Staff" shall mean the classified employees of Washington State Community College District No. 19.

(7) "Vehicle" shall mean an automobile, truck, motor driven cycle, scooter, or any vehicle empowered by a motor.

(8) "Visitors" shall mean any person or persons, excluding students as defined above, who come upon the campus as guests and any person or persons who lawfully visit the campus for the purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(9) "Permanent permits" shall mean permits which are valid for a school term and shall be obtained from the cashier's office at the fee set by the board of trustees.

(10) "School term" shall mean, unless otherwise designated, the time period commencing with the fall quarter of a community college teaching year and extending through the immediately subsequent winter and spring quarters. It shall not include, however, summer school sessions.

(11) "Temporary permits" shall mean permits which are valid for a specific period of time designated on the permit.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-040, filed 10/11/82. Formerly WAC 132S-116-030.]

WAC 132S-50-050 Traffic and parking—Purposes of regulations. The purposes of the rules and regulations established by this chapter are:

- (1) To control parking on college owned parking lots;
- (2) To protect and control pedestrian and vehicular traffic;
- (3) To assure access at all times for emergency equipment;
- (4) To minimize traffic disturbance during class hours;
- (5) To expedite Columbia Basin Community College business, protect state property and to provide maximum safety and convenience.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-050, filed 10/11/82. Formerly WAC 132S-116-020.]

WAC 132S-50-055 Traffic and parking—Applicable rules and regulations. The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational and research activities of Columbia Basin Community College are as follows:

- (1) The motor vehicle and other traffic laws of the state of Washington;
- (2) The traffic code of the city of Pasco; and
- (3) Special regulations set forth in this chapter.

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[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-055, filed 10/11/82. Formerly WAC 132S-116-040.]

WAC 132S-50-060 Special traffic and parking regulations and restrictions authorized. Upon special occasions causing additional heavy traffic, during emergencies, or during construction of campus facilities, the dean of student services or his appointed designee, is authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 132S-50-050.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-060, filed 10/11/82. Formerly WAC 132S-116-190.]

WAC 132S-50-065 Exceptions from traffic and parking restrictions. These rules and regulations shall not apply to city, county, or state-owned emergency vehicles.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-065, filed 10/11/82. Formerly WAC 132S-116-220.]

WAC 132S-50-070 Traffic and parking—Enforcement. (1) Enforcement of the parking rules and regulations will begin the first day of the first week of full classes of the fall quarter and will continue until the end of spring quarter. These rules and regulations will not be enforced during summer quarter, Saturdays, Sundays, and official college holidays.

(2) The dean of student services, or his designee, shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean of student services is hereby authorized to delegate this responsibility to the campus patrolman or other designated subordinates.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-070, filed 10/11/82. Formerly WAC 132S-116-230.]

WAC 132S-50-075 Issuance of traffic tickets. Upon the violations of any of the rules and regulations contained in this chapter, the dean of student services, his designee or subordinates, may issue a summons or traffic ticket setting forth the date, the approximate time, permit number, license information, infraction, officer, and schedule of fines. Such summons or traffic tickets may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-075, filed 10/11/82. Formerly WAC 132S-116-240.]

WAC 132S-50-080 Traffic and parking—Fines and penalties. The dean of student services or his designee, is authorized to impose the following fines and penalties for the violation of the rules and regulations contained in this chapter:

- (1) Except as provided under subsection (2) of this section, fines will be levied for all violations of the regulations contained in this chapter.

(2001 Ed.)

(2) Vehicles which are parked on any campus within Community College District No. 19 and which are in violation of any of the regulations contained in this chapter, may be impounded or detained by use of mechanical devices at the discretion of the dean of student services. If a vehicle is impounded, it may be taken to such place for storage as the dean of student services, or his designee, selects. The expenses of such impounding 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.

(3) At the discretion of the dean of student services, an accumulation of traffic violations by a student will be cause for disciplinary action, and the dean of student services shall initiate disciplinary proceedings against such student.

(4) A schedule of fines shall be set and reviewed annually by a committee of students appointed by the dean of students. This schedule shall be published in the student handbook, summary of parking regulations, and traffic summons form.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-080, filed 10/11/82. Formerly WAC 132S-116-250.]

WAC 132S-50-085 Authorization for issuance of parking permits. The dean of student services or his appointed designee, is authorized to issue parking permits to faculty members and staff members of the college pursuant to the following regulations:

(1) Faculty and staff members may be issued parking permits upon the registration of their vehicles at the beginning of fall quarter; provided that new faculty and staff members employed during the regular academic year may be issued parking permits upon the registration of their vehicles at the time they begin their employment at the college.

(2) The dean of student services or his designee, may issue temporary and special parking permits when such permits are necessary to enhance the business or operation of the college.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-085, filed 10/11/82. Formerly WAC 132S-116-050.]

WAC 132S-50-090 Valid parking permit. A valid parking permit is:

(1) An unexpired parking permit registered and properly displayed;

(2) A temporary parking permit authorized by the dean of student services or his designee, and properly displayed;

(3) A special parking permit authorized by the dean of student services or his designee, and properly displayed;

(4) A visitor's permit authorized by the dean of student services or his designee, and properly displayed; or

(5) A shop permit authorized by a vocational-technical instructor and properly displayed.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-090, filed 10/11/82. Formerly WAC 132S-116-060.]

(2001 Ed.)

WAC 132S-50-095 Display of parking permit. All permanent parking permits shall be permanently affixed to the vehicle upon issuance of the permits and according to the directions given at the time of issuance. Temporary, special, visitors, or shop permits shall be placed in a visible position on the dash board of the automobile.

(1) Expired permits shall be removed before the new permits are attached.

(2) Permits not displayed pursuant to the provisions of this section shall not be valid.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-095, filed 10/11/82. Formerly WAC 132S-116-070.]

WAC 132S-50-100 Transfer of parking permits. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder at no additional cost if the permit holder does the following:

(1) Records permit number;

(2) Removes permit from vehicle which has been traded or sold.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-100, filed 10/11/82. Formerly WAC 132S-116-080.]

WAC 132S-50-110 Parking permit revocation. Parking permits are the property of the college and may be recalled by the dean of student services for any of the following reasons:

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

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

(3) Falsification on a parking permit application;

(4) Continued violations of parking regulations; or

(5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-110, filed 10/11/82. Formerly WAC 132S-116-090.]

WAC 132S-50-115 Parking permit revocation—Hearing provided. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132S-50-110 (2) through (5) may be appealed to the dean of student services, who shall then refer the matter to a hearing before a special hearing officer designated by the dean of student services. The hearing shall conform to the due process requirements of the Columbia Basin Community College student code and the decision of the hearing officer shall be final. The same appeal procedure as above shall be utilized in the case where the revoked permit has been held by an administrator or faculty member.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-115, filed 10/11/82. Formerly WAC 132S-116-100.]

WAC 132S-50-120 Allocation of parking space. The parking space available on campus shall be designated and allocated by the dean of student services or his designee, in

such a manner as will best effectuate the objectives of the rules and regulations in this chapter.

(1) Faculty and staff spaces will be so designated for their use; provided, physically handicapped students and others designated by the dean of student services or his appointed designee may be granted special permits to park in close proximity to the classroom used by such students.

(2) Parking spaces will be designated for use of visitors on campus.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-120, filed 10/11/82. Formerly WAC 132S-116-120.]

WAC 132S-50-125 Parking within designated spaces. (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle, facing in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed.

(4) 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.

(5) No vehicle shall be parked on the campus except in those areas set aside and designated pursuant to WAC 132S-50-120.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-125, filed 10/11/82. Formerly WAC 132S-116-130.]

WAC 132S-50-130 Day parking. The rules and regulations pertaining to the use of certain parking permits in specific areas as contained in WAC 132S-50-125 shall be in force during the hours from 7:00 a.m. to 6:00 p.m.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-130, filed 10/11/82. Formerly WAC 132S-116-140.]

WAC 132S-50-135 Night parking. Night students and faculty members may park in any of the spaces or stalls designated in WAC 132S-50-125 except visitors areas, on a first come, first served basis between the hours of 6:00 p.m. and 11:00 p.m.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-135, filed 10/11/82. Formerly WAC 132S-116-150.]

WAC 132S-50-140 Regulatory signs and directions. The dean of student services or his appointed designee, is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings, and directions, shall be so made and placed as in the opinion of the dean of student services, or his designee, will best effectuate the rules and regulations contained in this

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chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by the campus patrolman in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-140, filed 10/11/82. Formerly WAC 132S-116-160.]

WAC 132S-50-145 Speed limit. No vehicle shall be operated on the campuses at a speed in excess of twenty miles per hour in parking lots; or such lower speed as is reasonable and prudent in the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing, or other unauthorized activities.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-145, filed 10/11/82. Formerly WAC 132S-116-170.]

WAC 132S-50-150 Pedestrian's right of way. (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, 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.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) Every pedestrian crossing 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.

(4) Where a sidewalk is provided, pedestrian shall proceed upon such a sidewalk.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-150, filed 10/11/82. Formerly WAC 132S-116-180.]

WAC 132S-50-155 Two-wheeled motor bikes or bicycles. (1) All two-wheeled vehicles empowered by a motor shall park in a space designated for *motorcycles only*.

(2) No motorcycle or motorscooter may be operated on sidewalks, walkways, lawns, or other property not set aside for such purposes on the Columbia Basin Community College campus.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-155, filed 10/11/82. Formerly WAC 132S-116-200.]

WAC 132S-50-160 Report of accidents. The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total of claimed damage to either or both vehicles exceeding one hundred dollars shall immediately report such accident to the dean of student services and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-160, filed 10/11/82. Formerly WAC 132S-116-210.]

WAC 132S-50-165 Liability of college. The college assumes no liability under any circumstances for vehicles parked on campus.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-165, filed 10/11/82. Formerly WAC 132S-116-260.]

WAC 132S-50-170 Delegation of authority. The authority and powers conferred upon the dean of student services by these regulations shall be subject to delegation by him to his appointed designees.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-170, filed 10/11/82. Formerly WAC 132S-116-270.]

WAC 132S-50-175 Severability. If any provision of this chapter shall be adjudged by a court of record to be unconstitutional, the remaining provisions of this chapter shall continue in effect.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-175, filed 10/11/82. Formerly WAC 132S-116-280.]

WAC 132S-50-180 Pets definition. For the purposes of this section the word "pets" shall mean any domestic or other animal.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-180, filed 10/11/82. Formerly WAC 132S-124-010.]

WAC 132S-50-185 Pet control. In order to assure the health and safety of all persons on properties owned or controlled by Columbia Basin Community College, the following rules and regulations regarding pet control are hereby promulgated: No person will be permitted to bring any pet upon properties owned or controlled by Columbia Basin Community College unless such pet is under the immediate control of such person; provided, however, under no circumstances will pets be permitted to enter into buildings owned or controlled by Columbia Basin Community College, except guide dogs as defined in RCW 70.84.020.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-185, filed 10/11/82. Formerly WAC 132S-124-020.]

WAC 132S-50-190 Penalties for violations of pet control regulations. Persons violating WAC 132S-50-185 may be referred to authorities of the city of Pasco for appropriate prosecution under the animal control code of the city of Pasco, which is expressly applicable to all portions of the Columbia Basin Community College properties contained within the city of Pasco; employees of Columbia Basin Community College office of campus security shall have express authority to refer such violations of the Pasco city animal control code to appropriate city officials.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-190, filed 10/11/82. Formerly WAC 132S-124-030.]

(2001 Ed.)

WAC 132S-50-195 Smoking regulations for campus buildings. Smoking of tobacco substances are subject to the provisions of this chapter, insofar as it designates where such smoking is permitted or prohibited.

(1) Smoking is permitted in the following areas:

- (a) Office (at the discretion of the assigned occupants);
- (b) Meeting rooms (at the option of the group);
- (c) Lounges;
- (d) Public lavatories;
- (e) Designated corridors.

(2) The president of Columbia Basin Community College or his designee may prohibit smoking in the following areas:

- (a) Classrooms during scheduled classes;
- (b) Laboratories;
- (c) Library;
- (d) Auditoriums;
- (e) Storerooms;
- (f) Places deemed fire hazard areas by the city of Pasco fire department.

(3) The responsibility of fire prevention is the smoker's.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-195, filed 10/11/82. Formerly WAC 132S-125-010.]

WAC 132S-50-280 Regulations governing firearms and weapons on or in college facilities. (1) It shall be the policy of this college that possession of weapons apparently capable of producing bodily harm and/or property damage is prohibited on or in college facilities or college-leased facilities.

(2) Explosives are prohibited on or in college facilities or leased college facilities.

(3) Carrying of firearms on or in college facilities or college-leased facilities is prohibited except and unless the firearm is registered with the campus security department for a specified period of time.

(4) The aforementioned regulations shall not apply to equipment or materials owned, used or maintained by the college; nor will they apply to law enforcement officers.

(5) Violations of these rules may be grounds for immediate suspension pending a hearing in accordance with WAC 132S-40-075.

[Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 82-21-012 (Order 82-1), § 132S-50-280, filed 10/11/82.]

Chapter 132S-285 WAC

SEPA (STATE ENVIRONMENTAL POLICY ACT) POLICY

WAC

132S-285-010	Policy statement.
132S-285-015	Responsible official for carrying out policy.

WAC 132S-285-010 Policy statement. It shall be the policy of Community College District No. 19 that capital projects proposed and developed by the district shall comply with the provisions of chapter 43-21 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.

[Statutory Authority: Chapter 28B.10 RCW. 84-07-033 (Order 84-2), § 132S-285-010, filed 3/19/84.]

WAC 132S-285-015 Responsible official for carrying out policy. In compliance with WAC 197-10-820, the district president, or an administrative officer designated by the district president, shall be the "responsible official" for carrying out this policy.

[Statutory Authority: Chapter 28B.10 RCW. 84-07-033 (Order 84-2), § 132S-285-015, filed 3/19/84.]