

Title 132S WAC

COMMUNITY COLLEGES—COLUMBIA BASIN COLLEGE

Chapters

132S-01	Practice and procedure.		RCW 28B.50.140 and chapter 28B.19 RCW. Later promulgation, see WAC 132S-30-064.
132S-05	Administration.	132S-08-090	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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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.
132S-10	Public records.		
132S-20	Practice and procedure—Contested cases.		
132S-30	Faculty and staff.		
132S-31	Reduction in force for classified staff— Civil service employees.	132S-08-100	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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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.
132S-40	Student policies.		
132S-50	College facilities.		
132S-285	SEPA (State Environmental Policy Act) policy.	132S-08-110	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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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 Repealed by 82-21-012 (Order 82-1), filed 10/11/82.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 Repealed by Order 74-3, filed 7/5/74.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.		
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-16-580	1), filed 10/11/82. Statutory Authority: RCW 28B.50.140 and chapter 28B.19 RCW. 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-16-420	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-16-590	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-16-430	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-16-600	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-16-440	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-16-610	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.
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-17-010	Chapter 132S-17 PUBLIC RECORDS 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-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-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-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-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-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-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-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-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-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-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-16-485	Campus conduct. [Order 2290, § 132S-16-485, filed 5/16/69.] Repealed by Order 70-2, filed 3/5/70.	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-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-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-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-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-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-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-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-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-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-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-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-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:
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-		

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

- 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 twenty 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 ten 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 twenty 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.]

(2009 Ed.)

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 five 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 twenty-four 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.
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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 compliance by Community College District 19 with the pro-

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visions 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, 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.

[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

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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 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.]

(2009 Ed.)

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.]

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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.]

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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 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;

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(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, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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.]

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 thirtieth 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 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.]

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.

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(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.

[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 complaints 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.]

(2009 Ed.)

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 acknowledgment 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 recommendation 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 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

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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.

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[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 service 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 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 condition 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 aforesaid 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 written 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.

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(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 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 layoff 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.

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[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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132S-40-095	Students—Financial obligation—Appeal procedure.
132S-40-100	Student data—Introduction.
132S-40-105	Student information which may be released.
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SCHOLARSHIPS

132S-40-130	Scholarships.
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LOSS OF ELIGIBILITY—STUDENT ATHLETIC PARTICIPATION

132S-40-195	Grounds for ineligibility.
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CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

132S-40-300	Preamble.
132S-40-310	Definitions.
132S-40-320	Student rights.
132S-40-330	Student responsibilities.
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132S-40-380	Disciplinary sanctions.
132S-40-390	Interim restriction and suspension procedures.
132S-40-400	Records of disciplinary action.
132S-40-410	Rights to brief adjudicative procedures.
132S-40-420	Procedure for addressing student complaints.

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).
- 132S-40-160 Student rights. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-160, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-165 Student responsibilities/violations. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-165, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-170 Disciplinary proceedings. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-170, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-175 Appeals of disciplinary action. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-175, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-180 Disciplinary sanctions. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-180, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-185 Summary suspension procedures. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-185, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.
- 132S-40-190 Student complaints. [Statutory Authority: RCW 28B.50.140(13). 00-18-095, § 132S-40-190, filed 9/5/00, effective 10/6/00.] Repealed by 06-19-006, filed 9/7/06, effective 10/8/06. Statutory Authority: RCW 28B.50.140.

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-12-010.]

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 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.

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[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-12-020.]

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 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 institution 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.

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[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 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.

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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.]

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.]

**CODE OF STUDENT
RIGHTS AND RESPONSIBILITIES**

WAC 132S-40-300 Preamble. The effectiveness of the educational process depends upon the provision of appropriate conditions and opportunities for learning in an environment that is supportive of diversity among ideas, cultures, and student characteristics. A responsibility to secure, respect, and protect such opportunities and conditions is shared by all members of the academic community, including students.

The primacy of the faculty's role and its unquestionable centrality in the educational process must be recognized and preserved. The primary educational purpose of Columbia Basin College (herein referred to as CBC or the college) - its intellectual content and integrity - is the responsibility of the faculty.

Each right of an individual places a reciprocal duty upon others; the duty to permit the individual to exercise the right. As a member of the academic community, the student has both rights and responsibilities, the most essential right being the right to learn. The college has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with the rights of others which are equally essential to the purposes and processes of the college.

As an agency of the state of Washington, CBC must respect and adhere to all laws established by local, state, and federal authorities. CBC has developed a set of regulations to assure the orderly conduct of the affairs of the college.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-300, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-310 Definitions. Assembly - 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.

Board - The board of trustees of Community College District No. 19, state of Washington.

Brief adjudicative hearing - A hearing which complies with the provisions of RCW 34.05.482 and is available in cases of student-athlete ineligibility, residency determination, parking fines, and outstanding student debt.

Chief student services officer - That person designed by the college president to be responsible for the student services division of the college, including the administration of the code of student rights and responsibilities or, in such person's absence, the acting CSSO or other appointed designee.

College - Columbia Basin College, established within Community College District No. 19, state of Washington.

College facilities - Any and all real property controlled or operated by the college, including all buildings and appurtenances affixed thereon or attached thereto.

College premises - All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.

[Title 132S WAC—p. 34]

Disciplinary action - The reprimand, suspension, or expulsion of any student pursuant to WAC 132S-40-380 for the violation of any designated rule or regulation of the college, including rules of student conduct, for which a student is subject to adverse action.

Drugs - Any narcotic drug and any dangerous drug as defined in Washington statute (chapter 69.41 RCW) as now law or hereafter amended.

Hazing - Any method of initiation into a student club or organization, or any pastime or amusement engaged in with respect to such a group or organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending the college as described in Washington statute (RCW 28B.10.900).

Instructional day - Any regularly scheduled instructional day designated in the academic year calendar, including summer quarter, as a day when classes are held or during final examination week. Saturdays and Sundays are not regularly scheduled instructional days.

Liquor - The definition of liquor as contained in Washington statute (RCW 66.04.010(21)) as now law or hereafter amended.

Policy - The written regulations of the college as found in, but not limited to, the code of student rights and responsibilities, the college catalog, quarterly class schedules, the college web pages, the electronic communications policy, the academic honesty handbook, and various program handbooks.

President - The chief executive officer appointed by the board of trustees or, in such president's absence, the acting president.

Rules of student conduct - The rules contained herein as now exist or which may be hereafter amended, the violation of which subject a student to disciplinary action.

Student - Any person taking courses or any other educational offerings at Columbia Basin College, either full-time or part-time. If a student withdraws after allegedly violating the code of student rights and responsibilities but prior to the college reaching a disciplinary decision in the matter, the college shall place the investigation results in the individual's file for consideration should the individual submit a reapplication for admittance to the college.

Student conduct board - The hearing panel as set forth herein.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-310, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-320 Student rights. The following enumerated rights which are deemed necessary to achieve the educational goals of the college are guaranteed to each student within the limitations of statutory law and college policy:

(1) Academic freedom.

(a) Students have the right 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.

(c) Students have the right to present their own views, even though they may differ from those held by faculty mem-

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bers, and will not be subject to adverse action by faculty when such views are expressed in a manner that does not interfere with the rights of others.

(d) Students are protected from academic evaluations which are arbitrary, prejudiced, or capricious.

(2) Admission requirements. Columbia Basin College operates under an open door admission policy and grants admission to applicants who are eighteen years of age and/or graduated from high schools accredited by a regional accrediting association or who have a GED certificate. Home school graduates and graduates from nonaccredited high schools are admitted based on course placement assessment scores.

(a) Applicants who do not meet CBC's admission requirements will be considered for admission upon request by the admissions/graduation committee.

(b) Students under sixteen years of age will not be admitted, except where such students are qualified "running start" students pursuant to chapter 392-169 WAC and provided that such admission is not inconsistent with the best interests of the applicant, other students, or the orderly operation of the college.

(c) Admission to CBC does not guarantee admission to all degree or certificate programs. Students should consult the catalog for admission requirements in specific programs.

(3) Due process.

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

(b) Once notified of the charges, the accused student is entitled to explain his/her version of the facts in response, explanation, and defense of the allegation(s) and is entitled to the other procedures as specified herein.

(4) Distribution and posting of printed material. Students may distribute or post printed material subject to official procedures available in the office of student programs.

(5) Freedom of assembly. Students may conduct or may participate in any assembly on college facilities which are generally available to the public provided such assemblies:

(a) Are conducted in an orderly manner.

(b) Do not unreasonably interfere with vehicular or pedestrian traffic.

(c) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or with the general educational process of the college.

(d) Do not unreasonably interfere with regular college functions.

(e) Do not cause destruction or damage to college property.

(6) Freedom of association and organization. Students are free to organize and join associations to promote any legal purpose. Student clubs and organizations must be granted a charter by the associated students of Columbia Basin College (herein referred to as ASCBC) before they may be officially recognized.

(7) Nondiscrimination. Students have the right not to be discriminated against on the basis of age, color, creed, disability, sex, marital status, national origin or ancestry, race, religion, sexual orientation, or veteran status.

(8) Use and maintenance of education records. Students have the right to maintain confidentiality of records and access to records as outlined in college policy. The Family

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Educational Rights and Privacy Act (herein referred to as FERPA) affords students certain rights with respect to their education records. These rights include:

(a) The right to inspect and review the student's education records within forty-five days of the day the college received a request for access.

(b) The right to request an amendment of the student's education records the student believes are inaccurate.

(c) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

(d) The right to file a complaint with the U.S. Department of Education concerning alleged failure by the college to comply with the requirements of FERPA.

(9) Use of college facilities. Any recognized ASCBC club or organization may request use of available college facilities for authorized activities. The use of facilities for purposes other than what has been approved or in an irresponsible manner, may result in withdrawal of this privilege.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-320, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-330 Student responsibilities. Students who choose to attend Columbia Basin College also choose to participate actively in the learning process offered by the college. The college is responsible for providing its students with an educational environment that includes resources used by students to attain their educational goals. In return each student is responsible to:

(1) Participate actively in the learning process, both in and out of the classroom.

(2) Seek timely assistance in meeting educational goals.

(3) Attend all class sessions.

(4) Prepare adequately to participate fully in class activities.

(5) Meet the standards of academic performance established by each instructor.

(6) Develop skills required for learning; e.g., basic skills, time management, and study skills.

(7) Assume final authority for the selection of appropriate educational goals.

(8) Select courses appropriate for meeting chosen educational goals.

(9) Make appropriate use of services and resources.

(10) Contribute towards improving the college.

(11) Become knowledgeable of and adhere to the college's policies, practices, and procedures.

(12) Abide by the standards set forth in the code of conduct.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-330, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-340 Student code authority. The chief student services officer (herein referred to as the CSSO) will develop policies for the administration of the student conduct system as well as procedural rules for the conduct of student conduct board hearings that are consistent with the provisions of the code of student rights and responsibilities (herein referred to as the code) as specified herein.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-340, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-350 Proscribed conduct. (1) Jurisdiction of the code of student rights and responsibilities. The Columbia Basin College code of student rights and responsibilities will apply to conduct that occurs on college premises and at college-sponsored events and activities. The code of student rights and responsibilities also applies to actions occurring off campus which are violations or alleged violations of local, state, or federal law and which also violate the code of student rights and responsibilities. Such allegations or violations of off-campus violations can be the subject of college disciplinary action only if the CSSO determines disciplinary action is necessary for the protection of other members of the college community or property of the college community, or that the off-campus conduct adversely affects the college community and/or the pursuit of the college's objectives. Each student will be responsible for his/her conduct from the time of enrollment through their severance of a relationship with the college (e.g., the actual awarding of a degree or certificate), even though conduct may occur before classes begin or after classes end, as well as during the academic year. The CSSO will decide whether the code will be applied to conduct occurring off-campus, on a case-by-case basis, at his/her sole discretion.

(2) Conduct - Rules and regulations. The voluntary attendance of a student at Columbia Basin College is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the college relevant to its lawful missions, processes, and functions. It is the college's expectation that students will:

- (a) Conduct themselves in a responsible manner;
- (b) Comply with rules and regulations of the college and its departments;
- (c) Respect the rights, privileges, and property of other members of the academic community;
- (d) Maintain a high standard of integrity and honesty; and
- (e) Not interfere with legitimate college business appropriate to the pursuit of educational goals.

(3) Student misconduct. Any student will be subject to disciplinary action who, either as a principal or participator or by aiding or abetting, commits or attempts to commit any of the following which are hereby prohibited:

(a) Abusive conduct. Physical and/or verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which has the purpose or effect of creating a hostile or intimidating environment at any college-sponsored or college-supervised function.

(b) Destroying or damaging property. Intentional and/or reckless damage to or misuse of college-owned or controlled property, or the property of any person where such property is located within college-owned or controlled premises or at college-sponsored functions.

(c) Discrimination. Engaging in any prohibited discriminatory or harassing behavior as defined by applicable law and/or college policies including stalking or hate activity as defined by law.

(d) Disorderly conduct.

(i) Obstruction of teaching, administration, disciplinary proceedings, or other college activities, including its public service function on- or off-campus, or of other authorized noncollege activities when the conduct occurs on college premises or at college-sponsored functions.

(ii) Material and substantial interference with the personal rights or privileges of others or of the educational process of the college.

(iii) Lewd or indecent conduct, breach of peace, or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored, or participated in, by the college or members of the academic community.

(iv) Unauthorized use of electronic or other devices to make an audio or video recording of any person while on college premises without his/her prior knowledge, or without his/her effective consent, when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

(e) Disruption:

(i) Participating in an on- or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community.

(ii) Intentionally and/or recklessly inciting others to engage in any prohibited conduct as defined herein, when incitement may lead to such conduct.

(iii) Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.

(f) Drugs. Nonintended using of a prescriptive drug or using, possessing, manufacturing, furnishing, selling, or being under the influence of any narcotic drug or controlled substance as defined in Washington statute (chapter 69.50 RCW) except when the use or possession of a drug is specifically prescribed as medication by an authorized medical practitioner to the specific student.

(g) Falsehoods and misrepresentations.

(i) The intentional making of false statements and/or filing of false charges against the college and/or members of the college community.

(ii) Knowingly furnishing false information to any college official, faculty member, or office.

(iii) Forgery, alteration, or misuse of any college document, record, fund, or instrument of identification with the intent to defraud.

(h) Hazing. Any method of initiation into a student club or organization, or any pastime or amusement engaged in with respect to such a group or organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending the college as described in Washington statute (RCW 28B.10.900).

(i) Insubordination.

(i) Failure to comply with the direction of college officials or law enforcement officers acting in the legitimate performance of their lawful duties.

(ii) Failure to properly identify oneself, provide evidence of student enrollment and/or proper identification upon

request of college officials acting in the legitimate performance of their lawful duties.

(j) Liquor. Consuming, possessing, furnishing or selling of alcoholic beverages and/or being demonstrably under the influence of any alcoholic beverage on college premises or at college-sponsored or supervised events except as a participant of legal age in a student program, banquet, or educational program which has the special written authorization of the college president or his/her designee.

(k) Misuse of equipment and technology. Misuse of the college's computer, telecommunications, or electronic technology, facilities, or equipment provided for the use of students in fulfilling their educational needs including, but not limited to:

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

(ii) Unauthorized transfer of a file.

(iii) Use of another individual's identification or password.

(iv) Copyright violations.

(v) Use of the college's computer, telecommunications, or electronic technology facilities and resources:

(A) That interferes with the work of another student, faculty member, or college official.

(B) To send obscene or abusive messages.

(C) For personal profit, advertisement, or illegal purposes.

(D) For purposes other than those necessary to fulfill an assignment or task as part of the student's program of instruction.

(l) Safety misconduct:

(i) 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; or

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

(m) Sexual misconduct. Engaging in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where such behavior offends a reasonable, orderly, prudent person under these circumstances.

(n) Theft. The unauthorized taking or removing of college-owned or operated property or of another's property with the intent of depriving the owner of the property, where such property is located within college premises.

(o) Trespass or unauthorized presence.

(i) Entering or remaining unlawfully on college premises, as defined by state law.

(ii) Using college premises, facilities, or property without authority.

(iii) Unauthorized possession, duplication or use of keys to any college premises.

(p) Weapons. Possession of weapons (e.g., firearms, daggers, swords, knives or other cutting or stabbing instruments, clubs) or substances (e.g., explosives) apparently capable of producing bodily harm and/or damage to real or personal property is prohibited on or in college-owned or operated facilities and premises and/or during college-sponsored events.

(i) Carrying of firearms on or in college-owned or operated facilities and/or during college-sponsored events is prohibited except and unless the firearm is registered with the campus security department for a specified period of time.

(ii) 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 acting in the legitimate performance of their lawful duties.

(4) Academic dishonesty. Academic dishonesty minimizes the learning process and threatens the learning environment for all students. As members of the CBC learning community, students are not to engage in any form of academic dishonesty which includes, but is not limited to, cheating, plagiarism, and fabrication or falsification of information, research, or other findings for the purpose of fulfilling any assignment or task as part of the student's program of instruction.

(a) Any student who commits or aids and abets the accomplishment of an act of academic dishonesty will be subject to disciplinary action.

(b) The class instructor is responsible for handling each case of academic dishonesty in the classroom and for determining a penalty grade as outlined in the course syllabus.

(i) If, within the instructor's professional judgment, reasonable evidence would suggest a student engaged in academic dishonesty, the instructor will provide notice to the student, either written or verbal, of his/her assertion of academic dishonesty and of the academic penalty grade within three instructional days of the occurrence.

(ii) The instructor will submit a report of the infraction, the notice given to the student and a copy of all applicable evidence to his/her dean.

(iii) The dean, after consulting with the instructor and others as appropriate, may recommend disciplinary action in which case all applicable information will be submitted to the CSSO within the time frames and procedures as provided in this document.

(5) Classroom conduct and the learning environment.

(a) Instructors have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(b) An instructor has the authority to exclude a student from any single class/program session during which the student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum. The instructor will report any such exclusion from the class/program to the CSSO. The CSSO may initiate disciplinary action as provided in this procedure.

(c) Bringing any person or object to a teaching and learning environment that may disrupt the environment or cause a safety or health hazard, without the approval of the class instructor or other authorized official, is expressly prohibited.

(6) Violation of law. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates the criminal law and this student code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off

campus at the discretion of the CSSO. Determinations made or sanctions imposed under this code will not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-350, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-360 Student conduct code procedures.

(1) Initiation of disciplinary action. A request for disciplinary action of a student for violation(s) of the rules of student conduct must be made in writing to the CSSO as soon as possible but not later than twenty instructional days after the occurrence or the date the requestor knew or should reasonably have known of the occurrence. Any member of the college's administration, faculty, staff, or student may make such a request. The written request must be signed by the individual making the request and must be a good faith claim. The CSSO may decline the request, implement the request, or engage in informal negotiations to resolve the situation based on the allegation(s) and the evidence that has been provided.

(2) Notice requirements. Any student charged with a violation will 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 instructional days after a decision is made to proceed with an investigation. The notice will not be ineffective if presented later due to the student's absence. Such notice will:

(a) Inform the student a report has been filed alleging the student violated college policy.

(b) Set forth those provisions of the college's policy and the specific acts which are alleged to be violations, as well as the date(s) of the violation(s).

(c) Specify the time, date, and location where the student is required to meet with the CSSO. The meeting will be scheduled no earlier than three instructional, but within thirty instructional days of the mailing of the notification to the student. The CSSO may modify the time, date and location of the meeting, either at the student's or college's request, for reasonable cause.

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

(e) Inform the student that he/she may bring an advisor or representative to the meeting. The advisor or representative cannot be a college employee.

(3) Meeting with the chief student services officer.

(a) At the meeting with the CSSO the student will be informed of the following:

(i) The provision(s) of the rules of conduct or college policy he/she is charged with violating.

(ii) The disciplinary process.

(iii) The range of sanctions which might result from disciplinary proceedings.

(iv) The student's rights to appeal.

(b) The student will have the opportunity to respond to the allegation(s) by providing information to the CSSO about his/her involvement, if any, in the alleged violation(s), explaining the circumstances surrounding the violation(s),

and/or defending him/herself against the allegations. If the student chooses to have an advisor or representative present at the meeting, the CSSO will allow the advisor or representative to make a brief statement.

(4) Decision by chief student services officer.

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

(i) Terminate the proceedings and thereby exonerate the student or students.

(ii) Impose disciplinary sanctions as provided herein.

(iii) Refer the matter to the student conduct board (herein referred to as the SCB) for appropriate action.

(b) Notification of action by the CSSO will 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 instructional days of the meeting. A copy of the notification will be filed with the office of the CSSO.

(c) Disciplinary action taken by the CSSO is final unless the student exercises the right of appeal as provided herein.

(5) Student conduct board.

(a) Composition: The college will have a SCB composed of six members who will 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 will consist of two members of the administration (not including the CSSO) 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 SCB will elect a chairperson from among the administrator or faculty members. The chairperson will preside at every disciplinary hearing and will provide administrative oversight throughout the hearing process. The chairperson may participate in committee deliberations but will not vote unless it is necessary to constitute a quorum or the vote of the SCB is tied, at which time the chairperson will cast the deciding vote.

(c) Hearing procedures:

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

(ii) The student and the CSSO will be sent written notification at least seven instructional days prior to the hearing of the following:

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

(B) The specific violation(s) alleged against the student.

(C) The SCB procedures.

(D) The names of the members of the SCB.

(iii) A student facing dismissal has the right to be assisted by one advisor or representative of his/her choice and at his/her expense. The advisor must be someone who is not employed by the college. If the student chooses to have an attorney serve as his/her advisor, the student must tender notice to the SCB no less than five instructional days prior to the hearing in order to allow the CSSO a legal advisor. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time of the SCB hearing because delays will normally not be allowed due to the scheduling conflicts of an advisor.

(iv) The student will be accorded reasonable access to the case file that will be retained by the CSSO.

(v) Any SCB 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.

(vi) A student may request in writing no less than five instructional days prior to the hearing that a SCB member recuse or disqualify him/herself. The request must be for good cause, which must be shown by the student. In the event of such a request, the SCB will consider the request prior to the time scheduled for the hearing and will decide whether the SCB member should be disqualified for that hearing.

(vii) 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 not less than five instructional days prior to the hearing.

(viii) 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, their advisors, the witnesses, and the public will be excluded during the deliberations of the SCB.

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

(x) The CSSO may request a special presiding officer to the SCB in complex cases. In these circumstances the special presiding officer will act as the chairperson of the hearing.

(xi) The chairperson will 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 may be excluded from the proceedings and may be subject to disciplinary action.

(xii) The student may question witnesses and have a maximum of three character witnesses appear on his/her behalf.

(xiii) The burden of proof will be on the CSSO who must establish the alleged violation(s) by a preponderance of the evidence.

(xiv) Formal rules of evidence and procedure will not be applicable in disciplinary proceedings conducted pursuant to this code. The chairperson will 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.

(xv) In order that a complete record of the proceeding can be made to include all evidence presented, hearings will be recorded or transcribed except for the deliberations of the SCB. The record will be the property of the college.

(xvi) After considering the evidence in the case, the SCB will decide by majority vote whether to terminate the proceedings, thereby exonerating the student, or impose disciplinary sanctions as set forth herein.

(xvii) The decision of the SCB must include a written summary in sufficient detail to permit appellate review of the violations alleged, testimony and evidence, and conclusions. Decisions of the SCB will be delivered, within ten instructional days, to the student personally or sent by registered or

certified mail to the student's most recent address on file with the college, and a copy filed with the office of the CSSO.

(xviii) Disciplinary action taken by the SCB is final unless the student exercises the right of appeal as provided herein.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-360, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-370 Appeals of disciplinary action. (1)

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

(2) Appeals of disciplinary action(s) will be taken in the following order:

(a) Disciplinary decisions and action taken by the CSSO may be appealed by the student to the SCB.

(b) Disciplinary decisions and action taken by the SCB may be appealed by the student to, and shall be reviewed by, the college president who shall have final authority in the disciplinary action.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-370, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-380 Disciplinary sanctions. (1)

The student will be notified in writing of the sanction(s) imposed as well as of any conditions pursuant to the sanction(s). Copies of the notification will be kept on file in the office of the CSSO and in the student's official educational record. All sanctions outlined herein are subject to the appeal process.

(2) The following sanctions, singly or in combination, may be imposed upon any student found to have violated the student code:

(a) Warning. Notice to a student that the student is violating or has violated 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.

(b) 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 will be made in writing to the student by the CSSO or the SCB with copies filed in the office of the CSSO. A reprimand will include the statement that continuation or repetition of the specific conduct involved or other misconduct will normally result in one of the more serious disciplinary actions described below.

(c) Loss of privileges. Denial of specified privileges for a designated period of time.

(d) Restitution. An individual student may be required to make restitution for damage, loss, or injury. This may take the form of appropriate service and/or monetary or material replacement. Failure to make restitution within thirty days or any period set by the CSSO or SCB will result in suspension for an indefinite period of time as set forth in (g) of this subsection, 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.

(e) Discretionary sanctions. Work assignments, essays, service to the college, or other related discretionary assignments.

(f) 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(s) upon which his/her continued enrollment is contingent. Such conditions may include, but not be limited to, adherence to terms of a behavior contract or limiting the student's participation in extra-curricular activities or access to specific areas of the college's facilities. 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.

(g) Suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Students who are suspended may be denied access to all or any part of the campus or other facilities during the duration of the period of suspension. Additionally, conditions for readmission may be specified.

(h) Expulsion. Permanent separation of the student from the college. Students who are expelled may be denied access to all or any part of the campus or other facilities permanently.

(i) Revocation of admission and/or degree. Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining admission or the degree, or for other serious violations committed by a student prior to graduation. Revocation of admission or a degree is subject to the hearing process as outlined in this code. Revocation of a degree must be approved by the board of trustees.

(j) Withholding degree. The college may withhold awarding a degree otherwise earned until the completion of the process set forth in the code, including the completion of all sanctions imposed, if any. Withholding a degree must be approved by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-380, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-390 Interim restriction and suspension procedures. (1) Initiation of interim restriction and suspension procedures. If there is cause to believe that a student or student organization poses an imminent threat to him/herself, itself, to others, or to property, immediate action may be taken pending an investigation by the CSSO. The CSSO may take one or more of the following interim actions:

(a) Interim restrictions. A student may be restricted from college-owned or operated facilities and/or events.

(b) Interim suspension. A student may be suspended pending investigation, action, or prosecution.

(2) Permission to enter or remain on campus. During the period of interim restriction or suspension, the student will not enter the campus of the college or any facility under the operation of the college other than to meet with the CSSO or to attend the hearing. However, the CSSO 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.

[Title 132S WAC—p. 40]

(3) Notice of interim restriction and suspension proceedings. If the CSSO finds it necessary to exercise the authority to evoke interim restriction or suspension, he/she will give the student notice, orally or in writing, stating:

(a) The time, date, place and nature of the alleged misconduct.

(b) The evidence in support of the charge(s).

(c) The corrective action or punishment which may be imposed against the student.

(d) The possibility that anything the student says to the CSSO may be used against the student.

(e) The student's right to either accept the disciplinary action or, within three instructional days following receipt of the above notification, file at the office of the CSSO a written request for a hearing by the SCB. If the request is not filed within the prescribed time, it will be deemed as waived.

(4) Hearing. The hearing will be accomplished according to the procedures set forth in this document and no later than ten instructional days after the action is taken. Failure by the student to appear at the SCB hearing will result in the CSSO suspending the student from the college.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-390, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-400 Records of disciplinary action. (1) Records of all disciplinary cases will be kept by the office of the CSSO. Except in proceedings wherein the student is exonerated, all documentary proceedings and all recorded testimony will be preserved insofar as possible for at least five years. No record of proceedings wherein the student is exonerated, other than the fact of exoneration, will be maintained in the student's file or other college repository after the date of the student's graduation or for one calendar year.

(2) The office of the CSSO will keep accurate records of all disciplinary actions taken by, or reported, to that office. Such recordings will be placed in the student's official records. The CSSO is responsible for ordering the removal of any notations of any disciplinary action on the student's record. A student may petition the CSSO for removal of such a notation at any time.

(3) The Family Educational Right to Privacy Act (FERPA) provides that an educational institution may notify a student's parent or legal guardian if the student is under the age of twenty-one and has violated a federal, state, or local law involving the use or possession of alcohol or a controlled substance.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-400, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-410 Rights to brief adjudicative procedures. (1) Use of brief adjudicative procedures. In accordance with RCW 34.05.482 through 34.05.494, brief adjudicative procedures will be used in all matters pertaining to:

(a) Residency determinations made pursuant to RCW 28B.15.013.

(b) Disputes concerning educational records.

(c) Parking violations.

(d) Outstanding debts.

(e) Student-athlete ineligibility.

In all cases, except as stipulated for outstanding debts as noted below, students shall be informed verbally or in writing

of the action taken by the college no later than three instructional days by an administrator from the department issuing the adverse action. The letter of notification shall also state that the student has a right to a brief adjudicative procedure which, if desired, must be received by the college within ten calendar days from the date of verbal notification or posting of the letter. If a written request is not received within this time frame, the student will be deemed to have waived any right to a brief adjudicative procedure.

(2) Withholding of services and other remedies for outstanding debts.

(a) Upon receiving a request for services when there is an outstanding debt due to the college from the student, the college shall notify the student verbally or by first class mail addressed to his/her last known mailing address, that there is an outstanding debt and the requested services will not be provided until that debt is paid.

(b) The letter of notification shall also state the student has a right to a brief adjudicative procedure for the purposes of determining whether the student is, in fact, indebted to the college as alleged in the notice. The letter shall indicate that any request for a hearing must be received by the college within ten calendar days from the date of verbal notification or posting of the letter. If a written request is not received within this time frame, the student will be deemed to have waived any right to a brief adjudicative procedure.

(3) Student-athlete ineligibility.

(a) Any student-athlete alleged to have violated the rules of student conduct, except as noted below, will be subject to disciplinary action, appeal procedures, and sanctions as afforded any other student and as specified herein.

(b) If a student-athlete is found to have violated chapter 69.50 RCW, which prohibits the illegal use, possession, furnishing, or selling of any narcotic or dangerous drug or prescriptive drug, the student-athlete will be disqualified from participation in any college-sponsored athletic event or activity. In these circumstances, the student-athlete will have the right to a brief adjudicative procedure. The college's athletic director must receive a written request for such a procedure within three instructional days of notice of the adverse action. If a written request is not received within this time frame, the student will be deemed to have waived any right to a brief adjudication procedure and will be declared ineligible from further participation in college-sponsored athletic events or activities.

(4) Brief adjudicative procedure. If a written request for a brief adjudicative procedure is made within the required time frame, the college will designate a presiding officer to conduct the brief adjudicative proceeding. The brief adjudicative proceeding will be conducted in accordance with RCW 34.05.482 through 34.05.494. The presiding officer will be a college administrator who is not involved with the program whose adverse action is being questioned. The presiding officer shall give each party an opportunity to be informed of the college's view on the matter and the student's view of the matter.

(5) Brief adjudicative decision. Within ten calendar days of the brief adjudicative procedure, the presiding officer shall issue a written decision to the parties which will include a brief written statement of the reasons for the decision. The written decision shall serve as the final order. All documents

presented, considered, or prepared by the presiding officer will be maintained as the official record of the brief adjudicative proceeding.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-410, filed 9/7/06, effective 10/8/06.]

WAC 132S-40-420 Procedure for addressing student complaints. The purpose of these procedures is to establish a process whereby a student may express dissatisfaction with the performance or action of a college employee which the student believes to be a violation of his/her rights and/or is inconsistent with college policy or usual practices. It is the belief and practice of Columbia Basin College that the best way for individuals to address concerns is in an informal, direct manner. Students are encouraged to meet with the instructor or staff member involved and attempt to resolve the problem. When resolution is not possible at this level, students may choose to initiate a more formal process of review.

(1) Issues or problems excluded from the complaint process.

(a) Outcomes of the disciplinary proceedings described in this code.

(b) Federal and state laws, rules, and regulations.

(c) Existing college policy, practices, regulations, and procedures. In these circumstances, students should bring their concerns to the attention of the appropriate college committee or administrator.

(d) Student academic evaluations.

(e) Sexual harassment, sex discrimination, or handicapped discrimination complaints. For these complaints, a student will use the appropriate college procedures as outlined in college policies that are available on the college web site and in the office of the CSSO.

(2) Initiating the informal complaint process. The informal process promotes constructive dialogue and understanding and does not require paperwork or forms. Prior to filing a formal complaint, the student must use the following informal procedure:

(a) The student should discuss the complaint informally and thoroughly with the employee no later than ten instructional days within the quarter following the alleged abridged right. Both parties should openly discuss the matter and attempt to understand the other's perspectives, explore alternatives, and attempt to arrive at a satisfactory resolution to the issue or problem within fifteen instructional days from the date the student first made the issue or problem known.

(b) In the event of absence from campus by the employee, the student will contact the employee's supervisor for advice on how to proceed with this process.

(c) If the student feels that he/she cannot meet face-to-face with the employee, he/she may directly contact the employee's supervisor.

(d) If the student is dissatisfied with the resolution, the student may proceed with a formal complaint.

(3) Proceeding with a formal complaint. If an informal attempt at resolution is unsuccessful, a student may proceed with a formal complaint. A formal complaint must be initiated no later than the quarter following the alleged abridged right or within thirty instructional days from the date the student first made the issue or problem known as an informal complaint. The student is encouraged to contact the executive

assistant to the CSSO prior to initiating a formal complaint so that he/she may inform the student of the formal complaint process:

(a) The student must outline in writing what right has been abridged, identifying dates and persons involved as accurately as possible, with a remedy clearly stated.

(b) Complaints will be addressed to the appropriate supervising vice-president, dean, director, or designee.

(i) The appropriate supervisor will inform the student that he/she may choose an advisor, at his/her own expense, to assist the student in the completion of the complaint process. The advisor must be someone who is not employed by the college.

(ii) The appropriate supervisor will forward the student's written complaint to the employee concerned within five instructional days of the receipt of the written complaint. The employee will provide a written response to the student within ten instructional days with a copy submitted to the appropriate supervisor.

(iii) If the written response does not resolve the complaint, the student may request the appropriate supervisor to convene a conference of all the involved parties within ten instructional days to:

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

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

(c) The student may request an appeal, in writing, to the appropriate supervisor no later than three instructional days following receipt of the supervisor's decision. The appeal will be reviewed at the next administrative level and a written decision mailed to the student within ten instructional days following receipt of the request for an appeal. The decision at this level will be final.

[Statutory Authority: RCW 28B.50.140. 06-19-006, § 132S-40-420, filed 9/7/06, effective 10/8/06.]

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 for facility use and should make such application at least thirty days prior to the intended date of use.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-010, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems inefficacious changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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. Primary consideration shall be given at all times to activities specifically related to the college's mission, and no arrangements shall be made that may interfere with, or operate to the detriment of, the college's own teaching, research or public service programs. 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 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. The col-

lege may deny or cancel use of its facilities to any individual, group or organization if the requested use would:

- (1) Interfere or conflict with the college's instructional, student services, or support programs;
- (2) Interfere with the free flow of pedestrian or vehicular traffic on campus;
- (3) Involve illegal activity;
- (4) Create a hazard or result in damage to college facilities; or
- (5) Create undue stress on college resources[.]

(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. Any individual or group granted permission to use college facilities shall agree in advance to abide by all college rules and regulations. The college reserves the right to deny use of college facilities to any individual or group whose past conduct indicates a likelihood that college rules and regulations will not be obeyed. The college may also deny use to a requesting individual or organization which has used the facilities in the past and has damaged college property, left college buildings and grounds in excessive disorder, or failed to cooperate with college staff regarding use of the facilities.

(5) Rental charges shall be levied per twenty-four hour setting on the following basis:

[AMENDATORY SECTION (Amending Order 82-1, filed 10/11/82)]

- (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 vice-president of administration to cover expenses.

Category II - Use by nonprofit community group[s]
 The schedule for such rentals shall be as follows:

[(i)] [(1)]	Theater	\$125	Plus additional set up fees
[(ii)] [(2)]	Theater (special equipment)	\$150	Plus additional set up fees
[(iii)] [(3)]	Gym	\$100-500	Plus additional set up fees
[(4)]	Soccer Fields/Baseball Fields	\$300-500	Plus additional set up fees
[(iv)] [(5)]			
[(v)] [(5)]	Lecture Room	\$30	Plus additional set up fees

[(vi)] [(6)]	Classroom	\$15	Plus additional set up fees
(7)	Conference Room	\$30-300/day	Plus additional set up fees
(8)	HUB	\$75	Plus additional set up fees
(9)	Byron Gjerde Multipurpose Ctr	TBD by ASCBC	
(10)	Byron Gjerde Atrium Area	TBD by ASCBC	

The base rate for facilities will be adjusted periodically only as allowed by law. The college reserves the right to make pricing changes without prior written notice, except that such price changes shall not apply to facility use agreements already approved in writing by the administration.

[Statutory Authority: RCW 28B.50.140(7), 05-23-112, § 132S-50-020, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132S-50-024 Commercial activities. The primary mission of institutions of higher education is the creation and dissemination of knowledge. Institutions of higher education must be mindful that in providing goods and services for fees, they may be competing with local private businesses. To promote the mission of Columbia Basin College, it is often necessary to engage in commercial activities that provide goods and services that meet special needs of students, faculty, staff and members of the public who participate in college activities and events. The college shall comply with chapter 28B.63 RCW, which establishes standards for colleges to follow in conducting commercial activities. (RCW 28B.63.010)

Columbia Basin College may engage in the providing of goods, services, or facilities for a fee only when such are directly and substantially related to the education mission of the college. Fees charged for goods, services, and facilities shall reflect their full direct and indirect costs, including overhead, and shall take into account the price of such items in the private marketplace.

In general, the facilities of the college shall not be rented to or used by, private or commercial organizations or associations, nor shall the facilities be rented to persons or organizations conducting programs for private gain. 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, extracurricular programs, including food services, athletic and recreational programs, and performing arts programs, and when such commercial activities [are] related to educational objectives and are conducted under the sponsorship or at the request of[,] a college department or of the vice-president of administration or 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(7). 05-23-112, § 132S-50-024, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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 Columbia Basin College student or students or by members of recognized Columbia Basin College student organizations or by Columbia Basin 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 vice-president of administration.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-025, filed 11/18/05, effective 12/19/05. 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.]

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

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-026, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132S-50-027 Distribution of materials. (1) The college reserves the right to control and regulate the distribution of materials which might interfere with the college's educational mission.

(2) Permission for the posting, display or distribution of handbills, leaflets, newspapers, posters and similar related matter on college facilities must be obtained from the vice-president of administration or designee. Permission for such posting or display will be given only if such material meets the following criteria:

(a) Must not be commercial, obscene or unlawful in nature;

(b) Must not interfere with the ingress and egress of persons, or interfere with the free flow of vehicle or pedestrian traffic, or the orderly administration of college affairs, or cause an interruption of classes.

(c) Each of such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual, as well as

the date when posted materials will be removed from the property.

(3) Students/college employees

Handbills, leaflets, newspapers and similar related matter may be sold or distributed free of charge by any Columbia Basin College student or students or by members of recognized Columbia Basin College student organizations or by Columbia Basin College employees on or in Columbia Basin College facilities at locations specifically designated by the director of student programs; provided such distribution or sale meets the criteria listed above (1a-c) [(2)(a)-(c)].

(4) Nonstudents persons and organizations not connected with the college may not distribute handbills, leaflets, newspapers and similar materials.

(5) Any distribution of materials as authorized by the office of the vice-president for administration and regulated by established guidelines shall not be construed as support or approval by the college community or the board of trustees.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-027, filed 11/18/05, effective 12/19/05. 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-50-028 General policies limiting use. (1)

College facilities may not be used for purposes of political campaigning by or for candidates who have filed for public office except for student-sponsored activities. Rules, regulations, policies, procedures and practices regarding the use of college facilities shall not discriminate or promote discrimination among political parties, groups or candidates solely on the basis of their particular political viewpoint.

(2) Activities of commercial or political nature will not be approved if they involve the use of promotional signs or posters on buildings, trees, walls, or bulletin boards, or the distribution of samples or brochures outside rooms or facilities to which access may be granted.

(3) No person may solicit contributions on college property for political uses, except where this limitation conflicts with federal law concerning interference with the mail.

(4) Religious groups shall not, under any circumstances, use the college facilities as a permanent meeting place. Use shall be intermittent only, so as not to imply College endorsement.

(5) College facilities are available to all recognized CBC student groups and CBC faculty or staff organizations, subject to these general policies, except as provided in WAC 132S-50-029(1), and to the rules and regulations of the college governing student, faculty and staff affairs.

(6) The college reserves the right to prohibit the use of college facilities by groups which restrict membership or participation in a manner inconsistent with the college's commitment to nondiscrimination as set forth in its written policies and commitments.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-028, filed 11/18/05, effective 12/19/05.]

WAC 132S-50-029 Liability for damage. The lessee of college facilities, including agreement signatories and individual organization leaders, shall be liable for any damage to college property occurring or having apparently occurred during the time the facility was being used by the

organization. The lessee also agrees to hold harmless and indemnify Columbia Basin College, its agents, employees, officers, trustees, students and/or attorneys for any claim made against the college as a result of the lessee's use of college facilities. The college reserves the right to require using organizations to purchase insurance, naming the college as the insured, and may specify the amount of that insurance.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-029, filed 11/18/05, effective 12/19/05.]

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 vice-president of administration 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 plant operations 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.

(2009 Ed.)

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-040, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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.

[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 vice-president of administration or 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(7). 05-23-112, § 132S-50-060, filed 11/18/05, effective 12/19/05. 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 sum-

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mer quarter, Saturdays, Sundays, and official college holidays.

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

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-070, filed 11/18/05, effective 12/19/05. 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 [Fines, penalties and] issuance of traffic tickets. Fines will be levied for parking violations that occur on CBC campus. A schedule shall be published in the CBC Student Handbook and on the parking citation form, and a copy of the fine schedule shall be available in the security office. Upon the violations of any of the rules and regulations contained in this chapter, the vice-president of administration, [or 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(7). 05-23-112, § 132S-50-075, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132S-50-080 Traffic and parking—Fines and penalties. The vice-president of administration or 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.

(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 vice-president of administration. If a vehicle is impounded, it may be taken to such place for storage as the[,] vice-president of administration or 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 vice-president of administration, an accumulation of traffic violations by a student will be cause for disciplinary action, and the vice-president of administration shall initiate disciplinary proceedings against such student.

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

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-080, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132S-50-085 Authorization for issuance of parking permits. The[,] vice-president of administration or 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 vice-president of administration or 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(7). 05-23-112, § 132S-50-085, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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 vice-president of administration or designee, and properly displayed;

(3) A special parking permit authorized by the vice-president of administration or designee, and properly displayed;

(4) A visitor's permit authorized by the vice-president of administration or designee, and properly displayed; or

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

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-090, filed 11/18/05, effective 12/19/05. 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.]

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 transferable. If a vehicle is sold or traded, the permit holder may transfer the parking permit to the new vehicle if the vehicle is registered with the plant operations office when it is first driven onto campus.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-100, filed 11/18/05, effective 12/19/05. 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 vice-president of administration 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(7). 05-23-112, § 132S-50-110, filed 11/18/05, effective 12/19/05. 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 vice-president of administration, who shall then refer the matter to a hearing before a special hearing officer designated by the vice-president of administration. 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(7). 05-23-112, § 132S-50-115, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

WAC 132S-50-120 Allocation of parking space. The parking space available on campus shall be designated and allocated by the vice-president of administration or designee, in such a manner as will best effectuate the objectives of the rules and regulations in this chapter.

(2009 Ed.)

(1) Faculty and staff spaces will be so designated for their use; provided, physically handicapped students and others designated by the vice-president of administration or 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.

(3) Handicap parking spaces will be designated. The allocated parking spaces are exclusively for use by those designated, provided that the appropriate parking permits are obtained by the users and are displayed properly upon their vehicles. People with disabilities - staff, visitors, and students - shall be given parking priority whenever possible within close proximity to offices, classrooms, or access ways. No student or staff member shall park in a handicapped designated parking space without possessing either a Washington state permanent handicapped permit or a CBC temporary handicapped parking permit approved by the vice-president of administration or designee. A fine may be imposed for nonhandicap users parking in a designated handicap parking space.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-120, filed 11/18/05, effective 12/19/05. 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 head in.

(3) In areas marked for parallel or right-angle parking, space or stall markings will be observed, and vehicles will park facing head in.

(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(7). 05-23-112, § 132S-50-125, filed 11/18/05, effective 12/19/05. 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

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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 vice-president of administration or 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 vice-president of administration or designee, will best effectuate the rules and regulations contained in this 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(7). 05-23-112, § 132S-50-140, filed 11/18/05, effective 12/19/05. 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.

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[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 vice-president of administration and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-160, filed 11/18/05, effective 12/19/05. 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 vice-president of administration by these regulations shall be subject to delegation to appointed designees.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-170, filed 11/18/05, effective 12/19/05. 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 Animal 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 animal control are hereby promulgated: No person will be permitted to bring any animal upon properties owned or controlled by Columbia Basin [Community] College unless such animal is a service dog as defined in RCW 70.84.020 [and] is under the immediate control of such person[;]. [Guide dogs as defined in RCW 70.84.020.] Only service dogs as defined in RCW 70.84.020 will be permitted to enter buildings owned or controlled by Columbia Basin College.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-185, filed 11/18/05, effective 12/19/05. 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.]

Reviser's note: RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

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.]

WAC 132S-50-195 Smoke and tobacco-free environment. (1) Smoking and tobacco products are not allowed inside any building or vehicle operated by Columbia Basin College.

(2) Smoking materials and related tobacco supplies will not be available for sale or vended on the campuses.

(3) Smoking and tobacco use by students and nonstudents, including visitors, are prohibited within at least fifty feet of building openings (i.e., doors, air intakes, windows), and spaces near outdoor work areas.

(4) Smoking is prohibited in any location where the air-flow carries smoke directly into a facility work area.

(5) Smokers must dispose of smoking and tobacco refuse in ash cans or other containers specifically designed and placed for such disposal.

(6) CBC shall ensure, through proper posting, that outside smoking and tobacco use areas are at least fifty feet from doorways and air intakes.

(7) Any student, staff or faculty member who violates the college smoking policy may be subject to disciplinary action. In addition, violations of the college smoking policy may be subject to enforcement by the Pasco police department.

[Statutory Authority: RCW 28B.50.140(7). 05-23-112, § 132S-50-195, filed 11/18/05, effective 12/19/05. 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.

(2009 Ed.)

(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.]